16 September 2014

Hon Christine Fyffe 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 2013–14.

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 157 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

I am pleased to present my report on the operations of the Department of the Legislative Assembly for 2013–14.

Last year I reported that minority Government brings with it a degree of uncertainty in the decision making processes of the House. This continued to be the case during the current year with tension between the Member for Frankston and the Government intensifying. In light of this increasing tension and the closeness of the numbers in the House, a variety of unusual and complicated procedures arose during the period. The staff were well prepared for these eventualities, anticipating, planning and undertaking the necessary research to ensure that Members and the House were provided with informed, relevant and timely advice on any situation that arose.

Towards the end of 2013 the Member for Frankston indicated that he no longer had confidence in the Speaker. This made it difficult for Speaker Smith to maintain order in the House and after a number of weeks of disorderly behaviour and instability in the House, Mr Smith stood down as Speaker on 4 February 2014. The House then elected the Member for Evelyn, Christine Fyffe as its new Speaker and Paul Weller, the Member for Rodney to replace Mrs Fyffe as Deputy Speaker.

A new procedure for automatically incorporating second reading speeches into *Hansard* was progressively introduced in 2014. This procedure is a time saving measure which enables Ministers to incorporate their speeches rather than having to give them verbally in the House. While the procedure is yet to be adopted on an ongoing basis, it appears to have been well accepted by Members and I would expect the practice to be a permanent feature in the next Parliament.

Our Joint Investigatory Committees have again been busy with 26 reports being tabled during the year. The Family and Community Development Committee's inquiry into the Handling of Child Abuse in Religious and Other Organisations was completed with the tabling of its *Betrayal of Trust* report in November 2013. This was one of the most difficult inquiries undertaken by a JIC and at one stage there were up to 17 staff and advisors working with the Committee on that inquiry. The Committee's report was well accepted and I congratulate the Members and staff of the Committee for their efforts in producing such a significant piece of work.

After a long and protracted inquiry the Privileges Committee tabled its report into allegations against Mr Geoff Shaw MP in May 2014. This inquiry had to deal with a number of challenging procedural issues, with the Committee often meeting outside normal working hours. I acknowledge and thank Anne Sargent and Kate Murray for their significant effort in supporting the Committee through its inquiry process.

I was pleased to approve secondments opportunities for a number of staff throughout the year. Secondments provide valuable development opportunities for those staff involved and I make every effort to facilitate such opportunities when they arise. However, allowing staff secondments is not without its challenges in a small

organisation, as it can be difficult to maintain existing services while backfilling the roles of experienced officers. At times our staffing resources in the Procedure Office were stretched very thin and it is a credit to the dedication of the staff in that Office that they were able to ensure our service levels were maintained.

The Victorian Branch of the Commonwealth Parliamentary Association (CPA) at short notice volunteered to hold the Australian and Pacific CPA Regional Conference in November. Thanks to the organisational skills of Sarah Cox and Jessica Furolo we were able to arrange and conduct a very successful Conference for about 50 delegates.

At the time of writing this report news reaches me that Anne Sargent has been chosen to fill the position of Deputy Clerk in the Legislative Council. Anne has been a wonderful contributor to this Department over the past 15 years and no doubt the skills and experience she has developed over that time has contributed to her appointment. I thank Anne for her support over the past 15 years and wish her every success in her new role.

Finally, I would like to thank my staff for their sterling efforts over the year. In a year that has thrown up many challenges I am most grateful for the support I have received from the whole team.

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 Tours and Parliamentary Role Plays	5	6
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%	100%[1]
Teacher satisfaction with tours of Parliament for school groups	95%	99%[2]
Timeliness		
Documents tabled within time guidelines	90%	100%[3]
House documents available one day after sitting day	100%	100%
Online information relating to bills updated within one day	98%	100%
Cost		
Total output cost	$27.4m	$27.5m

[1] 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. This is particularly the case where members wish to use parliamentary procedure as part of political tactics and we have to advise that their proposal is not procedurally possible. Taking into account the subjective nature of this measure an 80% achievement level is a fairly onerous benchmark.

[2] This is a testament to the professionalism of our Tours & Customer Service Unit and is a pleasing response.

[3] We are pleased that staff have worked diligently to cope with high workloads at time, yet maintain accuracy. Although we believe we have vigorous processes in place to ensure tabling can take place within guidelines, the high volumes of annual reports, particularly in September/October provide considerable challenges. We cannot control the work flow coming to us and have to try and respond to high volumes as they arise.

Report on Output Measures —
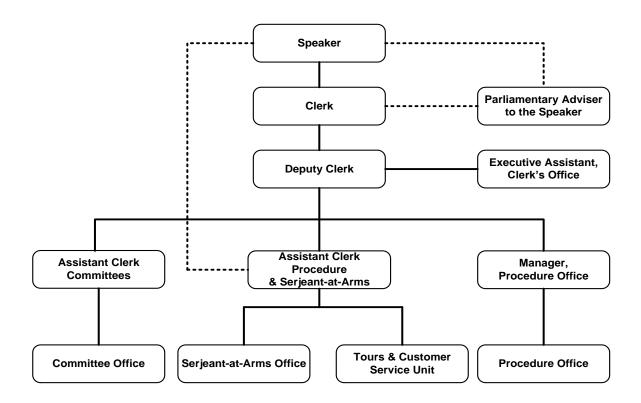# Joint Investigatory Committees

Output/Deliverable	Target	Actual
Quantity		
Reports tabled per annum	28	30[1]
Quality		
Committee members satisfied that advice about procedure, research and administration is responsive, clear, objective and prompt	80%	100%[2]
Inquiries conducted and reports produced in compliance with procedural and legislative requirements	95%	95%
Timeliness		
Reports tabled in compliance with procedural and legislative deadlines	95%	95%
Cost		
Total output cost	$7.2m	$7.0

[1] The Government refers inquiries to joint committees via resolutions of both Houses and, to a lesser extent, Orders of Governor in Council. When the number of such referrals increases, the number of reports tabled in following months increases.

[2] This measure was based on a confidential survey in May 2014 of joint investigatory committee members.

Organisation Structure and Corporate Governance

Department of the Legislative Assembly

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            ┊                  │    Clerk     │- - - -│ Parliamentary Adviser  │
            ┊                  └──────────────┘       │    to the Speaker      │
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            ┊                  ┌──────────────┐       ┌────────────────────────┐
            ┊                  │ Deputy Clerk │───────│  Executive Assistant,  │
            ┊                  └──────────────┘       │     Clerk's Office     │
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    ┌───────────────┐   ┌────────────────────────┐   ┌────────────────────────┐
    │ Assistant     │   │    Assistant Clerk     │   │       Manager,         │
    │ Clerk         │ - │      Procedure         │   │   Procedure Office     │
    │ Committees    │   │   & Serjeant-at-Arms   │   │                        │
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    │  Committee    │   │ Serjeant-at- │ │ Tours & Customer│ │ Procedure Office│
    │    Office     │   │ Arms Office  │ │  Service Unit  │ │                │
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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 Christine Fyffe MP, was elected on 4 February 2014, having represented the Electorate of Evelyn since 2006. She has represented Evelyn previously, in the 54th Parliament.

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

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

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

Anne Sargent, Assistant Clerk Committees. Anne joined the Parliament in 1993 and has worked for the Department since 1999. She was appointed Assistant Clerk Procedure & Serjeant-at-Arms in 2008, having undertaken it in an acting capacity since 2007. In 2011, she moved to the role of Assistant Clerk Committees. 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 while acting as the Honorary Secretary of the Commonwealth Parliamentary Association (CPA).

Committee Office

The *Parliamentary Committees Act 2003* sets out the functions and powers of investigatory committees. 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 currently are:

- Electoral Matters Committee
- Family and Community Development Committee
- IBAC 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, 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, including at VCE level, staff give presentations both at Parliament House and by attending schools in metropolitan and regional Victoria. Staff also deliver specialist tours at Parliament House, such as an architecture tour, and express photographic tour. In addition the Unit provides mail and other support services including support to the Chamber on sitting days.

Procedure Office

The Procedure Office provides administrative and research support to the Chamber and senior officers within the Department. The Office is responsible for answering inquiries from the Department's customers, including members, the media, government departments and the public. In addition, staff are responsible for the publication and distribution of House documents. This role includes 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

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 Assembly proceedings. Accurate records are produced in a timely manner, often under tight timeframes. Records produced in 2013–14 include:

54 *Votes and Proceedings*
51 notice papers
23 question papers
54 minute books
eight 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, we published a graphical analysis of statistics at the end of the 2013 calendar year.

The Procedure Office, under the authority of the Clerk, also prepared bound volumes of question and notice papers for the 2013 calendar year.

Throughout 2013–14 we continued to use Twitter to provide updates about bills, tabled documents, and other events in the Assembly Chamber such as joint sittings. This enabled us to quickly update our followers and, we believe, considerably enhanced our service.

Maintain and update knowledge management resources

LAPRAC

LAPRAC has been an electronic resource since February 2011. We are experiencing the benefits of being able to quickly search LAPRAC, along with other advantages inherent in using the document electronically. It has proved a most valuable resource in the Chamber in this reporting period, giving the clerks speedy access to precedents and authorities.

Chapter 14 — Parliamentary Committees was published for the first time in March 2014. Chapter 14 is the final LAPRAC chapter to be published. It still requires improvement, and will be continually updated along with all other chapters to keep pace with changes in legislation and events in the Assembly.

The live electronic LAPRAC file was updated twice during the year. Eight chapters were updated in September 2013, and 10 in March 2014 (including new Chapter 14). Topics added/updated included:

- Members' inaugural speeches
- Notices of motion
- Independent officers of Parliament
- Parliamentary committees
- Orders for production of documents.

The index, table of standing orders, and various schedules were also updated

Rulings from the Chair

Rulings from the Chair were reviewed by the Clerk's office and updated twice during the year. *Rulings* is published twice a year in hard copy, and updated in database form at the same time. The database version is available to staff and members in the Chamber, where it is particularly useful.

Clerk's Office

Fatigue management strategy

As we have reported in recent years, a priority for all parliamentary departments is the way in which we manage the risk posed by the fatigue experienced by staff supporting the sittings of the Houses. While the Assembly does not have extended sittings (by which we mean generally beyond 11.00 pm) very often, the health and safety risks, as well as risks related to errors and lack of accuracy, are real. Category A staff, being Chamber officers, and some tour guides, as well as some staff in other units including Hansard, are most at risk from extended sittings, though the impact of extended sittings are felt across the organisation.

