

ANNUAL REPORT

Department of the Legislative Council



2013-14



Annual Report

DEPARTMENT OF THE
LEGISLATIVE COUNCIL



2013-14



Legislative Council

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17 September 2014

The Hon Bruce Atkinson MLC
President of the Legislative Council
Parliament House
EAST MELBOURNE 3002

Dear Mr President

I have pleasure in forwarding to you the Clerk's report to the Legislative Council on the operations of the Department of the Legislative Council for the year ended 30 June 2014.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Andrew Young', with a long horizontal flourish extending to the right.

Andrew Young
Acting Clerk of the Legislative Council



Table of Contents

Clerk's Overview	7	PROVISION OF INFORMATION	19
Departmental Vision	9	Legislative Council Information Sheets	19
Departmental Goals	9	Register of Members' Interests	19
Service Delivery	9	Review of House Readers and Auto-text Database	19
Corporate Governance	9	PUBLIC AWARENESS AND EDUCATION	20
People and Resources	9	YMCA Youth Parliament	20
Business of the Department	9	Open Day	20
Organisation Chart	10	Australasian Study of Parliament Group	20
Service Delivery	13	Presentations for Internal and External Groups	21
PROCEDURAL ADVICE	13	Seminar for public service officers	21
Advice to the President and Members	13	HOSPITALITY AND VISITORS	21
Anticipation Rule	13	Official Visitors and Delegations	21
Introduction of Bills currently before the Legislative Assembly	13	Sister State Delegations	22
Sub-judice Convention	13	President's Delegation to Greece	22
Suggested Amendments to Financial Legislation	14	Australian Political Exchange	23
Amendments to bills in Committee of the Whole	14	Council Delegation	23
Production of Documents	14	Visit of Officers from the New South Wales Legislative Council	23
Procedure Committee	15	Corporate Governance	25
Procedural Review Meetings	15	DEPARTMENTAL MANAGEMENT AND PLANNING	25
COUNCIL SITTINGS AND DOCUMENTATION	15	Protected Disclosure Act 2012	25
Sitting Day Business Meetings	15	Presiding Officer's Travel	25
Sittings of the House	15	Parliament's Governance Structure	25
Resignation and election of New Members	16	Members' Climate Survey	25
Parliamentary Publications	16	SENIOR STAFF CHANGES	26
Sitting Statistics	17	Retirement of Clerk	26
Breakdown of Business 2013–14	17	Appointment of new Clerk	26
PROCEDURAL RESEARCH PROJECTS	18	Retirement of Deputy Clerk	26
Procedural Bulletins	18	People and Resources	27
External Procedural Publications	18	HUMAN RESOURCES MANAGEMENT	27
Rulings from the Chair 1979–2013	18	Code of Conduct and Ethics	
Legislative Council Practice and Procedure Manual	18	Compliance Training	27
DATABASE MANAGEMENT	18	Occupational Health and Safety Committee	27
Questions on Notice Database	18	Fatigue Management	27
Tabled Documents Database	18	SECURITY	28
House Documents Database	19	Security Operations Group	28
		Strategic Risk Projects	28
		WORKPLACE MAINTENANCE	28
		Refurbishment of Council staff areas	28
		Members' Office Relocations and Fit Outs	28

USE OF PRECINCTS	28
Council Chamber and Meeting Rooms	28
Functions	29
COMMUNICATION	29
General Staff Meetings	29
PROFESSIONAL AND PERSONAL DEVELOPMENT	29
Presiding Officers and Clerks Conference	29
ANZACATT Professional Development Seminar	29
Parliamentary Law Practice and Procedure Course	30
Australasian Study of Parliament Group Conference	30
PARLIAMENTARY COMMITTEES	30
Parliamentary Joint Investigatory Committee System	30
Accountability and Oversight Committee	31
Economic Development and Infrastructure Committee	31
Economic Development, Infrastructure and Outer Suburban/Interface Services Committee	31
Education and Training Committee	31
Environment and Natural Resources Committee	32
Law Reform Committee	32
Law Reform, Drugs and Crime Prevention Committee	32
Outer Suburban/Interface Services and Development Committee	33
Road Safety Committee	33
Committee Services Office	34
Dispute Resolution Committee	34
COUNCIL STANDING COMMITTEES	34
Standing Committee on Economy and Infrastructure	34
Standing Committee on Environment and Planning	34
Standing Committee on Legal and Social Issues	34
FINANCE	35
Public Accounts and Estimates Committee Hearing	35
Legislative Council Budget	35
Joint Investigatory Committees Budget Arrangements	36

Appendices

Appendix A	37
Role of the Legislative Council Staff	
Appendix B	39
Staff employed as at 30 June 2014	
Appendix C	41
Members of the Legislative Council – 57th Parliament as at 30 June 2014	
Appendix D	42
Selected statistics relating to sittings of the Legislative Council, 2009-10 to 2013-14	
Appendix E	43
Statistics relating to Committees administered by the Legislative Council	
Appendix F	44
Legislative Council Expenditure Statements, 2013-14	
Appendix G	45
Major Outputs and Performance Measures – Legislative Council	
Appendix H	46
Joint Investigatory Committees – Expenditure Statements, 2013-14	
Appendix I	47
Major Outputs and Performance Measures – Joint Investigatory Committees	
Appendix J	48
Supplementary information as at 30 June 2014	
Appendix K	49
Non-current physical assets	
Appendix L	50
Administration of Acts	



Clerk's Overview

I have pleasure in presenting my report on the operations of the Department of the Legislative Council for 2013-14.

There have been a number of achievements across the Parliament during the year which were well documented in the Parliament's presentation in May this year to the Public Accounts and Estimates Committee. What is notable so far as this department is concerned and is therefore worth mentioning here, was the staging of the first two seminars for public servants which were aimed at introducing them to the operations of the Parliament, the origins and application of parliamentary privilege and operation of the two Houses.

Whilst the seminars were the result of a collective effort by the two House departments, they were co-ordinated by Andrew Young who did a fine job in putting the program together and assembling the team of expert presenters.

Mention has been made in this report of the challenges being faced by the Parliament in relation to the forward estimates and the proposed cuts to the Parliament's budget. Although the Treasurer accepted the request from the Presiding Officers to exempt the Parliament from the general efficiency dividend cuts in 2013 and 2014, as things currently stand the cuts will take effect from the following financial year. They have the potential to significantly impact on the Parliament's capacity to provide the level of service necessary for our principal clients, our Members. This is an issue that the Presiding Officers and the Executive Team in the next Parliament must address with the Treasurer as a matter of urgency.

So far as the Legislative Council's own budget is concerned, we were very grateful to receive additional funding in 2013-14 and again in 2014-15 to support the Council Standing Committees Office. In 2015-16 and beyond, however, particularly if the level of committee activity in the Council increases as expected, our capacity to service the committees to a standard acceptable for an effective House of Review could be severely compromised and urgent attention needs to be given to this issue during next year's budget estimates process.

This is my last annual report prior to retirement. It has been a wonderful privilege to have served the Parliament of Victoria since 1967, and to have spent most of that time at the Legislative Council. It has been a rare honour to have been Clerk of the Legislative Council as there have only been 15 Clerks in 157 years. I would like to take this opportunity to thank all staff in the Parliament for making it a pleasure to come to work each day. I would like to pay particular tribute to all of the staff in the Legislative Council. We are a small but dedicated team and it has been a privilege to have been a part of it.

I would like to congratulate Andrew Young on being recommended to the Governor in Council for appointment as the 16th Clerk of the Legislative Council. Andrew is an extremely capable officer and I know that he will lead the Legislative Council team with enormous distinction. I wish him and all Legislative Council staff all the very best for the future.

Unfortunately, at the end of the reporting period, the Department of the Premier and Cabinet still had not forwarded the documentation to the Governor in Council. The involvement of the Department of Premier and Cabinet has come about because under the current arrangements the Premier, as the Minister responsible for the Parliamentary Administration Act 2005, is required to submit the recommendation to the Governor in Council on behalf of the President. The process for sending the recommendation to the Governor in Council has been far from satisfactory. In view of the important principle of the separation of powers, the Presiding Officers should have direct access to the Governor in Council regarding the appointment of the Clerk and the Act should be amended accordingly to give effect to such change.

Finally, I would like to pay tribute to Matthew Tricarico who is currently on leave prior to his retirement. I have worked closely with Matthew for over 30 years and he has been my trusted Deputy since my appointment as Clerk in 1999. I wish him and his family all the very best for a very happy, healthy and rewarding retirement.

Wayne Tunnecliffe

Clerk of the Legislative Council



Departmental Vision

Departmental Goals

Within the context of the Parliament's Strategic Directions and the values defined therein — effective corporate governance, excellent service delivery and sustainability — the department focused on three goals in the year under review. These are:

Service Delivery

- To provide timely and accurate procedural advice to clients and ensure that the business of the Legislative Council and parliamentary committees administered by the department is conducted in a timely manner, according to law, decisions of the Council, parliamentary practice and established committee policy.
- To promote public awareness and understanding of parliamentary democracy and of the role, functions and processes of the Legislative Council, parliamentary committees and the Parliament generally.
- To utilise modern and cost-effective technological information systems for the delivery of high level specialist support services to our clients, to implement records management best practices and to provide high quality reports and timely information services.

Corporate Governance

- To ensure that departmental strategies, planning and directions are in accordance with the highest standards of governance and enable an effective system of ongoing improvement.

People and Resources

- To implement fair and equitable staff management practices which develop the skills base of staff in order to achieve corporate, departmental and committee objectives.
- To ensure that departmental financial and physical resources planning and management is in accordance with the highest standards of compliance and accountability.