Parliament has developed a fatigue management strategy, recognising that extended sittings are beyond the control of staff and management, and are a feature of parliamentary business to which we respond.

In the reporting period, all business units in the Assembly developed and validated safe work plans, to be implemented in the event of extended sittings or, in the case of committees, longer work hours associated with completing a report. Fatigue management awareness training was well-received by staff and, while extended sittings are not our preference, we are confident that staff are now better equipped to respond to them in a way that minimises risk.

Plan for the 2014 state election

Fixed term elections enable us to plan for the future, and support members, better. A major priority for all three parliamentary departments in 2014 is to plan for, and manage, the November 2014 election. The Assistant Chamber Officer, Sarah Cox, has

been seconded from the Department to DPS to work as election coordinator. We look forward to working with Sarah as we head towards the 2014 election, delivering services to our current and departing members, training new members, and preparing for the 58th Parliament.

Changes to the *Parliamentary Committees Act 2003*

On 31 July 2013 four joint investigatory committees ceased to exist and were replaced by the creation of two new committees with similar subject areas. Drugs and Crime Prevention, Law Reform, Economic Development and Infrastructure and Outer Suburban/Interface Services and Development Committees were replaced by Law Reform, Drugs and Crime Prevention Committee and Economic Development, Infrastructure and Outer Suburban Interface Services Committee. An additional two new committees also commenced at this time: Independent Broad-based Anti-corruption Committee and Accountability and Oversight Committee.

Changes to the Parliamentary Salaries and Superannuation (Allowances) Regulations 2013

The Parliamentary Salaries and Superannuation (Allowances) Regulations 2013 came in to force on 1 July 2013. The new regulations replaced both the Parliamentary Allowances Regulations 2003 and the Parliamentary Committees Regulations 2003 to consolidate the allowances payable to members of Parliament into one set of regulations.

The new regulations cover the second residence allowance, Melbourne allowance, general travel allowance, overnight electorate allowance, electorate allowance, commercial transport allowance and allowance in lieu of the provision of a motor vehicle. Work was undertaken by the House Departments and DPS to update the forms completed by members to claim these allowances to ensure they complied with the new rules.

The regulations provide definitions of electorate business and parliamentary business, which provide guidance to members as to when allowances are payable. There are, however, some areas where the regulations remain unclear and representations have been made to the Government requesting that the regulations be amended and clarified. The regulations will also need to be amended in the second half of 2014 to reflect the new electorates which will come into force with the electoral redistribution at the November 2014 election.

Protected Disclosure Guidelines

The *Protected Disclosure Act 2012* replaced the *Whistleblowers Protection Act 2001*. While many of the elements remain the same, there are some differences and Parliament needed to issue new Guidelines. The Guidelines support members of the public making disclosures about Members of Parliament that reveal improper conduct, being corrupt conduct, or specified conduct including substantial mismanagement of public resources, or substantial risk to public health and safety or the environment.

After consultation with the Independent Broad-based Anti-corruption Commission, the Presiding Officers issued Guidelines in May 2014. We hope that the Guidelines are helpful to those seeking to make protected disclosures about members of Parliament. The Guidelines are available on Parliament's website.

Code of Conduct Training

All parliamentary officers are obliged to demonstrate and work to the values set out in the *Parliamentary Administration Act 2005*. These values are: responsiveness, integrity, impartiality, accountability, respect, and leadership. To help bring these values to life, the parliamentary departments some years ago developed a code of conduct for staff.

Mindful of the challenges posed by social media, and the heightened attention on the Parliament during election years, the parliamentary departments provided code of conduct training to all staff in the reporting period. To bring practical experience to the training, each session involved a panel of senior managers working through some case studies and scenarios. The case studies, fleshed out from managers' own experiences, demonstrated that while individuals may respond to different situations in any number of ways, the values set out in the Act offer constant guidance in helping us deliver our services to members and the public.

Value Two: Excellent Service Delivery and Responsiveness

Legislative Assembly

Communication, community engagement and education strategy

Parliament delivers a number of community engagement programs, particularly around tours, outreach, committee work, and online services. One of our strategic objectives, in conjunction with the Council and DPS, is to develop an overall strategy to set out our community engagement and education plans. We also acknowledge that, one of the challenges where our core business is often very technical and specialist, is to ensure that our communication is straightforward and effective. One of the Parliament's overall objective's for the 57th Parliament is to prepare a community engagement, communication and education strategy, and we aim to implement this in the next reporting period.

Delegations and attachment

Parliament of Victoria had a number of delegations visit for 2013–14. The list includes visitors from, Aichi, Nauru, Brazil, Mongolia, Jiangsu, Philippines, NSW, Peru and Poland. Staff across the three departments, and the Speaker, appreciated the opportunity to work with and meet the staff and members from these delegations and look forward to continuing a collaborative relationship in the future.

Presentations

We recognise that the role of Parliament, and the work of parliamentary officers, is not always well understood in the community. As part of our commitment to community engagement, we aim to share our knowledge with the public service and wider community, and respond to requests to give presentations or briefings about parliamentary procedure.

Victoria Law Talks

Parliamentary staff participated in the Victorian Law Foundation Law Talks schools program at Warrnambool College on 14 August 2013 and in Wangaratta at Galen Catholic College on 20 February 2014. 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 organisations have been involved in the Law Talks, including the Supreme Court of Victoria, Magistrates' Court of Victoria and the Parliament of Victoria.

The presentations were delivered to Year 11 students and allowed the Tour Guides to present the VCE role play, giving students the opportunity to debate the Crimes and Domestic Animals Acts Amendment (Offences and Penalties) Bill 2011. 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 made.

Parliament in Practice Seminar

A new initiative in 2014 was the Parliament in Practice Seminars. The seminars were offered to Victorian public sector employees who wanted to learn more about the Parliament and its relationship with the Government. The first seminar was held on 24 October 2013 and a second seminar was held on 1 May 2014.

The seminars were run with the involvement of staff from all three parliamentary departments and the Office of the Chief Parliamentary Counsel. Topics covered at the seminar included parliamentary privilege, the legislative process, the conduct of proceedings in the Houses, scrutiny of government and parliamentary committees. Each seminar concluded with a panel of current members who provided their insights on their role and their interaction with the public sector. On both occasions Ms Ann Barker MP, Mr Craig Ondarchie MLC and Mr John Lenders MLC comprised the panel. We thank them for their contributions and frank discussions.

There were 57 participants in the first seminar and 49 at the second seminar, with many still on a waiting list. Participants gave very positive feedback about the seminar with all of them rating it very good or excellent. It is planned to make the seminars a yearly event and the next one will be held in 2015.

Assistance to the Parliament of Nauru

The Parliament of Victoria was pleased to host Ann-Marie Thoma, Clerk of the Parliament of Nauru, on attachment from 21 October to 1 November 2013. The attachment was arranged by the Commonwealth Parliamentary Association (Victoria Branch), and coordinated by the Department of the Legislative Assembly.

The Parliament of Nauru is a unicameral Parliament, with 19 members. Given that the appointment of a Speaker results in an even number of members on the floor of the House, there have been procedural challenges in Nauru in the past, when numbers have been split evenly between government and non-government members. Nauru does not have a strict party system, so it is not unusual for members' allegiances to change during the course of a Parliament.

There are 14 members of staff in the Parliament's secretariat. Ms Thoma was appointed Clerk earlier in 2013, following the retirement of John Garabwan. Mr Garabwan was appointed in early 2012, after the death Freddie Cain. Mr Cain had been clerk from 1977 until his death, and the Parliament lost considerable expertise and corporate knowledge in a short period of time. To support Ms Thoma in her role, the Parliament of Victoria arranged a two-week program, which was coordinated by the Clerk of Parliaments.

The program covered a range of procedural and corporate topics, including:
- Recording minutes and preparing for events in the Chamber
- Security of the chamber and members' accommodation
- Standing Orders Committee activities
- Leadership and management of the department

- Community engagement and outreach programs
- Functions of the two Houses
- Committees
- Hansard and broadcasting arrangements
- Arrangement and storage of parliamentary records
- Information management, focussing on procedural resources (LAPRAC, rulings from the Chair, etc)
- Information services for the public
- Preparing and managing budgets, and expenditure control
- The legislative process, with a focus on amendments and considering bills in detail
- Documenting procedural references for staff and corporate knowledge
- Privileges Committee and third person right of reply arrangements
- Preparing and circulating House documents.

Parliamentary staff found that many of the challenges facing Ms Thoma were familiar to us, albeit in a different setting, and we were gratified that her attachment provided a genuine two-way exchange and flow of ideas. Ms Thoma's enthusiasm for her work, and willingness to innovate and look for creative solutions, were evident and prompted much discussion.

Staff across the three departments, and the Speaker, appreciated the opportunity to work with Ms Thoma and look forward to a collaborative relationship in the future.

Commonwealth Parliamentary Association Conference

The Parliament of Victoria hosted the 2013 Australia and Pacific Regional CPA conference on 19–22 November 2013. Delegates from Australia, New Zealand and the Pacific Islands came together to share the issues facing their own jurisdictions and to learn from the experiences of their colleagues on the broad theme of 'Ethics and Accountability'.

Conference delegates participated in a series of plenary sessions, where papers on a wide range of issues were presented. Topics discussed included:
- The role of the Whip in providing ethical advice to members
- Case Study (Queensland): Parliamentary Crime and Misconduct Committee inquiry into the actions of the Crime and Misconduct Commission
- A Pacific view of ethics and accountability
- The quest for the perfect politician
- Case Study (Kiribati): Removal of Privileges Immunities and Powers of the Members in the Kiribati Parliament.

Throughout the three days, the discussion that followed each paper's presentation was both frank and thought provoking, and provided great insight on the challenges facing modern parliamentarians within the realm of ethics and accountability. Recurring themes raised included the management of expenses and the role of the media in reporting parliamentary proceedings.

A keynote presentation was made by Mr Simon Heath, Deputy Commissioner of the newly established Independent Broad-based Anti-corruption Commission (IBAC). Mr Heath addressed conference delegates on the integrity regime in Victoria and the role of IBAC in relation to protected disclosures and preventing corruption within the public sector.

Delegates also received a report from Ms Lisa Baker MLA on behalf of the Commonwealth Women Parliamentarians (CWP) and a CPA regional report from Hon David Buffett AM MLA, Speaker of the Norfolk Assembly. The conference was a valuable opportunity for parliamentarians from a range of legislatures to meet and share knowledge, creating lasting professional links into the future.

Clerk's Office/Procedure Office

Develop and streamline business processes

Digitise the Votes and Proceedings

A full set of the *Votes and Proceedings* of the Legislative Assembly have been digitised and will be made available online via the Parliament's website in PDF format. The PDF files include indexes and will be fully searchable. The next phase in the project will be to make the *Votes* available in a database format to further increase their usability.

The *Votes and Proceedings*, or minutes, of the Legislative Assembly used only to be accessible in hard copy format up until the early 2000s. Digitisation of primary sources such as the *Votes* enables greater access to our resources by both parliamentary staff and the public while also allowing us to reduce our holdings of physical volumes. The Assembly will continue to hold a full set of bound volumes of the *Votes and Proceedings* from the First Legislative Council in 1851 up to the present.

Enhance tabled documents database

The database, published on our website, is a useful tool for tracking documents tabled, and obtaining electronic copies. To improve the searching functionality for stakeholders, we revised a few small search and quick link issues in the tabled documents database with the help of the parliamentary library. While we would like to make further enhancements we did not achieve that this year.

We also developed a staff manual for the database. This provides clear instructions for staff to create new entries, upload reports and complete various other administration tasks in the database. This should ensure that data appears consistently across the database.

Enhance the questions database

The Procedure Office is currently undertaking a project to enhance the public end of the Questions on Notice Database which is available via the Parliament's website. The project will improve the functionality of the database by including a new 'simple search' and an improved 'advanced search' function, enabling attachments, archiving and improved member notifications. It will also update the look of the database to bring it in line with the existing website.

This is the first phase of a project to make ongoing improvements to the Questions on Notice database. Future phases will include updating and making improvements to the administration, or back, end of the database and further enhancements to the public end.

Transfer House documents to Parliament's website

With plans underway to redevelop the legislation website hosted by Office of Chief Parliamentary Counsel, we took this opportunity to transfer the House documents to the Parliament's own website. House documents include notice papers and *Votes and Proceedings*.

An external agency developed the database and our staff completed extensive testing. The administration part went live in March and we are continuing to develop the public interface. We hope that it will go live with the public site in the early part of the next reporting period. The focus of the new database was to allow easier public access and searching while ensuring that the administration side remained simple and quick to use.

The new database will include all the House documents currently available on the legislation website while also including newer documents such as Assembly Abridged and the Council's adjournment matters booklets.

Audit the parliamentary papers database and review hard copy retention

The Procedure Office began an audit of the Parliamentary Papers Database in preparation for reducing our stored copies of parliamentary papers. The first date range subject to review is 1990 to 2000. Staff are checking for consistency in the quality of the digitised parliamentary papers as well as how they are listed on the database.

The Parliamentary Papers from the First Legislative Council to the present are available online via the Parliament's website in the Tabled Documents and Parliamentary Papers databases. Once we have verified the parliamentary papers' listings on the database we will reduce our numbers of stored copies of each parliamentary paper to two; one for lending and one as a stock copy. All the parliamentary papers are also available at the Parliament of Victoria Library in bound volumes.

This audit is one of many projects aimed at increasing the accessibility of tabled documents while also reducing our stockpiles of physical volumes.

Publish domestic committee reports through committee webpages

While all committee reports are available through the online parliamentary papers database they do not always appear on the web pages for those particular committees. The Procedure Office has a project underway to create links and a brief summary for each report for the Privileges Committee and Standing Orders Committee. We are keen to provide more than just the title because often those reports have neutral but unhelpful titles such as *Special Report* which, as years pass, give no indication as to the subject under review in the report. We did not reach this target this year but we hope to achieve it in the next reporting period.

Take the Clerk's running sheet online

Each sitting day the Clerk prepares a running sheet which gives members, staff and the media a provisional guide of what business the Assembly expects to deal with that sitting day. The running sheet is currently provided only in hard copy.

Assembly staff investigated the practice of other Australian jurisdictions on this topic, with a view to making recommendations to the Clerk for an updated version of the running sheet that is easy to read, and available through Parliament's website. Development is ongoing, and will continue during 2014–15.

Committees

Drugs and Crime Prevention Committee

As mentioned earlier in this report, the Drugs and Crime Prevention Committee was amalgamated with the Law Reform Committee early in the reporting period, as a result of changes to the *Parliamentary Committees Act 2003*. Administrative responsibility for the new committee transferred to the Department of the Legislative Council, and information about that Committee's activities can be found in the Department of the Legislative Council's annual report.

Electoral Matters Committee

Inquiry into the future of Victoria's electoral administration

During the reporting period the Committee (EMC) continued its consideration of the inquiry into the future of Victoria's electoral administration. The inquiry terms of reference required the EMC to:

> *inquire into and report to Parliament by March 2014 on the future of Victoria's electoral administration and matters related thereto. [Excluding elections pursuant to the **Local Government Act 1989**.]*

As covered in the last annual report, the committee released a discussion paper in November 2012 seeking focussed submissions on the inquiry. Issues of particular interest to the Committee included
- Direct enrolment

- Compulsory voting
- Informal voting
- Early voting
- Community engagement
- Electronic voting
- Social media and Victorian electoral administration
- Phraseology that assists the community understand the role and function of parliamentary institutions.

As part of the inquiry the EMC visited the USA in April 2013 and provided the Library with a copy of its report on the international study tour in August 2013. The EMC also travelled to Darwin in October 2013 where it met with the Northern Territory electoral commissioner and his staff who provided the Committee with a number of wide ranging and informative electoral administration information sessions. The EMC also met with several other witnesses who were generous with their time and knowledge of electoral issues.

The report on the future of Victoria's electoral administration was tabled on 27 March 2014 and was the first on that topic by a parliamentary electoral matters committee in Australia. The inquiry considered all aspects of Victoria's electoral landscape which included a detailed examination of the *Electoral Act 2002*.

On 30 April 2014 the VEC wrote to the Committee responding positively to a number of the recommendations contained in the report. The Government response to the report is due in September 2014.

Inquiry into the impact of social media on Victorian elections and electoral administration

On 26 February 2014 the Committee, under section 33(3) of the *Parliamentary Committees Act 2003*, initiated a new inquiry into the impact of social media on Victorian elections and electoral administration.

This inquiry emanated from social media technologies being raised as concerns during the EMC's inquiry into the future of Victoria's electoral administration. At the time the Committee received very little response to the matters raised during that inquiry but considered the issue to be sufficiently important that the matter receive its own terms of reference. The EMC advertised widely throughout Australia. Submissions received by the Committee were well focussed and followed up by successful public hearings in June 2014. The committee aims to finalise its report in September 2014.

Other matters

In June 2013 Warwick Gately was appointed Victorian Electoral Commissioner. The committee secretariat is pleased to note that the excellent working relationship it had with previous electoral commissioners has continued with the appointment of Mr Gately, along with Liz Williams as deputy electoral commissioner, and their staff.

Family and Community Development Committee

During the year, the Committee (FCDC) tabled one major inquiry report and started its fourth inquiry for the 57th Parliament. It tabled the final report for the inquiry into the Handling of Child Abuse in Religious and Other Organisations, and commenced the inquiry into Social Inclusion and Victorians with a Disability.

Inquiry into the Handling of Child Abuse in Religious and Other Organisations

On 3 June 2013 the FCDC conducted its final hearing for the Inquiry into Handling of Child Abuse in Religious and Other Organisations.

The FCDC moved into a lengthy period of deliberations to consider the large volume of evidence it received and to determine its findings and recommendations. The table below outlines the information and evidence received by the Committee.

Evidence received	
Written submissions	450
• Public submissions	305
• Name-withheld submissions	38
• Confidential submissions	107
• Victims (including secondary)	325
○ Primary victims	254
▪ Public	148
▪ Name-withheld	30
▪ Confidential	76
○ Secondary victims	71
▪ Public	44
▪ Name-withheld	6
▪ Confidential	21
Supplementary submissions	92
Additional name-withheld submissions requested by Committee	36
Total written submissions received	**578**
Total hearing sessions	**162**
• Public hearing sessions	106
• In camera (private) hearing sessions	56
• Victims[1]	71
• Secondary victims[2]	18
Right of reply submissions	**30**
Complaint files reviewed[3]	**604**

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[1] Over half of those victims that appeared at hearings did so *in camera*.
[2] Over 70 per cent of those secondary victims appearing at hearings did so *in camera*.
[3] The legal team of the secretariat viewed a significant number of files containing visitation reports and other internal documents from the Christian Brothers at the archives maintained at the Treacy Centre in Parkville. These files are not reflected in these figures.

On 13 November 2013, the Committee tabled its final report for the Inquiry, titled *Betrayal of Trust*. It made 15 recommendations in five broad areas:

- reforming criminal law
- accessing civil litigation
- creating an independent, alternative avenue for justice
- monitoring responses by organisations to criminal child abuse
- preventing criminal child abuse in organisations.

Inquiry into Social Inclusion and Victorians with a Disability

On 26 November 2013, the FCDC received a reference to undertake an Inquiry into Social Inclusion and Victorians with a Disability. On 13 December 2013, the Committee issued a call for submissions with a closing date of 28 February 2014, and on 23 December 2013 it released a submission guide to assist those preparing evidence for the Inquiry.

There was a high level of interest in the Inquiry and in view of this interest, the FCDC continued receiving submissions until 30 April 2014. It received 133 written submissions. 108 of these were from organisations and 25 from individuals.

Between March and May 2014, the Committee undertook hearings. It received evidence from 39 organisations and government departments over four full days and four half days of hearings. After seeking an extension to ensure it could review the extensive amount of evidence received, the Committee is currently required to table its final report by 6 September 2014.

IBAC Committee

In August 2013 members of the Independent Broad-based Anti-corruption Commission Committee (IBACC) travelled to Brisbane and Hobart to meet with key integrity agencies in those jurisdictions. These included representatives from the Joint Standing Committee on Integrity, the Integrity Commission, the Crime and Misconduct Commission, and the Parliamentary Crime and Misconduct Committee. In October 2013 members of the Committee also attended the Australasian Study of Parliament Group 2013 'Oversight' Conference in Perth, and met separately with representatives from the Crime and Corruption Commission, the Joint Standing Committee on the Corruption and Crime Commission, and the Parliamentary Inspector of the Corruption and Crime Commission. In November 2013 the Executive Officer of the IBACC attended the Australian Public Sector Anti-Corruption Conference.

The Committee met with the IBAC Commissioner on 14 October 2013 and 26 May 2014, and the Victorian Inspector on 28 October 2013 and 5 May 2014, in Melbourne. The IBACC convened public hearings with the IBAC Commissioner and Victorian Inspector on 9 December 2013.