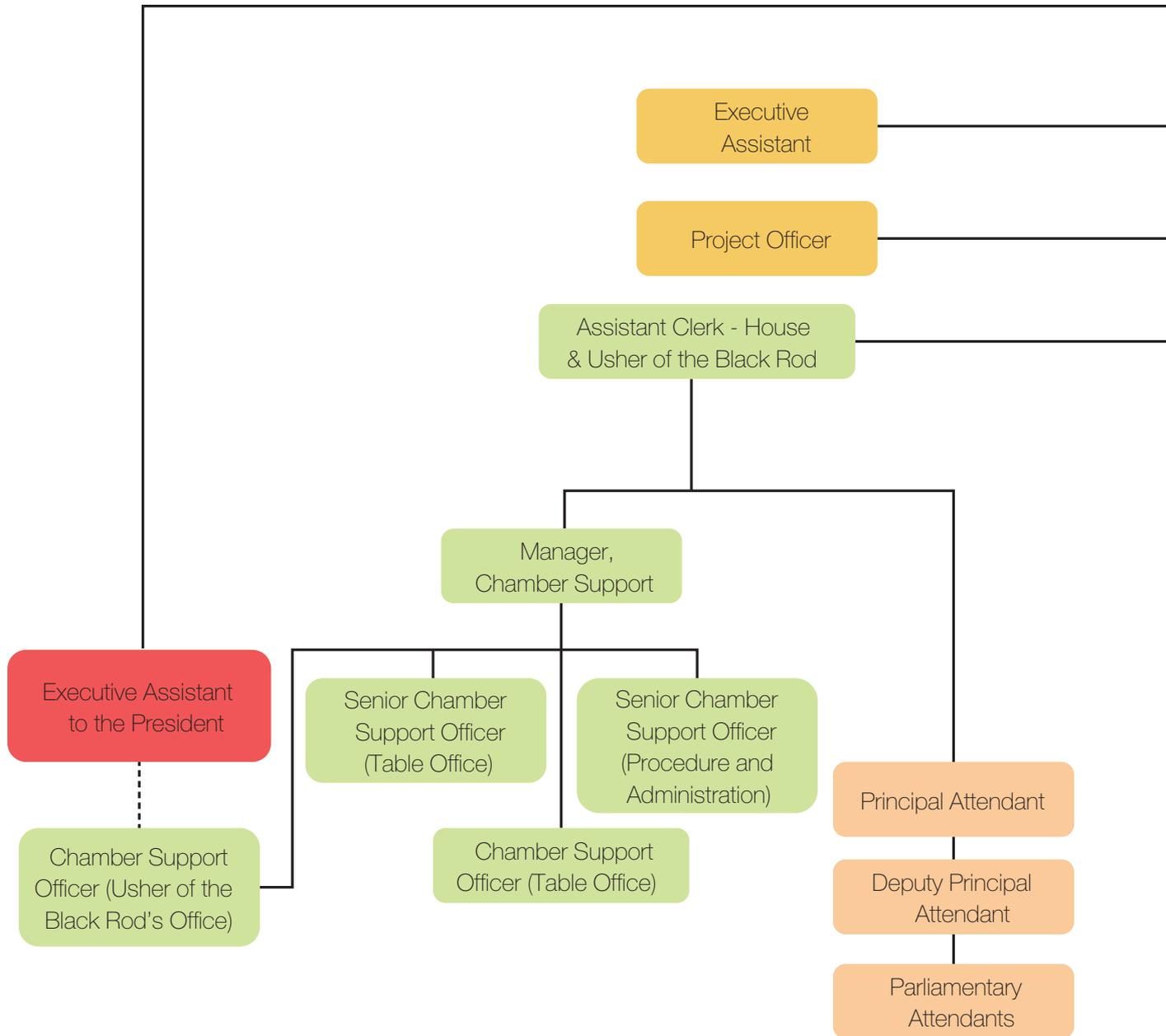
Business of the Department

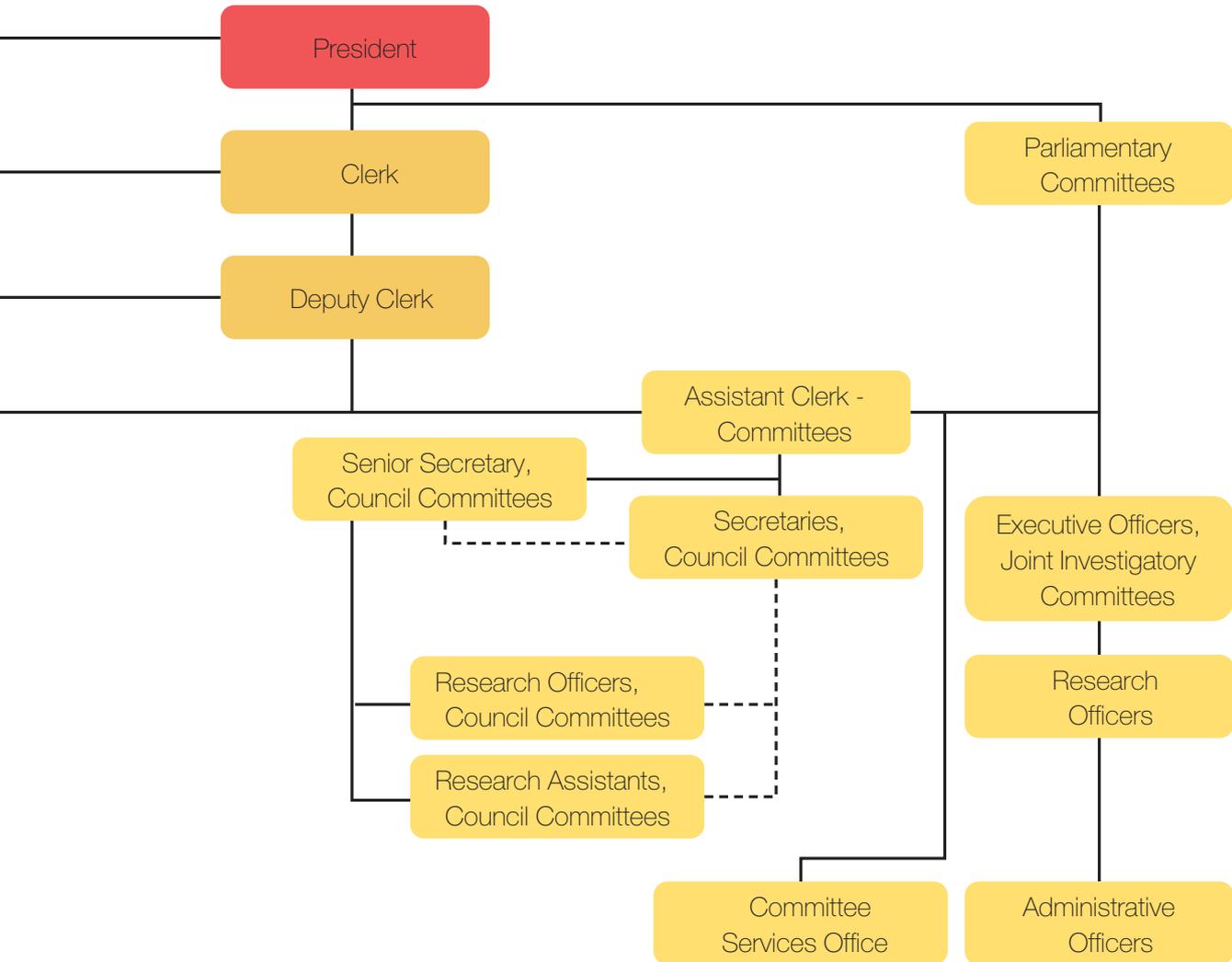
The business of the department is to:

- provide procedural advice to Members of the Legislative Council;
- process legislation;
- prepare documentation required for sittings of the Legislative Council and parliamentary committees;
- prepare records of the proceedings of the Legislative Council;
- provide procedural and policy advice to parliamentary committees;
- provide administrative and research assistance, and produce draft reports for parliamentary committees;
- provide information relating to the proceedings of the Legislative Council;
- provide operational support to Members of the Legislative Council;
- promote public awareness of the role, functions and processes of the Legislative Council and the Parliament;
- co-ordinate parliamentary events, functions and special visits; and
- provide a secure, safe and healthy workplace.



Organisation Chart as at 1 July 2013







Service Delivery

PROCEDURAL ADVICE

Advice to the President and Members

The department's principal function is to provide advice to the President and Members on matters before the House. This is the department's core business and much focus is placed on better equipping staff to achieve this objective. Some advice is given on an *ad-hoc* basis or verbally to Members. On other more significant or formal occasions it is given in writing. The President is often called upon to rule on matters that arise when the House is sitting. Occasionally, the President will reserve his ruling until a later date.

The department's chamber support team spends a great deal of time in researching issues which arise or are anticipated to arise. This research involves an examination of all of the relevant authorities including the *Constitution Act 1975*, the Standing and Sessional Orders, the Legislative Council's own practice which is recorded in the department's procedural database, and receiving advice from other jurisdictions.

In 2013-14, a number of procedural issues arose in the House which are worthy of note in this report and a summary of these appear in the following paragraphs.

Anticipation Rule

Unusually, during 2013-14 there were a number of rulings regarding the anticipation rule. On one occasion, a point of order was raised arguing that a question without notice breached the anticipation rule in respect of part of a motion currently under debate, the debate having been interrupted by Question Time. The President, however, ruled that the question could proceed although there might be some overlap with the motion.

On another occasion, again during Questions without Notice, a point of order was raised to the effect that the question impinged on the anticipation rule given that the Council had dealt with the bill on the subject

on the previous day. As expected, the President ruled that the bill having passed the House was no longer subject to the anticipation rule.

The third occasion occurred when a point of order was raised when a Member's Statement offended the Anticipation Rule. On this occasion, the President ruled that while notice had been given of a general business motion on the same subject as the Member's Statement, because the notice was not expected to be debated that day the Anticipation Rule would not be breached.

Introduction of Bills currently before the Legislative Assembly

On a number of occasions in 2013-14, because of some difficulties occurring in the Legislative Assembly regarding the Government Business Program, several bills identical to those in the Assembly were introduced in the Legislative Council. On the first of these occasions a point of order was taken regarding the legitimacy of this process. In response, the President ruled that there was nothing to prevent the Council from introducing an identical bill to one introduced in the Assembly as both Houses were independent from the other and controlled their own processes.

Sub-judice Convention

Following a point of order regarding whether matters being raised before the House offended the *sub-judice* convention in relation to a civil Supreme Court decision on appeal to the Court of Appeal, the President took the opportunity to again remind Members of the House's position with regard to the rule. In his ruling the President reiterated that the application of the *sub-judice* convention is always subject to the discretion of the Chair and that regard should always be had to the basic rights and interests of Members to raise matters of concern in the House. The President added that regard needs to be had to the interests of persons who may be involved in court proceedings and to the separation of responsibilities between the Parliament and the Courts.

In his ruling the President said that the proceedings of the House would be unnecessarily affected if the *sub-judice* convention was used by Members to shut down matters that might otherwise be pertinent to discussions in the Parliament.

In relation to the particular issue which was the subject of the point of order, the President said that just because the matter, which was a civil matter, was before the court it did not necessarily follow that every aspect of it must be *sub-judice*. There were four criteria which needed to be considered when applying the *sub-judice* convention. Firstly, whether there is a danger of prejudicing the case if the matter was debated in the House; secondly, the danger of prejudice occurring versus the public interest in the matter; thirdly, whether the danger of prejudice would occur if the case were heard by a judge or judges or a jury; and fourthly, whether an individual's rights would be transgressed or injured if the matter were discussed prior to judgement.

Suggested Amendments to Financial Legislation

In accordance with the *Constitution Act 1975*, the Council may only suggest amendments to bills that primarily deal with taxation. When the State Taxation Legislation Amendment Bill 2014 was before the Council, the President was asked to provide clarification as to why amendments proposed to the bill were suggested amendments.

The Council's practice in relation to a suggested amendment is "That the proposed resolution be agreed to". For such a motion to succeed a majority of votes is required. By way of contrast, if an amendment to omit a clause is dealt with as an ordinary amendment the question is "That the clause stand part of the Bill". The essence of the point of order was that the Standing Orders did not prescribe the procedure for dealing with suggested amendments and that there could be significant implications for the amendments depending on the form of the question proposed. Following the point of order from the Leader of the Opposition and the response from the Minister handling the bill, the President agreed that the Council's practice needed to be clarified and indicated that it was his intention to refer the matter to the Procedure Committee.

Amendments to bills in Committee of the Whole

Clerks and Table Office staff assist Members, including Ministers, with amendments to bills. Proposed amendments are checked and in some cases, in consultation with the Office of Chief Parliamentary Counsel, altered in order to comply with Standing Orders, Constitutional provisions relating to legislative powers and custom and practice of the Council.

Once amendments are authorised for the Chamber, running sheets are drafted to assist the chair of the Committee of the whole Council, Members and Ministers to proceed through the bill and relevant amendments.

43 Bills were considered in Committee of the whole in the Council in 2013-14. 28 sets of amendments were circulated, comprising a total of 160 proposed amendments.

Production of Documents

2013-14 saw a dramatic decline in the number of production of documents orders requested in the Council. Three new orders were passed by the Council in the reporting period, eight fewer than the previous year. All motions were moved by members of either the Australian Greens or the Australian Labor Party.

The Government continued its practice of not opposing the initial motions for the production of the documents, but considering the request and providing a response to the resolution of the Council at a later date. In relation to each of the three orders made in the 2013-14 period, the Government tabled an initial response claiming they did not have sufficient time to respond to the resolution, but would do so as soon as possible.

Of the three orders made, the production of the requested documents were refused in two of the cases, claiming release of the documents would be prejudicial to the public interest. In the third order, a similar response was tabled, however, an executive summary of the requested report was released.

Procedure Committee

As a result of changes to the Standing Orders adopted on 6 October 2010, the newly named Procedure Committee superseded the old Standing Orders Committee, reflecting the wider ambit of the Committee's responsibilities, which encompass any matter relating to the Council's proceedings.

The Committee met twice during 2013-14 and, as at the end of the reporting period, the President had referred two new matters for consideration — suggested amendments process, and an inquiry into a parliamentary standards commissioner model for the Parliament — bringing the total number of matters formally referred to the Committee during the 57th Parliament to ten.

In addition, the Committee considered a number of other procedural issues raised by Members including the ability of Council Standing Committees to take evidence by audio and audio-visual link. This resulted in a change to the Standing Orders in February 2014 bringing the power of Council Committees to take evidence in this manner in line with the existing power of the joint investigatory committees under the *Parliamentary Committees Act 2003*.

Procedural Review Meetings

One of the most important tools in equipping staff in the Chamber support area to better understand the proceedings of the House are the weekly Procedural Review meetings which take place after each sitting week. In these meetings, the proceedings are reviewed by Chamber Officers, staff from the Table Office, and Council Committee Office staff. A staff member leads each sitting day's discussion by identifying matters of procedural interest. The Clerks then assist by providing commentary and staff are invited to give their view on procedures which have occurred in the House. A feature of these meetings is that staff are encouraged to be analytical and even critical and give their views on what has occurred even if these may be different from the procedure followed.

COUNCIL SITTINGS AND DOCUMENTATION

Sitting Day Business Meetings

Each sitting day, in an idea first borrowed from the Senate, the Clerks and chamber staff meet prior to the sitting of House for approximately 15 minutes to discuss any business and potential procedural issues likely to come before the House that day.

Given the sittings of the Council can often be unpredictable, these meetings continue to be an important communication tool within the department, ensuring all chamber officers and other relevant staff are aware of, and prepared for, the business or possible business to be dealt with each sitting day.

Sittings of the House

In 2013-14, the Council met for a total of 17 sitting weeks, the same number as the previous financial year. With the exception of July 2013 and January 2014, the Council sat for at least one week every month and sat for two consecutive weeks at the end of March and start of April. This is only the second time there has been successive sitting weeks this Parliament, with the last falling in May-June 2011. The Council sat for three days each sitting week (Tuesday to Thursday) and did not utilise its ability to sit on a Friday during this reporting period.

In total, the Council sat for 422 hours and 10 minutes in 2013-14. The average length of each sitting day was just under 8 hours, which is slightly lower than the 2012-13 average of 8 hours and 25 minutes.

Legislative Council sitting patterns for the past ten years are on page 17. A breakdown of the time spent in different items of business in 2013-14 appears in the chart on page 17. Appendix D contains selected statistics relating to the sittings of the Council for the past five years.

Resignation and election of New Members

Four Members of the Legislative Council resigned during the 2013-14 period and, therefore, four joint sittings were held in accordance with section 27A of the *Constitution Act 1975* to elect new Members to hold these vacant seats.

Mrs Donna Petrovich (Liberal) resigned from the Council on 1 July 2013, having represented the Northern Victoria Region since 2006. After a joint sitting held on 20 August 2013, Mrs Amanda Millar was appointed and subsequently sworn-in as a Member of the Council on 21 August 2013.

Mr Philip Davis (Liberal) resigned from the Council on 4 February 2014. He had been a Member of the Council since 1992, representing the Eastern Victoria Region (formally the electoral province of Gippsland) for 22 years. A joint sitting held on 5 February 2014 appointed Mr Andrew Ronalds and he was sworn-in as a Member of the Council on 6 February 2014.

The Honourable Peter Hall (Nationals) resigned from the Council on 25 March 2014. He had represented the Eastern Victoria Region (formally the electoral province of Gippsland) for 26 years. After a joint sitting held on 26 March 2014, Mr Danny O'Brien was appointed and subsequently sworn-in as a Member of the Council on 27 March 2014.

The Honourable Candy Broad (ALP) resigned from the Council on 9 May 2014, having represented the Northern Victoria Region (formally the electoral province of Melbourne North) since 1999. A joint sitting held on 11 June 2014 appointed Ms Margaret Lewis and she was sworn-in as a Member of the Council on 12 June 2014.

Parliamentary Publications

The department is responsible for the preparation and circulation of a number of parliamentary publications. In 2013-14 the following documents were published:

NOTICE PAPERS (DAILY)	52
MINUTES (WEEKLY)	17
COMMITTEE OF THE WHOLE COUNCIL SUPPLEMENT	17
UNANSWERED QUESTIONS ON NOTICE	10

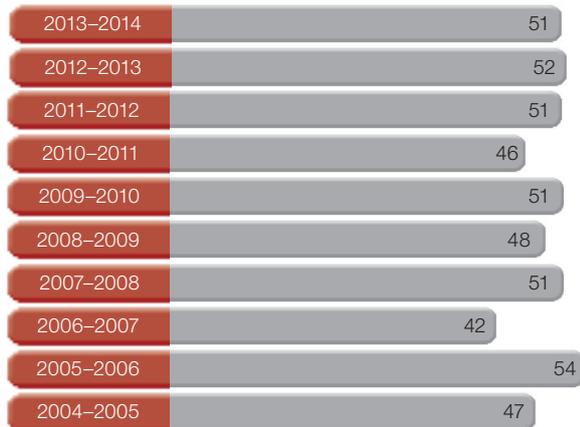
The volume of Questions on Notice asked in 2013-14 was a little lower than the previous few years. Except two sitting days, where the submitted questions on notice numbered in the hundreds, the average number of questions asked each sitting day was seven. The Table Office stopped printing copies of the unanswered Questions on Notice Booklet in December 2013 due to a lack of demand for a hard copy version. The booklet continues to be published online at the end of each month on both the Parliament of Victoria and the Victorian Legislation and Parliamentary Documents websites.

In previous years the Table Office has also prepared and circulated an Adjournment Matters Awaiting Response booklet, which was prepared monthly and available in hard copy as well as published online. At the beginning of this reporting period the Table Office moved to update the outstanding Adjournment Matters following each sitting week in a single document published online on the Parliament of Victoria website. This more dynamic online document reflects increased currency and accuracy of the information provided and better recognises the means by which clients access the publication.

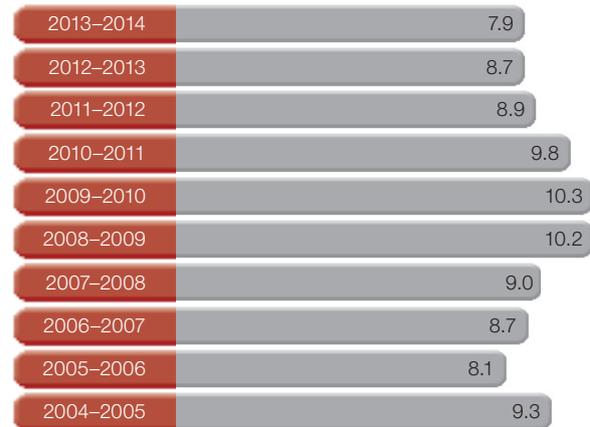
The Committee of the whole Council Supplement is issued alongside the weekly Minutes if the Council considered any bills in Committee of the whole for that sitting week. It details amendments considered in Committee of the whole, and records any divisions that took place.