In March 2014 the Hon Nicholas Kotsiras MP and Ms Jennifer Kanis MP were appointed to the IBACC following the resignation of Mr Clem Newton-Brown MP and Ms Jill Hennessy MP. Mr Kotsiras was subsequently elected as Chair and Ms Kanis as Deputy Chair of the Committee.

Public Accounts and Estimates Committee

The Committee (PAEC) tabled four major reports during the year:
- Report on the 2013–14 Budget Estimates — Part Two (16 October 2013)
- Review of the Performance Measurement and Reporting System (26 March 2013)
- Report on the 2012–13 Financial and Performance Outcomes (7 May 2014)
- Report on the 2014–15 Budget Estimates — Part One (June 2014).

2013–14 Budget Estimates Part Two

As part of its statutory responsibilities under the *Parliamentary Committees Act 2003*, the Committee conducts an annual inquiry on the State's Budget Estimates as soon as the Budget is released by the Government. All Ministers, Presiding Officers and Departmental Secretaries are invited to appear before the PAEC and are questioned on their portfolio budget estimates for the next financial year. Questionnaires are sent by the Committee to all departments seeking information in relation to their forward budget estimates.

Part One of the report on the 2013–14 Budget Estimates was tabled in June 2013. *Part Two* of the report was tabled on 16 October 2013 and contained 42 recommendations including those relating to the importance of disclosure on key risks and mitigation measures; the need to explain substantial variations in expenditure forecast and estimates from one year to the next; and better disclosure for components of Government infrastructure investment.

This report provides a detailed analysis of the 2013–14 Budget, including the estimates and assumptions within it, the Government's plans and what they mean for Victorians. The Government's response to this report was tabled in April 2014. The Committee made 42 recommendations and 69 per cent of these recommendations were supported in full and in principle.

2014–15 Budget Estimates Part One

The PAEC legislative mandate and scope undertaken for this inquiry was similar to its Inquiry into the 2013–14 Budget Estimates. Before the 2014–15 Budget was introduced by the Treasurer, the Committee sent questionnaires to all departments seeking information in relation to their forward budget estimates.

This report provided an overview of the key aspects of the coming year's budget and a summary of key issues raised at each of the 50 public hearings that the Committee held with the Presiding Officers, Premier, Deputy Premier, Treasurer, Assistant Treasurer, Attorney-General and all ministers between 9–23 May 2014 inclusive.

On 12 June 2014, the Committee tabled the first part of the *Report on the 2014–15 Budget Estimates — Part One* with the original intention of informing debate on the appropriation bills, although the bills had passed both Houses earlier that week. The report is designed to help members of Parliament better understand what is proposed in the budget papers, and had been timed to assist members during their consideration of the 2014–15 appropriation bills. The report includes key aspects of the budget, a chapter on Government proposed discontinued and newly introduced performance measures and indices for all of the public hearings. The Government had asked the Committee for its opinion on whether or not discontinuing these measures is appropriate. Chapter 3 of this report includes that opinion. This report contains a recommendation in regards to retaining specific performance measures until a comprehensive evaluation has been made by the Committee, pending the receipt of further information. The Government response is due to be tabled in Parliament at the end of the year.

The *Report on the 2014–15 Budget Estimates — Part Two* is scheduled to be tabled in Parliament in September 2014.

Inquiry into the 2012–13 Financial and Performance Outcomes — Review of the Performance Measurement and Reporting System

This report is the first part of a two-part report by the Committee on its *Inquiry into the 2012–13 Financial and Performance Outcomes*. This report reflected the PAEC interest in the continued development of a strong performance measurement system, presently and in the future. A robust and effective system enables Parliament and the State to better allocate resources against realistic targets and objective indicators.

The PAEC has incorporated earlier assessments of the performance measurement system into both its annual inquiries into the budget estimates and outcomes. The Committee has reported on performance measurement in earlier reports and is pleased to note that more than 80 per cent of its recommendations have been supported by the Government in a variety of areas including guidance materials, establishing performance measures, departmental objectives and their indicators, results reporting and better explanation of variances.

This report built on the Committee's earlier recommendations, following a review of progress by departments in implementing those recommendations. The Committee noted Government's reforms in relation to:
* the incorporation of departmental objectives and objective indicators
* enhancement of explanation requirements in the budget papers and annual reports
* the review of proposed discontinued performance measures
* ensuring historical data are more readily available.

The Committee made 51 recommendations in the report, which was tabled in Parliament on 26 March 2014. The Government response is due in September 2014.

Report on the 2012–13 Financial and Performance Outcomes

In May 2014 the Committee produced its *Report on the 2012–13 Financial and Performance Outcomes*. This was the second and final report by the Committee as part of its Inquiry into the 2012–13 Financial and Performance Outcomes and examined the achievements of the Victorian public sector in 2012–13, and its financial performance during the year compared to the expectations at the time of the 2012–13 Budget.

In this report the Committee has assessed the State's performance in a number of areas, including the overall financial outcomes and achievements for the general government sector, the public non-financial corporations sector and the public financial corporations sector. The Report included an assessment of how revenue, expenditure, liabilities and debt components compared to Budget expectations.

The PAEC also reported on asset investment in two chapters. The first examined the provision of assets by the Government through the general government sector and their progress compared to timelines and cost targets. The second assessed reporting practices for asset projects in Victoria.

The Committee made 10 recommendations in this report, which was tabled in Parliament on 7 May 2014. The Government response is due to be tabled in November 2014.

Inquiry into Findings of Victorian Auditor-General Reports 2009–11

Under its broad functions under section 14(a)(i) of the *Parliamentary Committees Act 2003*, which allows the Committee to inquire into, consider and report to Parliament on anything related to public administration or public sector finances, and its powers under section 33 which allow it to inquire and consider any reports tabled in the Parliament, the Committee commenced its review into the findings of Victorian Auditor-General reports tabled during 2009–11 in March 2013.

Following review of all VAGO reports tabled during 2009–11, the PAEC prioritised for its review eight separate VAGO reports, which were categorised into two themes, *Measuring Effectiveness* and *Performance and Accountability and Oversight*.

A call for submissions was made which was followed by public hearings. The final report is due to be tabled in September 2014.

ACPAC 2014 mid-term meeting

On 20 June 2014 the Committee hosted the 2014 Australasian Council of Public Accounts Committees (ACPAC) mid-term meeting. These mid-term meetings and biennial conferences are hosted on a rotational basis among member committees, to exchange information and opinions so as to enhance ideas for better practice within member committees.

A key purpose of the mid-term meeting was to discuss, plan and agree on an agenda for the next ACPAC Conference to be held in South Australia in 2015, and to discuss issues relevant to Australasian Committees. Public accounts committees from Australia, New Zealand, Solomon Islands, Fiji and Papua New Guinea were invited to attend the mid-term meeting. There were 34 attendees at the 2014 ACPAC mid-term meeting.

Budget briefing

In May 2014, the PAEC co-hosted the 2014–15 State Budget Briefing Seminar for parliamentarians with the Department of Treasury and Finance.

Rural and Regional Committee

Inquiry into the Opportunities for People to Use Telecommuting and E-Business to Work Remotely in Rural and Regional Victoria

The Committee (RRC) received the terms of reference for the Telecommuting and E-Business Inquiry from the Parliament on 29 November 2012. Work on this inquiry started during the 2012–13 financial year, including briefing papers, a public information campaign seeking submissions, approaches to key stakeholders, informal briefings and a study trip to North America.

Between May and November 2013, the RRC received 25 written submissions from a range of stakeholders, including individuals, businesses, industry bodies, regional development groups and government organisations. The Committee undertook public hearings, site visits and consultations throughout Victoria between July and November 2013. Public hearings were held in Ballarat, Horsham, Mansfield, Echuca, Phillip Island, Traralgon, Melbourne, Wodonga, Barwon Heads and Port Fairy. Over 220 witnesses spoke to the Committee. Site visits were conducted to a variety of businesses and organisations near these locations.

The RRC also travelled to New South Wales and Tasmania, visiting sites and consulting with organisations in Sydney, Armidale, Coffs Harbour, Launceston and Scottsdale. The Final Report was tabled in February 2014. It found that telecommuting and e-business provided a number of social and economic benefits to regional Victoria and that it had the potential to provide more benefits in the future. The report includes nine recommendations reflecting ways that the Government could encourage and facilitate telecommuting and e-business. This included a recommendation that the Government lead by example and encourage telecommuting within the Victorian public sector.

With the tabling of this report, the Committee introduced a new practice of producing a summary booklet in addition to the full report. The summary booklet was a shorter, 20-page document providing an overview of the final report, including an executive summary and the full list of recommendations. This provides a more approachable way for many stakeholders to understand the Committee's findings and recommendations than the traditional, larger report and has received positive feedback. The Committee intends to produce a similar summary booklet for its current inquiry.

Government response to the Inquiry into the Impact of Food Regulation on Farms and Other Businesses

The Government's response to the RRC Inquiry into the Impact of Food Regulation on Farms and Other Businesses was tabled on 19 September 2013. The response was generally positive, with 11 of the 16 recommendations supported, three supported in principle and only two not supported.

Inquiry into the Opportunities for Increasing Exports of Goods and Services from Regional Victoria

The Inquiry into Increasing Exports from Regional Victoria was received by the Committee from the Parliament on 26 November 2013. The inquiry has a broad scope, encompassing the full range of good and services considered to be exports, including agriculture, manufacturing, minerals, international education and international tourism. The Committee therefore devised a public consultation process involving a wide variety of stakeholders.

The RRC advertised in major papers in January, and followed this with media releases, social media announcements, letters to editors and opinion pieces in regional papers. Letters were sent to over 350 stakeholders inviting them to participate. A total of 51 submissions had been received by June 2014.

The Committee considered a background briefing paper and met with representatives of the Department of State Development, Business and Innovation to better understand the terms of reference in March 2014. The RRC held public hearings took place between April and June 2014 in Hamilton, Ballarat, Geelong, Melbourne, Moe, Wonthaggi, Shepparton and Wodonga. The Committee met with 101 witnesses, including primary producers, manufacturers, transport companies, tourist attraction operators, regional universities, local councils, industry organisations and organisations promoting particular areas.

The Committee made site visits to a variety of regional businesses and organisations involved in exports, such as ports, fruit growers, mineral processors, a vineyard and an aeroplane manufacturer. In June 2014 the Committee travelled to Sydney and Canberra to meet several peak bodies and representatives of the Commonwealth and New South Wales Governments. The meetings with the Commonwealth Government representatives were particularly important, given that exports are an area where both State and Commonwealth Governments are involved.

The Committee expects to table its final report in September 2014.