Sitting Statistics

Sitting Days, Legislative Council, 2004–5 to 2013–14



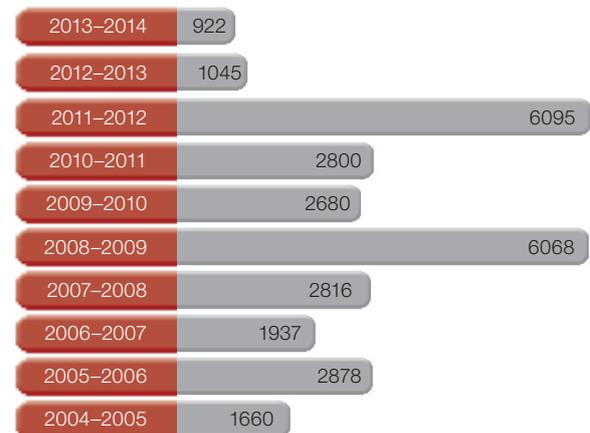
Average Length of Daily Sittings (Hours), Legislative Council, 2004–5 to 2013–14



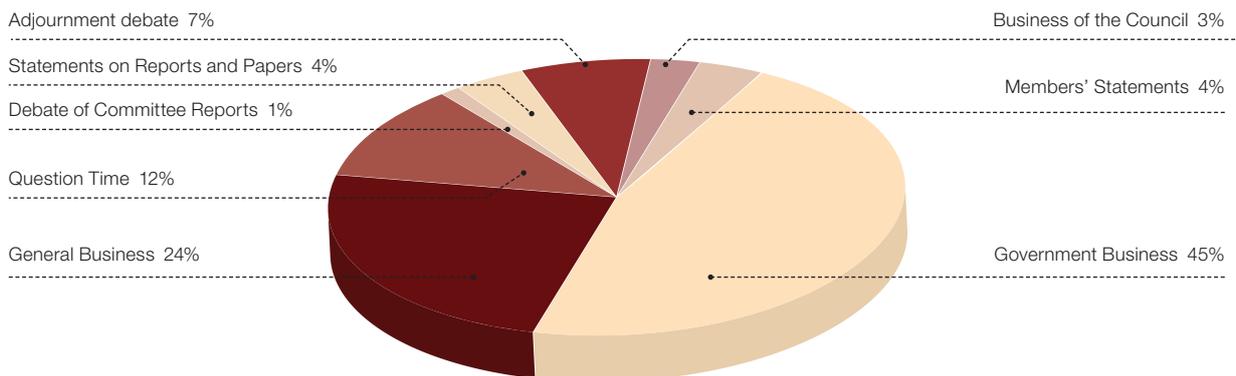
Sitting Hours, Legislative Council, 2004–5 to 2013–14



Questions on Notice processed by the Department of the Legislative Council, 2004–5 to 2013–14



Breakdown of Business 2013–14



- Government business includes Government sponsored legislation and motions and ministerial statements.
- General business includes legislation and motions initiated by members of the non-Government parties.

- Business of the Council includes time spent on presentation of petitions, giving notices, presentation of papers (excluding motions to take note of Committee Reports), privilege matters, personal explanations and condolence motions.

PROCEDURAL RESEARCH PROJECTS

Procedural Bulletins

Since the commencement of the 54th Parliament in 1999, the department has published biannual Procedural Bulletins, which provide an account of the most significant events, procedural issues and rulings from the Chair for each half year (previously known as the Autumn and Spring sittings). During 2013-14, the February to June 2013 bulletin was published and distributed to Members of the Council, various staff and the Clerks of each of the other Houses of the Australasian parliaments. By the end of June 2014, the August to December 2013 bulletin had been finalised and was about to be distributed.

External Procedural Publications

The department contributes to a number of external procedural publications on a regular basis. The most significant of these within Australasia is *Parliament Matters* which is produced by the Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT). This group produces two editions of its bulletin each year.

Members of the department contribute articles to other parliamentary publications on a semi-regular basis including *Australasian Parliamentary Review* which is the journal of the Australasian Study of Parliament Group and *The Table*, the journal of the Society of Clerks-at-the-Table in Commonwealth Parliaments.

Rulings from the Chair 1979–2013

The eighth edition of *Rulings from the Chair* (48th to 57th Parliaments) was drafted and about to be distributed by the end of the period under review. This volume provides a ready reference of useful procedural precedents to assist the Clerks in advising the President and other Members.

Legislative Council Practice and Procedure Manual

During the reporting period the department continued to develop a substantial volume with the working title *Legislative Council: Practice and Procedure Manual*. A number of Council staff are involved in associated research, writing and/or editing of the document. Ultimately, the purpose is to produce a manual which will complement the Standing Orders by outlining

the House's practices in greater detail, including the citation of notable rulings and events.

By the conclusion of the year under review, further significant work had been done and the vast majority of chapters had been either completed or reached the initial draft stage.

DATABASE MANAGEMENT

Questions on Notice Database

The Questions on Notice Database provides a fully searchable database of questions and answers, which allows users to search for and track the progress of Questions on Notice in both Houses of Parliament. The database is updated every sitting week and can be accessed via the Parliament of Victoria website.

A project team with staff from both House departments was formed to scope for improvements to the Questions on Notice Database in 2013-14. It was a priority to improve the usability of the database's public interface. With the assistance of the software developer, Dialogue Information Technology, progress has been made to develop a new, user friendly, search interface consisting of a simple search function as well as an advanced search option. This will form stage one of the upgrade and testing of the new search interface will begin later in 2014.

Tabled Documents Database

The Tabled Documents Database is a searchable database containing information on all documents, including electronic copies of all reports, tabled in Parliament from 2012 onwards. The database is updated every sitting day and is available to the public through the Parliament of Victoria website.

Tabling guidelines issued jointly by the Assembly and Council include the requirement for tabling agencies to provide an electronic copy of reports for tabling for uploading to the database. Due to the ready availability of electronic copies of reports through the database, the Legislative Council Table Office has reduced the amount of parliamentary paper hard copies to be provided to the Table Office to 40.

House Documents Database

In 2012-13 the Legislative Council and the Legislative Assembly commenced development of a House Documents Database, the purpose of which is to migrate the online publication and hosting of Parliamentary house documents (Notice Papers, Minutes of the Proceedings, Votes and Proceedings etc.) from their current location on the Victorian Legislation website, which falls under the ambit of the Department of Premier and Cabinet, to the Parliament of Victoria website.

Scoping of the database was completed in July 2013 and development commenced soon after. Development was undertaken by the Parliament's IT unit to produce a customised database utilising the existing software employed for the database on the Legislation Website.

User testing commenced in early 2014 and, as at the end of the reporting period, Assembly and Council staff were in the process of uploading documents to the database ready for an expected launch early in 2014-15.

PROVISION OF INFORMATION

Legislative Council Information Sheets

Currently 21 information sheets containing a range of procedural and historical information about the Legislative Council, its Committees and the Chamber are available online through the Parliament of Victoria website and in hard copy from the Legislative Council Table Office.

Following the review of the format and content, staff in the Legislative Council Table Office have made more progress on updating the information sheets in the 2013-14 reporting period. A new information sheet targeted at children is in its drafting phase. Other existing information sheets are in the process of being combined and rewritten. An easy to read A5 design is the proposed layout for the new information sheets. Progress will continue in the new reporting year.

Register of Members' Interests

Under the *Members of Parliament (Register of Interests) Act 1978*, Members are required to provide details of their interests. This information is required from new Members upon their election to Parliament (i.e. Primary Return) and from all existing Members by 29 August each year (i.e. Ordinary Return). Members

may also lodge variations to their interests at any time during the year. This information is contained in a register which is maintained by the Clerk of the Parliaments, currently the Clerk of the Legislative Assembly. However, by arrangement between the Houses, the Department of the Legislative Council continues to maintain the Register of Members' Interests on behalf of the Clerk of the Parliaments.

During 2013-14, the following reports were prepared and tabled:

- Summary of Returns — June 2013 and Summary of Variations notified between 25 June 2013 and 30 September 2013 and Summary of Primary Return — September 2013.
- Cumulative Summary of Returns, 30 September 2013.
- Summary of Primary Return — March 2014 and Summary of Variations notified between 1 October 2013 and 6 March 2014.
- Summary of Primary Return — April 2014 and Summary of Variations notified between 7 March 2014 and 5 May 2014.

Ordinary Return forms will be sent to all Members of Parliament on 1 July 2014 and a summary of those returns, together with a Cumulative Summary as at 30 September 2014, will be tabled in October 2014.

Review of House Readers and Auto-text Database

House readers are used by the President, Deputy President, Ministers and Members to guide them through complicated procedural processes in the Legislative Council and the auto-text database is utilised by Chamber Officers to produce the Minutes of the Proceedings.

A number of readers and auto-text entries have been updated and refined to reflect minor changes to procedures and terminology.

New readers were also developed to reflect the new practice of dealing with double-up bills utilising the urgent bills procedure as a result of new Sessional Orders adopted in February 2014.

PUBLIC AWARENESS AND EDUCATION

YMCA Youth Parliament

The 27th YMCA Youth Parliament was staged at Parliament House on 1, 2 and 4 July 2013. The “Opening Ceremony” was held in the Council chamber, and was officially declared open by the “Youth Governor” who, along with participants, was joined at the ceremony by Members of Parliament, YMCA organizers and other guests.

Over the three days, Members assisted as Acting Presidents or Speakers during debates in the respective chambers. These debates were conducted as consistently as practicable with parliamentary procedure and proceedings and were recorded by Hansard for a day in both the Council and Assembly. At the conclusion of the sittings, the “Bills” were presented to the Minister for Education, the Honourable Martin Dixon MP, at the closing ceremony in the Assembly.

The planning and conduct of the event was supported in the Council by the Assistant Clerk — House and Usher of the Black Rod and the Senior Chamber Support Officer (Procedure and Administration), with many other staff assisting during debates.

By the end of the period under review, planning and preparations for the 28th YMCA Youth Parliament were not only well advanced, but the Opening Day was actually on 30 June 2014. Further details regarding the most recent event will follow in next year’s Annual Report.

Open Day

Another successful Open Day was held this year on Sunday, 23 March 2014. On this occasion, it was the Legislative Council’s turn to take the lead with administrative arrangements for the day. Nevertheless, all three Parliamentary departments hosted information displays and provided staff who were on hand to answer any questions from visitors.

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.

The Royal Australian Navy Jazz Band entertained visitors on their arrival to Parliament. As visitors entered Parliament House, they received an Open Day tour map providing details of the route to be taken and the various displays. Entertainment was also provided in the parliamentary gardens.

The day attracted approximately 4000 visitors.

Australasian Study of Parliament Group

The department’s commitment to parliamentary related education is reflected in its ongoing support via corporate membership and executive participation in the Australasian Study of Parliament Group (ASPG). The Victorian Chapter of the ASPG holds seminars at Parliament House featuring guest presenters several times each year. The Victorian Chapter is the most active branch in Australia and has the largest membership of any branch.

During 2013-14, the Clerk held the position of Chair of the Victorian Chapter; the Senior Secretary of Council Committees was Honorary Secretary of the Chapter; and the Executive Officer of the Education and Training Committee was Honorary Treasurer. The Clerk’s Executive Assistant provides support to all three roles.

The Victorian Chapter conducted three seminars during the reporting year:

It’s a jump to the right: the 2013 Australian Federal Election, October 2013, presented by Dr Nick Economou, senior lecturer in the School of Political and Social Inquiry at Monash University;

Making a Difference: The impact of a Parliamentary Committee investigation on people’s lives, March 2013, presented by Ms Georgie Crozier, Member for Southern Metropolitan Region and previous Chair of the Family and Community Development Committee, and the Hon. Frank Vincent, AO, QC, who was the senior legal advisor to the Committee during its Inquiry into ‘child abuse’; and

Keeping Them Honest: The new guard on Victoria’s integrity system, June 2014, presented by Ms Deborah Glass, Victorian Ombudsman and Mr Stephen O’Byrne QC, Commissioner of the Independent Broad-based Anti-corruption Commission.

Presentations for Internal and External Groups

The department is committed to promoting a greater understanding of the Parliament's history, structure, role and responsibilities. To this end, it actively supports events such as full day information seminars for public servants, Open Days and the annual YMCA Youth Parliament, by assisting with their organization and the provision of staff and administrative resources.

The Clerks and Assistant Clerks also gave various presentations during the course of 2013-14 at several staff orientations and for programs organized by ANZACATT. In addition, the:

- Assistant Clerk — House and Usher of the Black Rod gave an evening lecture to Freemasons at the Masonic Centre of Victoria in August 2013 titled 'Parliament House: Its Architecture, Construction and History'. In June 2014, he made a presentation to the Combined Probus Club of Williamstown on the History and Role of the Usher of the Black Rod.
- Assistant Clerk — Committees gave a presentation to a parliamentary intern group on the role and evolution of the Legislative Council as a house of review as part of their official program in March 2014.

Another way in which the department contributed to public awareness of the Parliament was via the attendant group who regularly assisted with public tours which were conducted at Parliament House.

Seminar for public service officers

The Council took a lead in coordinating the first seminar for public servants in October 2013. The concept of the seminar was driven by the President and supported by the Speaker, with an emphasis on the public sector gaining a better understanding of parliamentary processes and procedures. The whole of day seminar was promoted as professional development for those who assist in preparing legislation, respond to parliamentary questions, prepare information for parliamentary committee inquiries or who have a desire to increase their knowledge of parliamentary government for professional advancement within the public service.

The first seminar was conducted on 24 October with 50 public servants in attendance and, due to its success and demand, a further seminar was conducted on 1 May 2014 with 50 attendees. At 30 June a waiting list is already in place to run another seminar in 2014-15. The seminars success reflects the coordination and participation of all three parliamentary departments and the participation of the Office of Chief Parliamentary Counsel and the panel of three Members who formed part of the seminar program (Ann Barker, MP, Craig Ondarchie, MLC and John Lenders, MLC).

HOSPITALITY AND VISITORS

Official Visitors and Delegations

A number of distinguished visitors and delegations visit the Parliament each year and special arrangements are customarily made for their reception. During 2013-14, the Department assisted in arrangements for the reception for the following visitors and delegations:

21 October to 1 November 2013 — The Clerk of the Legislative Assembly and the Honorary Secretary of the Commonwealth Parliamentary Association (Victoria Branch) arranged for Ms Ann-Marie Thoma, Clerk of the Parliament of Nauru, to undertake a CPA Education Trust Fund Attachment with the Parliament of Victoria. The attachment saw a very comprehensive program organised for Ms Thoma and the Legislative Council played a small role in facilitating the program when she spent a day with the Council on 22 October.

28 October 2013 — A delegation from Unale of Brazil led by Mr Venancio Fonseca Filho, State Deputy and President of Unale, visited the Parliament at the invitation of the Speaker of the Legislative Assembly. During the day the Presiding Officers hosted a lunch in their honour and the delegation received a presentation from each department of the Parliament. The arrangements for the visit were co-ordinated by the Legislative Assembly.

20 January 2014 — Mr Shumsher K. Sheriff, Secretary General of the Rajya Sabha — Upper House of the Indian Parliament, and accompanied by Mr Praveen Kumar, Assistant Director, Rajya Sabha Secretariat, visited and held discussions with the Deputy Clerk of the Legislative Council in the absence of the Clerk.

6 June 2014 — The Legislative Assembly co-ordinated a visit by a group of public servants from Bangladesh. During their visit they received a detailed briefing from the Clerk of the Legislative Assembly and the Assistant Clerk — Committees of the Legislative Council.

18 June 2014 — A delegation from the Senate of the Republic of Poland, led by the Speaker of the Senate, Mr Bogdan Borusewicz, visited the Parliament. A lunch in honour of the delegation was hosted by the Presiding Officers and was attended by the Clerks.

Sister State Delegations

During 2013-14, the Parliament hosted two delegations from its sister states in China and Japan. The first of these was from the Aichi Prefecture in Japan which visited Victoria from 29 October to 1 November 2013. The delegation was led by the Vice Chairperson of the Aichi Prefecture Assembly, Mr Tadashi Suzuki. On 30 October, the delegation visited the Parliament, made official calls on the Premier and the Presiding Officers, toured Parliament House, attended Question Time in both Houses, and attended a luncheon with the Parliamentary Japanese Friendship Group. The following day the Presiding Officers hosted an official dinner for the delegation at The Point in Albert Park.

The second of the sister state delegations was a visit by a delegation from Jiangsu Provincial People's Congress from 16 to 18 June 2014. The delegation was led by Mr Chen Weimin, Deputy Secretary General of Jiangsu Provincial People's Congress. The delegation undertook a range of activities during their visit which included an official dinner hosted by the Presiding Officers at Silks Restaurant at Crown Casino and a visit to Parliament House where they made an official call on the Presiding Officers.

President's Delegation to Greece

From 5 to 13 September 2013, the President led a delegation to Greece comprising himself, the Speaker, three other Members and the Clerk of the Legislative Council. The visit came about following an initial invitation from the Minister for Macedonia and

Thrace in Greece, Mr Theodoros Karaoglou during his official visit to Melbourne in November 2012 seeking investment and business opportunities in Victoria. This initial invitation was followed by a formal invitation from the President of the Hellenic Parliament, Mr Evangelos Meimarakis in March 2013 who expressed his confidence that the visit would provide an excellent opportunity to exchange views on the bilateral relations as well as on the framework of a broader co-operation between both parliaments. The visit was timed so that the delegation could participate in the Thessaloniki International Trade Fair which provided a particular focus for further developing the relationship between Victoria and Greece.

In planning for the visit, the delegation received a great deal of valuable assistance from the Consul-General in Melbourne, Ms Eleni Lianidou who liaised extensively with the Ministry of Macedonia and Thrace and the Hellenic Parliament. Ms Lianidou saw the visit as a positive opportunity to create a more stable and structured base of contact between our two parliaments, bearing in mind that 2014 is the 30th anniversary of the sister city relationship and the discussions which she facilitated covered a wide range of subjects. As would be expected, the principal topic for discussion was the measures the Greek Government is taking to resolve the country's economic crisis and how Victoria could contribute to resolving issues of grave concern, such as the high level of youth unemployment in Greece.

A highlight of the visit was the meeting between the Prime Minister of Greece and the delegation at the Hellenic Australian Business Council Pavilion at the Thessaloniki Trade Fair. When the Prime Minister visited the Australian Pavilion the President presented to him a gift from the Parliament of Victoria. During the visit a useful discussion took place with the Prime Minister regarding the economic challenges facing Greece and the progress the Greek Government has made to reduce debt levels and cutting expenditure.

A report of the delegation's visit is in the Parliamentary Library.

Australian Political Exchange Council Delegation

The Parliament hosted a delegation from the Philippine Center of Young Leaders in Governance on 12 December 2013. During the visit the delegation received a briefing from the Clerk on the three levels of government in Australia and from the Assistant Clerk — Committees on the Victorian Committee System, attended Question Time in both Houses and attended a lunch hosted in their honour by the Presiding Officers. This was the seventh delegation to Australia from the Philippines under the auspices of APEC.

Visit of Officers from the New South Wales Legislative Council

From 31 March to 2 April 2014, the Parliament hosted a visit by Mr Steven Reynolds, Deputy Clerk and Mr Stephen Frappell, Assistant Clerk — Procedure from the New South Wales Legislative Council. The Clerk's Office co-ordinated the visit with the assistance of the Legislative Assembly and a full program of meetings and briefings was arranged. During the visit both officers viewed the proceedings in both Houses including Question Time.



Corporate Governance

DEPARTMENTAL MANAGEMENT AND PLANNING

Protected Disclosure Act 2012

The *Protected Disclosure Act 2012* came into operation on 10 February 2013 and replaced the *Whistleblowers Protection Act 2001*. The purpose of the Act is to encourage and facilitate the making of disclosures of improper conduct by public officers and public bodies and establish a system for matters to be investigated. The Act provides protection from detrimental action to any person affected by a protected disclosure whether it is a person who makes a disclosure, witness, or a person who is subject of an investigation.

Section 19 of the Act enables disclosures relating to Members of Parliament and Ministers of the Crown to be protected disclosures. Disclosures about Members of Parliament must be made to the relevant Presiding Officer, Clerk or Deputy Clerk.

Under section 65 of the Act, the Presiding Officers issued *Procedures for making a disclosure about a Member of Parliament*, which outlines the process to be followed when assessing disclosures under the Act. These procedures are based on the procedures previously issued under *Whistleblowers Protection Act 2001*.

Presiding Officer's Travel

During 2013-14, the President travelled overseas on one occasion to lead a delegation to Greece from 5 to 13 September 2013. The President's travel and accommodation costs amounted to \$9,660.38.

Parliament's Governance Structure

The Parliament's current governance structure has existed since 2003 when the Department of Parliamentary Services was established, combining the Parliamentary Library and Hansard into the existing joint services functions. These changes were then given statutory recognition in the *Parliamentary Administration Act 2005*. To co-ordinate the activities

of the Department of Parliamentary Services with the two house departments the current governance bodies Parliamentary Executive Group (PEG); Senior Management Group (SMG); and Parliamentary Management Group (PMG) were established.

The role of each governance body is described as "Strategic" (PEG), "Tactical" (SMG) and "Operational" (PMG). However, this department has for some time, felt that the detailed roles, authorities and accountabilities are not completely clear resulting in a slowdown of decision making in some instances.