Committee changes

The Hon Damian Drum MLC left the Committee in March 2014, to be replaced by Mr David O'Brien MLC. Mr O'Brien was elected Chair of the Committee, replacing Mr Paul Weller MP, who had chaired the Committee since the beginning of the 57th Parliament.

Scrutiny of Acts and Regulations Committee

Statutory functions

The Committee has statutory reporting responsibilities under three Acts:
- section 17, *Parliamentary Committees Act 2003*
- sections 21 to 23, *Subordinate Legislation Act 1994*
- section 30, *Charter of Human Rights and Responsibilities Act 2006*.

Annual reviews and scrutiny of bills

The Committee (SARC) tabled its Annual Review 2013 in May 2014. The Review outlines the functions and work of the Committee in calendar year 2013.

In the reporting period the Committee tabled 16 Alert Digests, reviewing over 90 bills. In the same period the Committee, through its Regulation Review Subcommittee, reviewed over 250 statutory rules and legislative instruments ('regulations'). The Annual Review covering statutory rules and legislative instruments series 2013 was tabled in the Parliament in June 2014.

For the first time since the inception of Alert Digest reports in March of 1993, the Committee reported on two regulations in Alert Digest 2/2014. The Committee has also now adopted a new practice of providing the Parliament a list of statutory rules and legislative instruments considered at meetings of the Regulation Review Subcommittee. That subcommittee comprises five of the seven members of the Committee.

The Committee continued to provide speedy internet access to its Alert Digests on bills, most often within a few hours of tabling in the Parliament. The Committee continues to provide regular updates on its website concerning any current Committee inquiry.

Regulation review work

Under sections 3, and 21 to 23, of the *Subordinate Legislation Act 1994*, the Committee reviews statutory rules and legislative instruments. The Committee also reviews regulations within the context of human rights and compatibility with the *Charter of Human Rights and Responsibilities Act 2006*. The Committee performs this scrutiny function by means of a subcommittee, the Regulation Review Subcommittee.

During the reporting period, the Subcommittee held 13 meetings during which it considered both statutory rules and legislative instruments. The Subcommittee:
- Considered 162 statutory rules. 13 statutory rules were accompanied by Regulatory Impact Statements
- Considered 97 legislative instruments. Two legislative instruments were accompanied by Regulatory Impact Statements.

Statute Law Revision Bill 2013

On 5 September 2013 the Legislative Assembly referred the Statute Law Revision Bill 2013 to the SARC for inquiry, consideration and report. The Bill made miscellaneous minor amendments to 60 Acts and repealed 20 redundant or spent Acts. The Committee tabled its report in October 2013.

Committee Office Activities

New brochures

This year saw the roll out of two information brochures aimed to assist prospective witnesses in understanding the process of providing evidence to committees:
- Making a written submission to a committee
- Giving evidence to a parliamentary committee at a public hearing.

The newly designed brochures are available online. We anticipate that the remaining brochure, on the rights and responsibilities of witnesses, will be available early in the next Parliament.

Inquiry debriefs and knowledge development sessions

Four committees have presented inquiry debriefs to colleagues in the past financial year. Staff found these sessions to be valuable and an opportunity to expand their knowledge of committee activities and procedural information. Invitations were also extended to non-committee staff, and the sessions were attended by staff from the Library, Legislative Assembly Procedure Office and Legislative Council Table Office.

Debrief topics included:
- Electoral findings from the Northern Territory and the United States of America
- The Law Reform Committee's inquiry into Sexting
- Statute Law Revision Bills
- The Liveability Inquiry and the Growing the Suburbs Inquiry.

Knowledge development sessions were also conducted in November and December. These sessions focused on committee procedure and evidence taking.

Committee Services Office Survey

A consultant was engaged to undertake a survey of the services provided by the Committee Services Office (CSO). The purpose was to understand the benefits committees currently derive from the CSO and identify improvement opportunities. The two components, being an online survey and follow up individual staff interviews, were concluded in June, and the findings and recommendations will be presented to staff in August.

Intranet development project

The CSO has been involved in the Parliament's intranet development project, which aims to modernise the intranet site and better meet user needs. There have been numerous workshops focussed around developing a new homepage, and the emphasis is now moving towards team pages. The committees pages will provide general information on staff and news as well as providing an avenue for committee specific information and documents to be shared amongst committee staff and members.

Secure document distribution system

During the reporting period the Joint Investigatory Committees and DPS completed development of a system for secure document distribution to members of parliamentary committees. The SecureDocs system is a facility that allows committee members and staff to access documents electronically, and minimise opportunities for the inadvertent distribution of those documents to third parties. Committee secretariats are able to place PDF and MS Office documents into SecureDocs for members to access through laptops or computers attached to the parliamentary network. Access to documents is determined by the user's role in the committees, and by the type of document. The system is able to control who can view, copy, and print documents, and all of these actions are auditable. Documents printed through the system are identifiable by time, date and user watermarking.

SecureDocs is searchable, and will provide enhanced access by committee members to all documents produced or held by a committee, so that for example members will have convenient access to transcripts, correspondence, briefings and submissions throughout the inquiry process. Following implementation of mobile device management systems by DPS, expected early 2015, the SecureDocs system will also be accessible on Apple devices, which will significantly improve access to committee documents by members.

The SecureDocs system also provides an opportunity to introduce a consistent approach to the storage and presentation of documents across the Parliament's joint investigatory and standing committees. This will facilitate use of the system by members who belong to multiple committees, and committee staff who move between committees during the course of the Parliament.

Serjeant-at-Arms Office

Assist with community engagement events

Open Day 2014

Parliament's annual Open Day was held on 24 March 2014. Open Day is a great opportunity for the public to tour Parliament House and learn more about parliamentary work.

The Public Record Office Victoria, the Victorian Auditor-General's Office, the Victorian Electoral Commission and the Victorian Ombudsman's Office had displays in Queen's Hall. Parliamentary business units had displays throughout the building and gardens,

with staff explaining their work to visitors. The Speaker and the President also attended and chatted with visitors about their roles. The Royal Australian Navy Jazz Band entertained visitors on the front steps, while visitors enjoyed their lunch in the gardens with some entertainment by the Australian Youth Band.

The day was very successful, with 4,000 visitors taking the opportunity to look around the building, meet our staff and enjoy our high tea in the Members' Dining Room.

Youth Parliament 2013

The 27th annual YMCA Youth Parliament was held from 1–4 July 2013. 20 teams of young people aged between 16 and 25 participated, with teams coming from suburban Melbourne and regional Victoria.

The teams wrote 20 bills that were debated over the three days in the chambers. Topics included the lawful right to assisted suicide, abolition of factory farming, legalisation of medical cannabis and a strategy to reduce youth homelessness in Victoria.

Two bills were defeated, but the remaining 18 bills were passed, signed by the Youth Governor and presented to the Minister for Education Hon Martin Dixon MP, at the Closing Ceremony, who pledged to share the bills with his Government colleagues.

Open House Melbourne 2013

Parliament of Victoria participated in Open House Melbourne again in 2013, coordinated by the Serjeant-at-Arms Office. Open House Melbourne is a not-for-profit association which gives the public the opportunity to discover buildings of architectural and design significance in and around Melbourne's CBD. Buildings are open over a weekend in late July for tours. The theme for 2013 was to "Declare your love for the city" and over 100 buildings participated, including Parliament House.

We opened on Sunday 28 July 2013, with groups of up to 40 people departing the Vestibule every 15 minutes for tours through Queen's Hall, the Legislative Assembly and Council Chambers and the Parliamentary Library. Tours were led by Legislative Assembly tour guides, who provided information to visitors both about the building and the parliamentary process.

942 visitors came through the doors during the day, many queuing on the front steps for up to an hour. Parliamentary Executive Group has given its support to Parliament's participation in Open House Melbourne again in July 2014, and for the first time we will be participating for both Saturday and Sunday.

New tours booking database

Last year, the Tours and Customer Service Unit decided to look into developing a new database to collate all the school tours, role plays, metro visits and architecture tours we conduct each year. For many years we had been using a Microsoft Access database

that had been set up by an outside contractor. Whilst that database had served us well we felt it was a bit restrictive and lacked some features we felt were needed to make it more accessible to staff and the public. As our tours program has expanded, so has the need for our database to be more flexible to allow for our changing schedule.

After extensive research and consultation we decided to adopt the database software developed by the company bookitlive. The bookitlive database is a web-based system. We have found it to be far more flexible when deciding to change our schedule by adding or cancelling tours. An important feature of the new database it that because it is web-based, it can be accessed through the Parliament web site and allows customers to check times and availability of tours before contacting our Tours Office for a booking. This has helped to save both our staff and customers a lot of time. The bookitlive database also automatically generates and sends emails to members of Parliament whenever a school or group from their electorate has made a booking for a tour.

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:

- Various student projects for fashion, architecture, design and photography
- Modification of Parliament House front steps lighting to raise awareness for World Elder Abuse Awareness Day
- German band's photographic shoot for a music video
- Kidney Health Australia's launch of its Big Red Kidney Bus
- Launch of 2014 Indian Film Festival program
- Photographic shoot with professional surfer and Rip Curl trophy
- Photographic shoot with Melbourne Tigers NBL basketball team
- 7th Annual Walk for Justice
- Modification of Parliament House front steps lighting to raise awareness for Breast Cancer Australia Network
- Photographic shoot for AIDS conference to be held in Melbourne in July 2014.

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:

- Ambulance Victoria Community Hero Awards ceremony
- ANZ Global Wealth dinner
- Australian Family Association's National Marriage Day meeting
- Asia Institute Conference Opening reception
- ALP Life Members lunch
- Annual Century Club afternoon tea
- Viewbank College Band performance
- Somalian Student Graduation ceremony
- Olivia Newton-John Wellness Centre high tea

- Australia Unity Australia Day breakfast
- Department of Premier and Cabinet staff forum
- 100 years of School Nursing afternoon tea
- Premier's Design Awards
- Albania's National Independence Day reception
- 90th Anniversary of the Republic of Turkey reception
- In Schools Music Hills Concert Band performance
- New Horizons Band performance
- Australia India Society of Victoria Incorporated dinner to mark India's Independence Day
- Melbourne Cup trophy and associated memorabilia to celebrate the Melbourne Cup Tour
- Network Ten cocktail party to farewell their newsreader, Mal Walden
- National Aboriginal and Torres Strait Islander Observance Committee reception
- Baker IDI *On Your Feet* campaign launch
- Road Trauma Support Services' annual *Time for Remembering* ceremony
- Chabad of Melbourne CBD cocktail party for annual Chanukah celebrations
- Bendigo Youth Choir performance
- 2013 Victoria Prize for Science and Innovation
- Victorian Foster Carers' Industry and Agency Representatives' annual general meeting
- Australia China Business Council Victorian Branch's Welcome to APEC China Business Leaders
- British High Commission's Magna Carta Lecture
- Kokoda Reunion Dinner
- 99 Years of Medical Research Success in Victoria cocktail reception
- Alliance of Girls' Schools International Women's Day breakfast
- Bowel Cancer Awareness Month afternoon tea
- National Emergency Medal Ceremony
- 2014 Department of Environment and Primary Industries Science Awards ceremony
- 2013–14 Premier's Spirit of ANZAC Prize
- Federation of Victorian Traditional Owner Corporations launch and cocktail party
- Ballarat High School Band performance
- Greek National Day reception
- National Council of Women of Australia Inc Ltd website launch
- Sir Rupert Hamer Records Management Awards ceremony
- Israel's 66th Independence Day Yom Ha'atzmaut cocktail reception
- Frankston Ladies Choir performance
- Women's Planning Network's International Women's Day breakfast.

We also hosted exhibitions in Queen's Hall on behalf of community groups:
- 35th Anniversary of the ESTIA Hellenic Women's Cultural Association photographic exhibition
- DonateLife Victoria information display on organ and tissue donation awareness

- William Ruthven Secondary College's exhibition called *Our multicultural Melbourne and a multicultural world*.

Use of Assembly Chamber

We hosted the following events in the Chamber:
- Bentleigh and Caulfield electorates schools debating competition
- Opening ceremony of the Regional Young Round Square Conference
- Model United National Assembly
- 2013 Leadership Speeches of Student Leaders at St Joseph's College, Ferntree Gully
- Trinity College, The University of Melbourne's Young Leaders Program's role play debates
- Local Government Emerging Leaders Program workshop session
- Victorian Employers' Chamber of Commerce and Industry's Victoria Summit
- Department of Education and Early Childhood Development's State Junior School Council Congress
- Monash Association of Debaters' Australian Intervarsity Debating Championships semi finals
- Debaters Association of Victoria debate
- Global Access Partners' Conference on Small to Medium Sized Enterprises.

Filming at Parliament House

The following applications for filming were coordinated by the Serjeant-at-Arms Office:
- Various film, television, fashion, architecture and photographic student applications to film in conjunction with their studies at RMIT and other institutions in Melbourne
- ABC documentary *The War that Changed Us*
- The Old Treasury Building panorama shot of Melbourne
- Victorian Electoral Commission election official training video
- Documentary feature about Hon Barry Jones, former member of the Parliament of Victoria
- Mr Hong Lim MP and Chinese television film crew
- Endemol Australia Productions No 4 Pty Ltd's filming for the television series *Party Tricks*.

Work experience students

The Parliament offers a work experience program for secondary school 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 the reporting period, four students spent time with their local member of Parliament and at the member's electorate office, attended Question Time in both Houses and met with Chamber officers and staff. The students were accommodated during the year in various units across the parliamentary departments, including the

Library and Committees and all reported positive experiences in feature articles for *On Notice*, Parliament's staff newsletter. 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.

Tours and Customer Service Unit

Strengthen tours and outreach program

Options for new tours developed and trialled

Express Tours is a new community engagement initiative developed by the Tours and Customer Service Unit during 2013–14.

One of the challenges we face when delivering our public tours was the growing number of visitors to the Parliament with time constraints or with little or no understanding of English, and who therefore received little benefit from our tour, which is heavy in spoken content. Our public tours are 45-60 minutes in duration which doesn't really cater for those visitors simply wishing to take some quick photos of the building and move on. Our standard tour was not meeting the needs or expectations of these visitors.

To meet this demand, Express Tours were trialled in the second half of 2013 and made a part of our regular tours schedule in January 2014. Tours last only 20 minutes and are conducted at 1.00 pm and 4.00 pm on non-sitting weekdays. Feedback for our Express Tours has been extremely positive.

To promote the Express Tours we are in the process of producing a new brochure that will be printed in English, Mandarin, Japanese, German, French, Spanish and Arabic, the languages most commonly spoken by our visitors. The brochure will be on display at Parliament House and the Melbourne Visitor Centre at Federation Square and should be in circulation by July 2014.

Training and support provided to tour guides

To further improve the Parliament's tour program, a number of professional development activities have been provided to the tour guides. Tour guides regularly visit other attractions and businesses that offer tours to see how their tours are conducted to provide ideas for improvements to our program. Throughout 2013–14 the tour guides attended the State Library Exhibition, *The Changing Face of Victoria*, took a tour of the Toyota factory in Altona and visited the Museum of Australian Democracy at Eureka in Ballarat.

Gardens tour

The next addition to Parliament's tour program will be a Gardens Tour. The tour will offer members of the public and interested gardeners with an opportunity to see the Parliament's historic gardens and learn about its features.

Throughout the reporting period the Tours and Customer Service Unit worked with the Buildings and Grounds Unit in DPS to develop the content of the tour. We conducted historical research which has uncovered a lot of interesting information about the design of the gardens and the plants within it. Many plants have important historical significance and were planted to mark key moments in Victoria's history, such as the Australasian Federal Convention, the Bali bombings and the Black Saturday bushfires.

At the end of June 2014, the content of the tour had been developed, and a first trial tour planned for early July 2014. The Gardens Tour will then be offered to the public the first Monday of every month starting in August 2014.

Deliver education and community engagement programs

Regional presentations

During 2013–14 the outreach program team conducted six regional visits to towns throughout Victoria. The aim of the regional program is to take the community engagement and education programs to regional Victoria so that students who would normally miss our education programs because of distance are given the chance to participate. Parliament's senior tour guides travelled to regional towns for two to four days and provided Parliamentary Information Talks (PITs) and Parliament Role Plays (PRPs) for local school students in years 5, 6 and 7. In preparing for regional visits, staff undertook reconnaissance visits to investigate facilities and distribute information to local schools, which was followed up with formal invitations once dates and venues had been locked in.

In this 12-month period our team conducted presentations in Horsham, Sale, Benalla, Echuca, Warrnambool and Geelong. In total, 42 schools with 1,330 students participated.

The first of the regional visits was to Horsham, which took place in mid July 2013. The sessions were held at the Horsham Grains Innovation Park, where 222 local school students took part in both PIT and PRP presentations. Legislative Council member, and Member for the Western Victoria Region, Mr David Koch MLC, took the time to come to Horsham and talk to some of the students.

Also in July 2013, staff travelled to Sale where they conducted PIT and PRP sessions for 262 students from seven local schools. The sessions were presented at the Wellington Shire Offices.

The Outreach team then visited Benalla, in September 2013. The tour guides presented PITs and PRPs in the Benalla Performing Art and Convention Centre for 233 students

from nine local schools. Local Legislative Assembly member, Dr Bill Sykes MP, the Member for Benalla, came to the Convention Centre to speak to the students.

In October 2013 staff travelled to Echuca to conduct PIT and PRP sessions for 200 students from four local schools. The sessions were presented at the Port of Echuca Motel and Conference Centre in Echuca.

The next regional visit was to Warrnambool, which also took place in October 2013. In attendance were 182 local school students from six schools, all of whom participated in both types of presentations. The sessions were held at the South West Institute of TAFE.

The final visit for 2013–14, in June 2014, was to Geelong. This was the first regional visit that was open to Year 11 and 12 VCE students who were invited to participate in a VCE Role Play. The program was presented at the Mercure Hotel, Geelong. It proved to be very well received, with a total of 231 students of both primary and VCE level from five local schools participating.

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

Metropolitan school visits

During 2013–14, there was a combination of 36 Parliamentary Information Talks (PITs) and Parliamentary Role Plays (PRPs) conducted at schools in the Melbourne metropolitan area, an increase of six on last year's figures.

Metropolitan School Visits are 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 PIT or PRP to students in years five, six and seven.

In 2014 we decided to no longer offer the choice of a PIT and instead restrict our metropolitan visits to PRPs only. We made this decision because our feedback was that teachers and students preferred the interactive nature of a role play. Our role plays have also developed to the stage where most of the material we discussed in the PIT was also being covered in our PRPs.

We also decided in 2014 to offer metropolitan school visits to secondary schools. Legislative Assembly Senior Tour Guides are now available to visit and conduct a VCE role play to Year 11 and 12 Legal Studies students in the Melbourne metropolitan area.

The information provided to students during a metropolitan visit is relevant to the Australian Victorian Essential Learning Standards (AusVELS) 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.

Metropolitan school visits continued to demonstrate their popularity, with almost all sessions fully booked during 2013–14. The use of a Prezi 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 this program.

Parliament role plays at Parliament House

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 we conducted 35 PRPs.

Role Play sessions are held each non-sitting week on Wednesdays at 9.30 am and 11.00 am, and the program is open to students in years 5, 6 and 7. The role play takes place inside the Legislative Assembly Chamber.

A Prezi presentation has been developed by Tours and Customer Service staff. Each role play 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 AusVELS. Surveys taken in the reporting period indicate that, on average, 97 per cent of our PRPs exceeded teachers' expectations.

VCE legal studies role play

The role play for year 11 and 12 legal studies students has been a popular part of our community engagement program for three years. As with other role plays, students perform the various roles of government and opposition members and parliamentary officials and is designed to be as relevant as possible to the VCE legal studies curriculum.

There are two role play scripts available for teachers to choose from. One is based on the passage of the *Summary Offences Amendment (Upskirting) Act 2007*, while the other is based on the *Crimes and Domestic Animals Acts Amendment (Offences and Penalties) Act 2011*. The scripts for each role include Hansard extracts from members' actual contributions during the second reading debate. A Prezi presentation complements the role play. VCE role plays are offered to schools on non-sitting Wednesdays at 1.00 pm. We held 18 VCE role plays in the reporting period. The presentations proved to be very popular with the teachers with 98 per cent exceeding teachers' expectations.

Architecture tours

In February 2013 the Legislative Assembly launched its newest tour, the Parliament House Architecture Tour. Conducted once a month, the Architecture Tour focuses on the history and design of Parliament House. The tour was developed with the assistance of leading architects and academics and is designed to cater for students studying architecture or design, or for members of the public with an interest in architecture and historically significant buildings.

There were 10 Architecture Tours conducted in 2013–14.

Public tours

As part of the overall community engagement objectives of the Department, public tours are conducted on a regular basis. They are conducted on non-sitting weekdays at 9.30 am, 10.30 am, 11.30 am, 1.30 pm, 2.30 pm and 3.45 pm (six tours per day). Public tours are also conducted on sitting Tuesdays at 9.30 am, 10.30 am and 11.30 am.