In June 2013, with the aid of the consultant who assists the department to prepare its Annual Plan, the department proposed that a review of the Parliament's Governance Structure be undertaken. On that occasion, principally because of the service reviews being undertaken in the Department of Parliamentary Services, the Presiding Officers and the Parliamentary Executive Group decided that a review was not needed at that stage.

It is normal for new governance and management arrangements to be reviewed when sufficient experience with them has been gained and the Department of the Legislative Council remains firmly of the view that the review should now be undertaken. This is particularly timely given the proposed advent of the 58th Parliament and the long term budget indications for the parliamentary departments when the need to ensure that constrained resources are put to most effective use will become more urgent.

Members' Climate Survey

The Strategic Directions 2010-2014 adopted by the parliamentary departments for the 57th Parliament identified as one of the priority challenges and opportunities to "support Members in fulfilling their role to the best of their ability". It was proposed that this objective be realised by firstly researching and validating Members' support requirements, and

secondly, then delivering enhanced support services to Members.

PEG / SMG decided that the best way to gather the information necessary to realise this objective would be to undertake a detailed Members' Climate Survey. The Clerk was given the responsibility for the carriage of this objective on behalf of the Parliament and a project team developed a detailed questionnaire which was distributed to Members in September 2013. The survey sought feedback from Members on how parliamentary staff can best support their role as a Member. The questions aimed to identify opportunities for improvement to a range of services provided to Members and it is intended that the survey will become an annual event.

The responses were analysed and reviewed by the Department Heads and in March 2014 the Presiding Officers distributed a summary of the results to all Members. In their report the Presiding Officers were pleased to note that the response rate (in excess of 40 per cent) was the highest of any survey for some years.

In relation to the Legislative Council, nearly 40 per cent of Council Members responded, making a range of constructive comments regarding training, the provision of advice and the Council's Attendants. This will mean that the Parliament's strategic objectives can be monitored and adjusted as appropriate.

SENIOR STAFF CHANGES

Retirement of Clerk

On 26 March 2014 the President advised the Legislative Council of the intention of the Clerk, Wayne Tunnecliffe, to retire from the Parliamentary Service as from 25 July 2014, prior to the commencement of his accrued long service leave. He further advised that the process to find a successor to the Clerk would begin shortly and that the position would soon be advertised extensively in the print media, the internet and in other parliaments. The President also advised that he hoped that an appointment would be made by the end of May.

On 26 June 2014 the Council resolved:

'That this House notes —

1. the recent announcement that Mr Wayne Ronald Tunnecliffe will retire from the Office of Clerk of the Legislative Council and that this day is the last day that Mr Tunnecliffe will sit at the Table as the trusted adviser to the President and Members of the Legislative Council;
2. that Mr Tunnecliffe commenced his service to the Parliament with the Legislative Assembly in February 1967 and has served as Clerk of the Legislative Council since December 1999;
3. that Mr Tunnecliffe has carried out the role of Clerk as a custodian of the finest, centuries old tradition of being authoritative, impartial and discrete;
4. and places on record its high appreciation of the long and valuable services rendered by him to the Parliament and the State of Victoria.'

A number of party leaders and the President spoke to the motion, reflecting on Mr Tunnecliffe's 47 years of service to the Parliament and the qualities that he brought to the position of Clerk.

Appointment of new Clerk

On 24 June 2014 the President advised the Council that, following the selection process, it was his intention to recommend to the Governor in Council that Andrew Young, Assistant Clerk — Committees, be appointed to the position of Clerk of the Legislative Council.

Retirement of Deputy Clerk

On 11 June 2014, the Deputy Clerk, Matthew Tricarico, advised the Clerk of his intention to retire effective from 23 November 2015, following the exhausting of all long service and annual leave entitlements. Matthew has been a parliamentary officer since May 1979 when he was appointed to the then Joint House Committee Department as an Accounting Officer. He then joined the Legislative Council in December 1979, serving firstly as Secretary to the Public Bodies Review Committee and then as Clerk of the Papers, Usher of the Black Rod and finally as Deputy Clerk.



People and Resources

With his extensive procedural and corporate knowledge, Matthew has made a major contribution to this department and the Parliament in general over a long period. The department wishes him well for a long, healthy and happy retirement with his family.

HUMAN RESOURCES MANAGEMENT

Code of Conduct and Ethics Compliance Training

During the year, at the initiative of PEG and SMG, a series of training sessions were conducted aimed at increasing the awareness of staff of the Parliament's Code of Conduct and provide them with strategies to deal with ethical scenarios relevant to their environment.

The sessions were co-ordinated by the Learning and Development Unit of the Department of Parliamentary Services and conducted by Derek Humphery-Smith of Lander and Rogers. Two sessions were conducted on 18 and 19 March 2014 and both the Clerk and Deputy Clerk participated in panel sessions based on their experiences.

Occupational Health and Safety Committee

The Legislative Council continued to have a management representative (the Assistant Clerk – House and Usher of the Black Rod) and a staff representative (from the Attendant Group) on the Occupational Health and Safety Committee throughout the reporting period. In addition, the Manager, Chamber Support Office, remained the Committee's First Aid representative and the Usher of the Black Rod was its Chair.

The Committee worked actively both at the practical level of resolving occupational health and safety matters brought before it by departmental representatives, at the policy development level and as a conduit for the dissemination of related information to other staff.

Fatigue Management

As reported in the last Annual Report, the extended sitting hours of each House of Parliament has been identified by the Parliamentary departments as a contributing risk to the occupational, health and safety of staff. The Parliament's risk management process has identified fatigue management as a strategic risk. A report commissioned by the Parliamentary departments in 2010 identified a number of localised and unscheduled work practices that carried significant potential to create an unacceptable level of fatigue related risk. As a result, a number of recommendations were made to address and mitigate the risks.

The Senior Management Group, assisted by the Organisation Development Unit staff, identified risks with the various business units and developed safe work plans for those units where appropriate. Those plans identified hazard and general risk indicator factors and control measures to deal with those factors. A Parliament-wide Fatigue Management Policy was drafted and approved by the Parliamentary Executive Group in September 2013. Following the policy's adoption, fatigue management training was conducted in July, August and October 2013.

This department has already taken a number of steps to address fatigue including the introduction of hourly rosters in the House for Chamber and other staff as well as the introduction of a roster to ensure that a significant number do not work two late nights in succession as well as other measures when sittings have been extended beyond 10.00 pm.

SECURITY

Security Operations Group

Since 2009, and the transfer of prime responsibility for Parliament's security function to the Security and Electorate Properties Unit (SEPU), the Usher of the Black Rod has remained the Legislative Council's representative on the Security Operations Group (SOG). This Group meets prior to the commencement of each sitting week with relevant parliamentary officers, Protective Services Officers and our private security provider. The SOG is a means of sharing information, raising issues and, generally, preparing for any security related matters in the week ahead.

Strategic Risk Projects

As noted in last year's Annual Report, a Risk Management Group was formed consisting of staff from SEPU, the Usher of the Black Rod, Serjeant-at-Arms and the Manager, Buildings and Maintenance. This Group was in the process of assessing and addressing specific security risks within Parliament House. The two principal projects during 2013-14 were:

1. a comprehensive audit of the existing lock, key and key distribution system used throughout Parliament House since 2001. Consideration was also given to improvements that could be incorporated in a new system, including an improved key and lock hierarchy, the appointment of key control officers in specific areas and the use of key management computer software. By the end of the period under review, the project had advanced significantly and it was intended that any changes ultimately approved would be implemented very early in the 58th Parliament.
2. the development of a Visitor Management Options Paper for consideration by the Senior Management and Parliamentary Executive Groups (SMG and PEG). This paper considered the operational risk of having a large number of visitors attend Parliament House and move within the building, many for functions and meetings on sitting days or out of normal work hours. It looked at ways in which this risk could be mitigated while balancing the need for Parliament House to remain an open, public building. By the end of 2013-14, the Risk Management Group had received a response from PEG and work on strategies will continue in the forthcoming year.

WORKPLACE MAINTENANCE

Refurbishment of Council staff areas

Two significant refurbishments of staff areas occurred during the year. In both cases, these were arranged by Buildings and Grounds Unit in consultation with the department.

The first project involved the refurbishment of the Council attendants' area, including the installation of new lockers, storage cabinets and message boards. The locker room and kitchen were also recarpeted and painted. This work was completed over several weeks in October 2013.

The second project delivered a major new fit out in the Legislative Council Table Office, including new benches, work stations, screens, shelving and carpeting. The work was delivered in stages in May/June 2014 and has modernised this work area, offered ergonomic and aesthetic improvements, and made better use of the space available.

Members' Office Relocations and Fit Outs

The Attendant team and Assistant Clerk — House and Usher of the Black Rod, on the instructions of the President, organised a significant number of office moves for Members during 2013-14. These were partly the result of four Members resigning and being replaced during the year, prompting further related office moves. In addition, Members' offices which had been vacated due to the project to repair and waterproof the front steps of the building, became available again following the finalisation of the project and subsequent refurbishment of those offices.

USE OF PRECINCTS

Council Chamber and Meeting Rooms

The President, with assistance from the department, deals with requests for use of the Council Chamber, the Legislative Council Committee Room (LCCR) and the Knight Kerr Room. Co-ordination of arrangements for those venues and their servicing is undertaken by the Assistant Clerk — House and Usher of the Black Rod and attendant staff.

Apart from Legislative Council sittings, the Chamber was used throughout the year for a number of events and meetings including lectures, youth summits and debating competitions.

Functions

The department assisted in providing services for various functions staged in the Legislative Council Chamber, Queen's Hall, the Legislative Council Committee Room, the Knight Kerr Room and the Parliamentary Gardens. As well as major functions, these included numerous luncheons, dinners, exhibitions and other events, all of which required support and a staffing presence from departmental staff, primarily attendants, after hours, including weekends.

COMMUNICATION

General Staff Meetings

Regular general staff meetings continued to be held during 2013-14. The meetings are conducted by the Presiding Officers and allow staff from all parliamentary departments to come together to hear and exchange information about what is occurring in Parliament generally. At these forums, service awards are presented to staff who have completed more than 5 years' service with the Parliament. It also provides the Presiding Officers, management and other invited guests the opportunity to convey information that affects all parliamentary staff as well as providing staff the opportunity to ask questions and raise matters of general interest.