Satisfaction surveys/feedback forms are completed by members of the public at the conclusion of their tour, with a rating scale of 1 to 5, where 1 is 'did not match expectations at all', and 5 is 'exceeded expectations'. The results from surveys over the past 12 months have shown that public tours of Parliament House continue to be of a very high standard, with 100 per cent of respondents giving a rating of 4 ('met expectations') or higher in answer to the question "Did the tour meet your expectations?'; and 94.1 per cent of respondents giving a rating of 5 ('exceeded expectations') in response to the question.

We have a system in place to accurately collate the number of attendees for our public tours. Tour Guides stationed at the Vestibule desk record the numbers for each tour, each day. Trends in demand for public tours are then tracked to identify peak timeslots and periods during the year, and we use this information to efficiently allocate resources.

From the information collected, it is clear that January is still the most popular month for public tours, with 2,835 people attending in January 2014. In 2013–14, 20,690 people visited Parliament House for a public tour, demonstrating the popularity and success of the public tour program. This number is an increase of over 6,000 on the previous year. This increase is most likely a result of two major factors; the inclusion of two extra tours per day due to the implementation of the Express Tour, and improved marketing of our public tours in publications such as the Melbourne Official Visitor Guide and Victoria's Cultural Guide.

The Tour Guides conduct their tours with the assistance of the Public Tour Manual, which ensures consistency of core information delivered on public tours. The Manual is a valuable tool for training new tour guides. The tour guides each have their own personal style in delivering the tours, and this 'personal touch', while delivering consistent content, has consistently been a source of extremely positive comments from members of the public on the comments section of the feedback forms.

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.

During the 2013–14 financial year we had 26,000 school children and 4,600 adults visit the Parliament for a tour or presentation. These figures show an increase of 4,100 school children and 500 adults compared to last year's figures.

Senior Tour Guides conduct the tours. The information provided to students is relevant to the Australian Victorian Essential Learning Standards (AusVELS) curriculum requirements.

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 97 per cent of tours exceeding visitors' expectations.

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

Legislative Assembly

Staff rotation options

As reported in our last annual report, options for staff rotations were analysed in the last reporting period. Rotating staff between various business units will, we feel, provide greater opportunities for our staff and share knowledge between business units. Some staff shortages in key areas in the reporting period made it unrealistic to implement any recommendations from the rotation study. It is, however, an objective for the next cycle.

Clerk's Office

Maintaining departmental photographic collection

The Department holds many photos of formal events, such as the Opening of Parliament, regional sittings, and open days, and informal events including social gatherings, staff at work, office renovations, and the like. We consider these photos to be a wonderful resource, both as a record of departmental work, and also as part of our social history. As time passes, inevitably, the context and significance of some photos becomes lost. As a Department, therefore, we have commenced a project to audit all of the photos we hold in hard copy and electronically, and develop a system of recording and storing those photos. The Library is assisting us determine appropriate storage methods, and identifying any copyright issues we need to consider in using those photos in the future. This project is a rewarding one, if painstakingly slow, and we hope to report further in the next year's annual report.

Procedure Office

Manage archived records

Work continues on reviewing the boxes of clerks' letters 1856–1961. We have also started work on indexing the records we choose to keep, to allow easy access and searching in future. This is a complex and time-consuming job and will certainly continue for the next year or two.

We had also planned to complete in-house guidelines for accessing committee records at the Public Records Office. Unfortunately we did not finish this work, as the scope and complexity of the project is greater than we had first identified. However we still plan to create these guidelines as they will be invaluable to staff when dealing with requests to gain access to old records, particularly committee documents that were created under a different legislative arrangement.

Improve Procedure Office knowledge resources

Changes in staff in the Procedure Office have further highlighted the importance of keeping knowledge resources up to date. The lists and notes made by staff as they document new functions to add to our resources.

While we have not changed our work practices significantly in this area this year, the change of focus to electronic resources has helped facilitate small, frequent updates to our existing manuals and 'how-to' guides.

Serjeant-at-Arms Office

Implement TRIM project plan

The Department is continuing to improve its records management processes. Following the implementation of TRIM 7.2 software and a new business classification system in 2012–13, all files in the Serjeant-at-Arms office have now been reorganised and reclassified into the new system. A number of historical files have also been archived.

A project plan has been developed to complete the roll out of the business classification system across all other Legislative Assembly business units in 2014–15, starting with Deputy Clerk Office files. As part of this project electronic records are being reorganised to match the business classification system so hard copy and electronic files follow the same naming conventions.

Contribute to Parliament-wide building and security related projects

Key management strategy

During 2013–14, the Parliament undertook an audit of Parliament House keys and locks to identify where records did not match the physical infrastructure. This project was coordinated through the Security Operations Group, comprised of representatives from the three parliamentary departments. The audit identified some areas where the records kept were inadequate and could be improved.

Following the audit, a decision was made to develop a new key policy for Parliament House and to rekey all offices following the November 2014 election. Planning for this is well underway and the Security Operations Group has met several times to commence drafting the new policy and associated business rules. A plan has also been developed for the rekey project and locksmiths been engaged to undertake the work. It is planned for the rekey to take place in January 2015.

Visitor management strategy

A continuing challenge for the Parliament is the management of visitors within Parliament House. Due to its design, the building is not easily divided into private and public areas like more modern buildings. This creates challenges for managing the wide range of building users, which include members, staff, committee witnesses, tourists,

event guests, the media and contractors. Our methods for managing visitors currently include the use of security identification passes, signage about who is permitted in each area and staff and members monitoring and escorting guests whilst in the building.

During 2013–14, the Security Operations Group continued to explore options to improve our management of visitors. Changes were made to the design of security passes, to better distinguish between those on tours, those attending the public galleries and members' guests. New gallery rules were also issued by the Speaker to reinforce the standards of behaviour expected of those in the public galleries. Preliminary work has been undertaken to examine where additional security posts could be established on sitting days, and how a registration system could be implemented for visitors. Further work will be undertaken in 2014–15 to progress these options.

Emergency management

Emergency management on the parliamentary reserve is administered by the Joint Chief Wardens — the Assistant Clerk Procedure and Serjeant-at-Arms and the Assistant Clerk House and Usher of the Black Rod. In 2013–14, Parliament's emergency procedures were reviewed and it was determined that improvements needed to be made to ensure emergencies were managed effectively and the procedures met the requirements in the *Australian Standard AS3745-2010 — Planning for emergencies in facilities.*

In 2014, First 5 Minutes was engaged to rewrite the emergency management procedures for Parliament House and redesign the emergency evacuation maps. First 5 Minutes were chosen as they currently provide emergency management assistance and training for Parliament's secondary building at 55 St Andrews Place, as part of an agreement that covers the Treasury precinct. Given the complicated layout of the Parliament House building, significant work was required to tailor standard evacuation procedures to the parliamentary environment.

At the end of June 2014, the first draft of the new emergency management procedures and diagrams had been produced. These will be finalised in the second half of 2014 and then the new diagrams will be put up throughout the building. Updated training for wardens has also been scheduled.

Members' accommodation at Parliament House

The front steps restoration was completed in November 2013. In conjunction with this, seven members' offices under the steps, which had suffered from considerable water damage, were repaired and renovated. The works on the seven offices were completed in January 2014, and members were able to be reaccommodated in these offices before the start of the 2014 sittings.

The completion of these seven offices allowed a further seven offices on the other side of the corridor in the undercroft to be vacated. Throughout the first half of 2014 these offices have also been renovated, with improvements made to the lighting and

ventilation. These offices will be completed in early July 2014, allowing them to be re-occupied by members before the August 2014 sittings.

Meeting room facilities and resources

We were pleased to upgrade the Legislative Assembly managed meeting rooms throughout Parliament House. Consultation took place with meeting room users, including House department staff, committee staff, Hansard, Catering and the Organisation Development Unit about their requirements for the meeting rooms. The main issue identified was a need to offer better audio-visual facilities for room users.

With the assistance from the Buildings and Ground Unit, IT and Hansard, Meeting Rooms 2 and 93 in Parliament House were upgraded in May and June 2014. Each room now has a screen mounted on the wall and a desktop box has been installed in the meeting table, allowing users to connect to the screen from the table. Power and internet connections are also available from within the desktop box, via retractable cords.

Appendices

Appendix 1 — Staff Employment details
July 2013–June 2014

Full time equivalents (FTE) staffing trends from 2010 to 2014				
2014	**2013**	**2012**	**2011**	**2010**
51.78	51.88	52.25	52.59	56.47

	Ongoing Employees				Fixed term & casual employees
	Employees (headcount)	**Full time (headcount)**	**Part time (headcount)**	**FTE**	**FTE**
June 2014	48	44	4	46.2	5.58
June 2013	55	46	4	48	3.88

	June 2014			June 2013		
	Ongoing		Fixed term & casual employees	Ongoing		Fixed term & casual employees
	Employee (headcount)	**FTE**	**FTE**	**Employee (headcount)**	**FTE**	**FTE**
Male	25	25	0	26	24.6	1.00
Female	23	21.2	5.58	29	23.4	2.88
Under 25	0	0	1	0	0.00	0.00
25–34	12	11.8	2	11	11.0	1.00
35–44	16	15.6	2.24	12	11.6	2.40
45–54	13	11.8	0.34	17	15.8	0.48
55–64	3	6	0	7	7.00	0.00
Over 64	1	1	0	3	2.60	0.00
Classification						
VPS 1	0	0	0	0	0.00	0.00
VPS 2	12	11.8	1.24	12	11.6	0.00
VPS 3	14	12.4	1	16	14.4	0.00
VPS 4	3	3	0	3	3.00	1.60
VPS 5	8	8	3.34	9	9.00	2.28
VPS 6	9	9	0	8	8.00	0.00
Executives	2	2	0	2	2.00	0.00

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.