PROFESSIONAL AND PERSONAL DEVELOPMENT

Presiding Officers and Clerks Conference

The 44th Conference of Presiding Officers and Clerks was hosted by the Legislative Assembly of the Australian Capital Territory, in Canberra from 30 June to 4 July 2013.

Presiding Officers and Clerks from almost all jurisdictions in Australia, New Zealand and the Pacific attended, including the President and Clerk of the Legislative Council of Victoria. The program included a wide range of papers, with the President presenting on

the topic of "Adapting resources and members' services in a changing environment". The Clerk presented a paper on "Initiating Appropriation Bills in the Upper House" and focussed on the issue referred to in last year's annual report on the Accident Compensation Legislation (Fair Protection for Firefighters) Bill 2011.

The 45th Conference of Presiding Officers and Clerks will be hosted by the Parliament of Samoa, held in Apia from 30 June to 4 July 2014.

ANZACATT Professional Development Seminar

The annual ANZACATT Professional Development Seminar was hosted by the Legislative Assembly of the Northern Territory at Parliament House in Darwin between 20 and 23 January 2014.

This annual three day seminar is rotated between Australian and New Zealand Parliaments. It aims to help Clerks and other parliamentary officers expand their knowledge of parliamentary systems and procedure, as well as the administrative practices essential to the smooth operation of Parliament.

The theme for the seminar was "The Parliamentary Workplace: Members, Mates and Migraines". The workshop topics included Member relations in the Chamber and in Committees, member resources in the Chamber and in committees, Communicating with influence with members and achieving outcomes, Mapping your Committee's path, members — are they your Mates?, Valuing Committee work — engagement and participation, Member training and participation, Committee models — what works, what doesn't?, Dealing with members' expectations, Committees — communication and outreach/travel, members' administration — who does what? and Seeking references, pursuing relevance and outcomes of reports.

A total of 70 delegates attended the seminar from Australasian Parliaments as well as officers from the House of Lords and House of Commons, United Kingdom, Scotland, Wales, Canada and the United States of America. Four Legislative Council staff attended and the Clerk gave a paper entitled "A Unique Position: A Discussion of the Historical Origins of the Position of Clerk and the Attributes Required to Effectively Communicate with Influence with Members".

Anthony Walsh from the Council Committee Office also acted as a co-presenter in the workshop on “Committee models — what works, what doesn’t?”

Parliamentary Law Practice and Procedure Course

The Parliamentary Law Practice and Procedure Course organized by ANZACATT was conducted at the University of Tasmania for the fifth time from 25 June to 1 July 2014.

The course is open to Australian and New Zealand parliamentary staff who have a university degree at Bachelor level or higher. The course modules comprise constitutional foundations and framework; law, custom and procedure; privileges; control, oversight and scrutiny; and the legislative process. Included in the course is a panel of Clerks which is designed to focus on procedural aspects and contemporary issues in Parliament, and allows students to ask questions about topics and issues of interest.

Annemarie Burt, Senior Chamber Support Officer (Procedure and Administration) attended the course on this occasion.

Australasian Study of Parliament Group Conference

The department continues to actively support the activities of the Victorian Chapter of the Australasian Study of Parliament Group. The chapter is the most active in the Group and currently has 62 members. The Clerk is currently the Chair of the chapter, Richard Willis is Secretary and Michael Baker is Treasurer. Administrative assistance is provided by the Clerk’s Executive Assistant, Linda Shatilko.

Several seminars are held each year with guest speakers on a range of topics pertinent to parliamentary processes and the department is responsible for making the arrangements.

The annual conference of the Australasian Study of Parliament Group (ASPG) was held in Perth in October 2013 at the West Australian Parliament House. The theme of the conference was *Oversight: Parliamentary Committees, Corruption Commissions and Parliamentary Statutory Officers*. The conference was attended by a number of committee staff, including the Senior Secretary of Council Committees, who also attended as Treasurer of the Victorian chapter of the ASPG.

PARLIAMENTARY COMMITTEES

Parliamentary Joint Investigatory Committee System

The joint investigatory committees are established under the *Parliamentary Committees Act 2003* and their functions and powers are governed by both the Act and the Standing Orders of both Houses. A joint investigatory committee must inquire into and report to the Parliament on any relevant matter referred to it by either House or by Order of the Governor in Council published in the Government Gazette. Such committees may also inquire into any annual report or other document relevant to the functions of the committee that is laid before either House.

During 2013-14, the department was responsible for the administration of six joint investigatory committees. The Legislative Assembly was responsible for the administration of six other joint investigatory committees.

The major change during the reporting period was brought about by the *Parliamentary Committees Amendment Act 2013*. The establishment of two new oversight committees in 2012 placed some pressure on both staffing/resources and membership within the joint committee system. The 2013 amendment Act went some way to addressing this by merging four committees into two:

- the Law Reform Committee and the Drugs and Crime Prevention Committee were merged into the Law Reform, Drugs and Crime Prevention Committee; and
- the Economic Development and Infrastructure Committee and the Outer Suburban/Interface Services and Development Committee were merged into the Economic Development, Infrastructure and Outer Suburban/Interface Services Committee.

The previous four separate committees ceased to function after 31 July 2013.

Assignment of staff to the two merged committees and the two new oversight committees (Accountability and Oversight Committee, and Independent Broad-based Anti-corruption Committee) was undertaken

by using reassignment guidelines developed in recent years to both encourage movement of staff between committees and provide a transparent process.

Accountability and Oversight Committee

The newly established Accountability & Oversight Committee had one active inquiry during the reporting period.

Report into annual reports of oversight agencies

In November 2013, the Committee considered a scoping paper for reviewing the annual reports of the Victorian Ombudsman, FOI Commissioner and Victorian Inspectorate. These reviews included the receipt of evidence in future public hearings.

In June 2014, the Committee held its first hearings and received evidence from the Victorian Ombudsman, FOI Commissioner and Victorian Inspectorate. A report is being drafted incorporating evidence from these initial hearings and is expected to be tabled in Parliament in September 2014.

Economic Development and Infrastructure Committee

As noted previously, the Economic Development & Infrastructure Committee ceased to function after 31 July 2013. In its final month of existence, the Committee completed its inquiry into local economic development initiatives in Victoria. The majority of the Committee investigations took place in the previous reporting period. However, in July 2013 the Committee conducted a study tour of Europe to examine best practice examples of local economic development initiatives. The Committee tabled its final report in Parliament on 31 July 2013.

Economic Development, Infrastructure and Outer Suburban/Interface Services Committee

Inquiry into Marine Rescue Services in Victoria

The Committee worked on one inquiry during the reporting period; the *Inquiry into Marine Rescue Services in Victoria* which was referred to the Committee by Governor-in-Council on 28 January 2014.

The terms of reference required the Committee to consider possible improvements to marine rescue services in Victoria, in particular to:

- the range and manner of marine rescue services;
- the current structure of marine rescue service provision;
- any areas of overlapping responsibility for marine rescue service providers and regulators;
- the legislation that enables and governs search and rescue activities in Victoria;
- existing marine monitoring and communications processes; and
- the training and development of marine rescue service providers.

The Committee called for submissions in February 2014 and by the end of the reporting period had received 37 submissions. During March and April 2014, the Committee held public hearings with 64 witnesses representing 34 organisations (including a number of local and regional branches of state-wide organisations) and with two witnesses who appeared as private individuals. Public hearings were held in Melbourne, Frankston, Geelong, Lakes Entrance, Inverloch, Port Fairy and Apollo Bay. A number of site inspections were held around Port Phillip Bay and along the Victorian coast. The Committee also conducted a day of briefings with representatives of marine rescue services and key stakeholders in Sydney.

The report of the Committee is due to be tabled in Parliament by 4 September 2014.

Education and Training Committee

The Education and Training Committee worked on two references and tabled one final report during the reporting period.

Inquiry into the Extent, Benefits and Potential of Music Education in Victorian Schools

This inquiry was referred by the Legislative Assembly on 23 October 2012. The terms of reference required the Committee to consider the extent, benefits and potential of music education in Victorian schools. As a result of a large number of submissions (244) and additional visits to regional Victoria, the Committee sought and received an extension of its original tabling date of 30 September 2013. The Committee tabled its final report, containing 17 Recommendations, on 12 November 2013.

Inquiry into the approaches to homework in Victorian schools

On 27 November 2013, the Legislative Council referred to the Education and Training Committee a reference to inquire into the approaches to homework in Victorian schools, focusing on the impact on student learning. The terms of reference included an investigation into:

- evidence supporting the value of homework;
- current approaches to homework, including application of, access to, technology outside of the classroom/school; and
- future of homework in Victorian schools.

The Committee received 32 submissions and conducted three days of public hearings in April 2014 receiving evidence from 16 witnesses including from leading academics, parents, students, teachers and other stakeholders.

The final report is expected to be tabled in August 2014.

Environment and Natural Resources Committee

The Environment and Natural Resources Committee conducted one inquiry during the reporting period.

Inquiry into Heritage Tourism and Ecotourism in Victoria

On 28 August 2012, the Environment and Natural Resources Committee received a reference for consideration and report on matters relating to heritage tourism and ecotourism in Victoria, with particular reference to:

- examining the current scope of ecotourism and heritage tourism in Victoria, including the extent to which the current arrangements maximise the benefits to the local industry;
- examining best practice in ecotourism and heritage tourism;
- examining the potential for the development of ecotourism and heritage tourism in Victoria;

- determining the environmental and heritage issues associated with large scale tourism; and
- determining whether the local industry is sufficiently advanced to manage increased tourism and any obstacles to this.

The Committee was originally due to report by the end of May 2014. However, due to the need to gather further evidence from across Victoria, and the high volume of information provided to the Committee, the final report date was amended to 29 August 2014.

The Committee received 92 written submissions and conducted a number of public hearings and site inspections throughout Victoria. Three days of hearings took place in Melbourne and further hearings and site inspections were held in Ballarat, Port Campbell, East Gippsland, Halls Gap and Mansfield. The Committee also visited Tasmania where it conducted site inspections and held a public hearing in Hobart. The Committee also conducted a North American Study Tour which was invaluable for the Committee in understanding global best practice in ecotourism and heritage tourism.

Law Reform Committee

The Law Reform Committee ceased to function on 31 July 2013 and consequently had nothing to report during 2013-14 (see entry for Law Reform, Drugs and Crime Prevention Committee).