Appendix 2 — Staff Listing as at 30 June 2014

Clerk's Office

Ray Purdey	Clerk of the Legislative Assembly and Clerk of the Parliaments
Bridget Noonan	Deputy Clerk
Anne Sargent	Assistant Clerk Committees
Jessica Furolo	Executive Assistant, Clerk's Office

Serjeant-at-Arms Office

Robert McDonald	Assistant Clerk Procedure & Serjeant-at-Arms
Santhi Sinniah	Acting Assistant Chamber Officer
Helen Dorian	Personal Assistant to the Serjeant-at-Arms

Tours and Customer Service Unit

Paul Groenewegen	Manager
Mark Smith	Tours Program Coordinator
Vacant	Outreach Program Coordinator
Michael Gigliotti	Mail and Printing Officer
Baron Campbell-Tennant	Senior Tour Guide
Anabel Curphey	Senior Tour Guide
Rachael Dewar	Senior Tour Guide
Pablo Diaz	Senior Tour Guide
Craig Foster	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

Florence Kaur	Parliamentary Adviser to the Speaker

Procedure Office

Kate Murray	Manager

Papers Section

Naias Mingo	Acting Parliamentary Officer
Megan Rocke	Acting Customer Service Officer

Table Section

Joel Hallinan	Senior Parliamentary Officer
Charlene Kenny	Parliamentary Officer
Trinity Huynh	Acting Administrative Officer

Committee Office

Electoral Matters

Mark Roberts	Executive Officer
Nathaniel Reader	Research Officer
Bernadette Pendergast	Committee Administrative Officer
Maria Marasco	Committee Administrative Officer

Family and Community Development

Janine Bush	Executive Officer
Vicky Finn	Research Officer
Natalie Tyler	Committee Administrative Officer

Independent Broad-based Anti-corruption Commission

Vaughn Koops	Executive Officer
Simon Kennedy	Acting Research Officer
Helen Ross-Soden	Committee Administrative Officer

Public Accounts and Estimates

Valerie Cheong	Executive Officer
Anita Madden	Acting Senior Research Officer (Performance Auditor)
Leah Brohm	Senior Research Officer (Audit Compliance)
vacant	Senior Research Officer (Portfolio Performance)
Bill Stent	Research Officer
Alejandro Navarrete	Research Officer
Melanie Hondros	Business Support Officer
Justin Ong	Desktop Publisher and Administration Officer

Rural and Regional

Christopher Gribbin	Acting Executive Officer
Patrick O'Brien	Research Officer
Laura Ollington	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

Sally West	Senior Committee Services Officer
Cara Thompson	Administrative Officer
Vacant	Administrative Officer

Appendix 3 — Legislative Assembly Expenditure Statement

	2013–14		2012–13
	Budget $	Expenditure $	Expenditure $
Departmental			
Salaries, overtime and allowances	2,603,300	2,375,814	2,396,158
Payroll Tax	129,100	130,371	125,568
WorkCover	13,790	15,055	27,678
Fringe Benefits Tax	45,000	47,877	31,023
Employer contribution to superannuation	242,900	210,812	202,120
Long Service Leave	64,000	97,264	56,918
General expenses	1,550,220	844,261	885,047
Printing	446,190	272,094	274,166
Total Department operating expenses	**5,094,500**	**3,993,548**	**3,998,678**
Assembly Members			
Salaries and allowances*	18,219,000	12,106,670	10,219,860
Members' travel and subsistence	-	3,195,430	2,886,137
Superannuation	6,394,000	5,727,436	6,938,467
Payroll Tax	-	816,595	716,953
WorkCover	-	88,916	51,292
Fringe Benefits Tax	-	517,181	626,671
Total members' salaries and superannuation	**24,613,000**	**22,452,228**	**21,439,380**

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 2013–14.

Appendix 4 — Joint Investigatory Committees expenditure statement

2012–13 Actual $	Joint Investigatory Committee	2013–14 Budget $	2013–14 Actual $
58,068	Accountability and Oversight Committee[2]	344,760	304,456
382,149	Drugs and Crime Prevention[3]	18,413	(6,029)
305,686	Economic Development and Infrastructure [3]	74,728	55,467
-	Economic Development, Infrastructure and Outer Suburban/Interface Services Development [2]	319,360	293,552
318,350	Education and Training [2]	364,260	308,843
338,135	Electoral Matters [1]	349,575	338,631
366,886	Environment and Natural Resources [2]	419,512	387,100
626,216	Family and Community Development [1]	474,500	523,990
470	Independent Broad-based Anti-corruption Commission [1]	344,760	288,625
407,318	Law Reform [3]	34,692	27,776
-	Law Reform, Drugs and Crime Prevention[2]	451,760	446,737
377,573	Outer Suburban/Interface Services Development [3]	23,861	(17,873)
816,119	Public Accounts and Estimates [1]	900,000	796,275
312,143	Road Safety [2]	344,387	306,099
372,240	Rural and Regional [1]	397,800	368,701
390,808	Scrutiny of Acts and Regulations [1]	538,010	448,538
975,945	Committee Services Office [4]	1,345,122	1,084,911
102,789	Auditor-General's Office audit costs	300,000	272,000
6,150,895	**TOTAL**	**7,045,500**	**6,227,799**

Notes

1. Committees administered by the Legislative Assembly: Drugs and Crime Prevention; Electoral Matters; Family and Community Development; Independent Broad-based Anti-corruption Commission; Public Accounts and Estimates; Rural and Regional; Scrutiny of Acts and Regulations.

2. Committees administered by the Legislative Council: Accountability and Oversight Committee; Economic Development and Infrastructure; Economic Development, Infrastructure and Outer Suburban/Interface Services Development, Education and Training; Environment and Natural Resources; Law Reform; Law Reform, Drugs and Crime Prevention, Outer Suburban/Interface Services and Development; Road Safety.

3. A one month budget was established to administer the Drugs and Crime Prevention, Economic Development and Infrastructure, Law Reform and Outer Suburban/Interface Services Development Committees during the reporting period.

4. Both House Departments jointly administer the Committee Services Office. Its budget includes rental payments for committee accommodation and various other administrative overheads for whole of committee operations.

Appendix 5 — Joint Investigatory Committees statistics

Committee	EMC	FCDC	IBACC	PAEC	RRC	SARC
Full committee meetings[1]	12	35	8	24	13	29
Public hearings[2]	5	39	2	76	143	0
Inspections	10	0	4	0	48	0
Reports tabled	1	1	0	4	1	19

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[1] Includes subcommittee meetings.

[2] Number of public hearings held such that the number of witness groups appearing before the committee are counted separately. For instance, one day of committee hearings with five witness groups appearing would equate to five different public hearings for the purposes of the statistics.

Appendix 6 — Overseas Travel Undertaken by the Speaker

Speaker Smith travelled during the year to:

1   Canada and the United States of America from 5 to 17 August 2013. The Canadian part of the travel was to visit provincial parliaments to discuss parliamentary procedure and administrative arrangements. The Speaker visited Canada before attending the NCSL Summit in Atlanta. This is the USA's premier meeting of legislators and staff. Members and legislative staff from all 50 states, and international visitors, came together to share ideas, talk with experts, learn from nationally renowned speakers and discover policy solutions. The Speaker's travel costs were $10,433.

2   China, from 15 to 29 July 2013, leading a parliamentary delegation. The Speaker's travel costs were $9,300.

3   Greece, from 5 to 14 September 2013 as part of a parliamentary delegation. The Speaker's travel costs were $9,400.

Speaker Fyffe will travel to:

4   Samoa for the 2014 Australian and Pacific Presiding Officers and Clerks Conference from 30 June to 4 July 2014. This is an annual forum to discuss contemporary parliamentary matters of a procedural and administrative nature. The Speaker's air fares for this visit will be approximately $1,600 (paid during 2013–14 as the outward journey will occur on 29 June 2014). Any additional costs will be reported in next financial period.

Appendix 7 — Committee discussion papers and reports

(Committees under the administration of the Legislative Assembly)

Drugs and Crime Prevention Committee (until 31 July 2013)
None

Electoral Matters Committee
Inquiry into the future of Victoria's electoral administration

Family and Community Development Committee
Inquiry into the handling of child abuse by religious and other organisations

Independent Broad-based Anti-corruption Committee
None

Public Accounts and Estimates Committee
Report on the 2013–14 Budget Estimates — Part Two
Review of the Performance Measurement and Reporting System
Inquiry into financial and performance outcomes 2012–13
Report on the 2014–15 Budget Estimates — Part One

Rural and Regional Committee
Inquiry into opportunities for people to use telecommuting and e-business to work remotely in rural and regional Victoria.
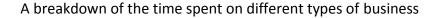
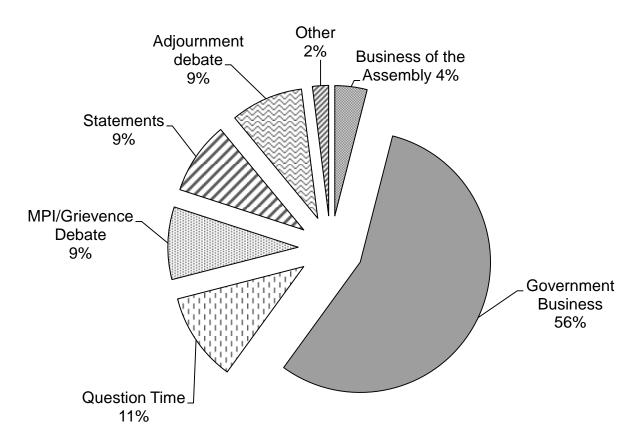**Scrutiny of Acts and Regulations**
Alert Digests Nos 10 to 17 of 2013
Alert Digest Nos 1 to 8 of 2014
Annual Review 2013, May 2014
Annual Review 2012, Regulations and Legislative Instruments, September 2013
Annual Review 2013, Regulations and Legislative Instruments, June 2014

Appendix 8 — Business Statistics

Assembly Business Statistics		2013–14	2012–13	2011–12
House related documents produced		194	211	211
Reports tabled by Command		4	4	5
Annual reports tabled		293	299	301
Reports tabled by leave		21	23	23
Other documents tabled		1,153	1,267	1,154
Messages presented		160	155	157
Reports presented by parliamentary committees		35	42	40
Questions asked	In writing	1,008	751	1,058
	During question time	500	520	421
Government Bills	Initiated in the Assembly	92	83	69
	Amended in the Assembly	8	7	8
	Passed both Houses	87	85	75
	Reasoned amendments moved	14	7	3
Divisions		55	62	38
Petitions presented		195	225	261
Petitions listed for debate		154	179	216
General business notices of motion		583	649	538
Grievance debates		6	6	6
Matters of public importance		11	11	10
Statements by members		1,012	1,054	1,031
Statements on parliamentary committee reports		102	102	91
Pages of bills proofread		4,830	4,229	3,548
Sitting days		51	52	51
Hours including meal breaks		489:20	506:41	489:42

Appendix 9 — Business Conducted in the Assembly

A breakdown of the time spent on different types of business

Adjournment debate 9%

Other 2%

Business of the Assembly 4%

Statements 9%

MPI/Grievence Debate 9%

Question Time 11%

Government Business 56%

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 10 — Disclosures Made Under the
Protected Disclosure Act 2012

For the period 1 July 2013 to 30 June 2014, no disclosures were made.

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

None during the reporting period.