Law Reform, Drugs and Crime Prevention Committee

Inquiry into the Supply and Use of methamphetamine in particular ice

The newly merged Law Reform, Drugs and Crime Prevention Committee conducted one inquiry during the reporting period. The *Inquiry into the Supply and Use of methamphetamine in particular ice* was referred to the Committee by the Legislative Assembly in September 2013. In particular, the Reference required the Committee to:

- examine the channels of supply of methamphetamine including direct importation and local manufacture of final product and raw constituent chemical precursors and ingredients;

- examine the supply and distribution of methamphetamine and links to organised crime organisations including outlaw motorcycle gangs;
- examine the nature, prevalence and culture of methamphetamine use in Victoria, particularly amongst young people, indigenous people and those who live in rural areas;
- examine the links between methamphetamine use and crime, in particular crimes against the person;
- examine the short and long term consequences of methamphetamine use;
- examine the relationship of methamphetamine use to other forms of illicit and licit substances;
- review the adequacy of past and existing state and federal strategies for dealing with methamphetamine use; and
- consider best practice strategies to address methamphetamine use and associated crime, including regulatory, law enforcement, education and treatment responses (particularly for groups outlined above).

The Committee received 73 submissions and conducted a number of public hearings throughout Victoria with key stakeholders and communities including hearings in Melbourne, Ballarat, Bendigo, Geelong, Gippsland, Wodonga, Shepparton and Warrnambool. The Committee also visited Canberra to conduct public hearings with representatives from key agencies. In addition, the Australian Institute of Criminology facilitated a series of video conferences with prominent overseas academics that have expertise in both the supply side of methamphetamine and the best practice policy responses employed in Europe and the United Kingdom. In all, the Committee conducted 113 public hearings receiving formal oral evidence from 220 witnesses.

Throughout the Inquiry, the Committee conducted many other forms of investigations including site visits to drug rehabilitation agencies, a case management session, a drug use psychological therapy program, and various community 'Ice' Forums held in regional Victoria. In addition, the Committee participated in a summit conducted by Rangatira Management Consultancy which focussed on discussing best

practice strategies for addressing the prevention of methamphetamine use.

The Committee is due to table its report by the 31 August 2014.

Outer Suburban/Interface Services and Development Committee

The Outer Suburban/Interface Services and Development Committee ceased to function on 31 July 2013 and consequently had nothing to report during 2013-14 (see entry for Economic Development, Infrastructure and Outer Suburban/Interface Services Committee).

Road Safety Committee

Inquiry into Serious Injury

The Road Safety Committee had one active inquiry during 2013-2014, referred on 29 November 2012 by the Legislative Assembly, to report and inquire into serious injury in motor vehicle accidents. The initial reporting date of 12 December 2013 was extended to 30 June 2014 by subsequent resolution of the Legislative Assembly.

During the course of the Inquiry, the Committee received 37 submissions and heard from 63 witnesses representing 33 organisations comprising government agencies, health institutions, road safety research and academic organisations, industry representative groups, and private individuals and companies. The Committee also travelled interstate to receive evidence from relevant stakeholders in Canberra and Sydney. The final report was tabled on 28 May 2014, which included 43 recommendations and 47 findings.

Additional activities

In November 2013, the Road Safety Committee attended the annual Road Safety Research, Policing and Education Conference held in Brisbane. In addition, in February 2014, the Committee hosted an event at Parliament House to mark the significant contribution of the Committee's work to road safety, since its inception in 1967. Past chairs of the Committee attended the event, along with other key figures that have played an important role in road safety policy in Victoria.

Committee Services Office

As in past years, the joint investigatory committees received a range of administrative and project support services from the Committee Services Office which administers and finances whole of committees activities, physical and information resources and accommodation.

Dispute Resolution Committee

The Dispute Resolution Committee is established under section 65 B of the *Constitution Act 1975*. A Disputed Bill is a Bill which has passed the Assembly has not been passed by the Council within 2 months after the Bill is so transmitted, either without amendment or with such amendments only as may be agreed to by both the Assembly and the Council. A Disputed Bill may only be referred to the Committee by a resolution of the Assembly and the Committee must seek to reach a Dispute Resolution within 30 days after the Bill has been referred. During the reporting period no Bills were referred to the Committee.

COUNCIL STANDING COMMITTEES

Standing Committee on Economy and Infrastructure

In 2013-14, the Standing Committee on Economy and Infrastructure tabled one report in the Legislative Council.

The Legislation Committee received a reference on 10 December 2013 requiring it to inquire into the impact of the then Federal Government's carbon tax on health services in Victoria. The Committee received 17 submissions from the public and took evidence from four separate bodies at hearings held in February and March 2014. The final report was tabled in the Legislative Council on 29 May 2014.

The Economy and Infrastructure References Committee did not receive a reference during the reporting period.

Standing Committee on Environment and Planning

The Environment and Planning Legislation Committee completed its *Inquiry into the Regulatory Impact Statement (RIS) Process* with the tabling of a final report in the Legislative Council on 26 November 2013. The report made recommendations for changes to RIS requirements and guidelines aimed at improving the quality of regulation and legislation introduced in Victoria. The Committee held four days of public hearings, including a hearing in Canberra, and received ten written submissions.

The Environment and Planning References Committee did not receive a reference during the reporting period.

Standing Committee on Legal and Social Issues

The Legal and Social Issues Legislation Committee tabled one report during 2013-14, on the *Inquiry into the Performance of the Australian Health Practitioner Regulation Agency*. This reference was received from the Legislative Council on 23 October 2012 and the final report was tabled on 12 March 2014. A major focus of the Inquiry was the health practitioner complaints process in Victoria. The Committee received 55 submissions from health practitioner organisations, consumers and other stakeholders and convened 12 days of hearings receiving evidence from 27 witnesses. The Committee also conducted hearings in Queensland focussing on changes to the health complaints process in that State.

On 27 May 2014, the Legislation Committee received new terms of reference to inquire into and report on opportunities for community pharmacy in primary and preventative care. The Committee called for written submissions and held two hearings in June 2014. Further hearings are expected later in the year. The Committee is required to table its report by 14 October 2014.

The Legal and Social Issues References Committee did not receive a reference during the reporting period.

FINANCE

Public Accounts and Estimates Committee Hearing

The Presiding Officers and Department Heads appeared before the Public Accounts and Estimates Committee hearing on 12 May 2014 in connection with its inquiry into the 2014-15 Budget Estimates.

The hearing began with a presentation highlighting the Parliament's achievements in 2013-14 and the challenges for the following year. Most highlights centered on the Department of Parliamentary Services. However, the staging of the inaugural Seminar for Public Servants which is reported on elsewhere in this report is worthy of note, so far as the Legislative Council is concerned.

Challenges in 2014-15 centre on the impact of the election in November and the impact of electoral boundary changes. These are essentially issues for the Department of Parliamentary Services. The issue of main concern in the future for this department, and the Parliament in general, is the impact of General Efficiency dividend cuts from 2015-16. This issue is discussed further in the next section of this report.

Legislative Council Budget

Funding for the Legislative Council in 2013-14 was provided in two ways — Special Appropriations and the annual Parliament Appropriation Act.

Special Appropriations cover the payment of Members' salaries and allowances pursuant to the *Parliamentary Salaries and Superannuation Act 1968*, under which prescribed salary, allowances and superannuation contributions are automatically appropriated. They also cover the fixed appropriation for the Council paid under section 94 of the *Constitution Act 1975*. Funding for the parliamentary joint investigatory committees in 2013-14 was also included in the Parliament's Appropriation Act.

The *Appropriation (Parliament 2013/14) Act 2013* provided funds for the Legislative Council on the basis of provision of outputs, covering salaries and overtime, operating expenses, subsidiary expenses associated with the employment of personnel, including both Members and staff employed in the parliamentary

precinct (i.e., payroll tax, superannuation levy, WorkCover levy) and parliamentary printing.

The *Act* again provided separate funds for each parliamentary department, as well as the Auditor-General, rather than on a 'global' one-line basis as was the case with the remainder of the public sector. This approach continues to ensure that the Legislative Council's annual budget is guaranteed by law.

For budgeting purposes, the 'Department of the Legislative Council' is treated as an output group which is required to meet certain performance targets in delivering outputs in return for the department's budget resources. Those outputs, which are grouped on a quantity, quality and timeliness basis in the budget documents, represent a summary of the department's main functions in relation to the sittings of the Council and some education and public relations related activities. A detailed account of those outputs and their performance measures appears at Appendix G to this report.

It is pleasing to report that the department's output funding was increased predominantly for the ongoing funding required to effectively operate the Council Standing Committee Office, which was previously funded through the use of retained prior years' surplus'. An additional \$150,000 was provided for this purpose in 2013-14 and a further \$250,000 has been allocated for 2014-15. A major challenge for the department in the future will be to secure the ongoing funding necessary to operate the Council Standing Committee Office at an acceptable level.

A further problem for the Parliament budget in the future is the imposition of the General Efficiency Dividend cuts which apply throughout the public sector. At present, the forward estimates through to 2017-18 show that the Parliament's budget will be significantly affected to the extent that the budget in the final year of the forward estimates is subject to a \$3.1 million GED cut. On 27 September 2013, the Presiding Officers wrote to the Treasurer arguing that the Parliament was independent of the Government and therefore should not be subject to the proposed GED cuts. In response, the Treasurer said that while he acknowledged the independence of the Parliament, it was necessary to ensure the most effective use of taxpayers' monies. Whilst telling the Presiding Officers

that the Parliament should be included in the general efficiency dividends, he was prepared to exempt it from the GED in 2013-14 and 2014-15 only to allow time for the Parliament to implement the changes needed to achieve the necessary efficiencies.

In summary, the sources of the Council's budget for 2013-14 were:

Special Appropriations

Members' salaries and allowances and superannuation contributions \$11,986,000.

Clerk and expenses of the Legislative Council \$200,000

Auditor-General's Office Audit \$17,500

Parliament Appropriation Act

Provision of outputs \$3,081,000

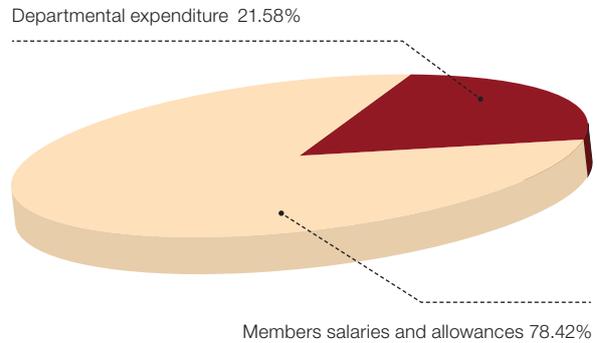
The detailed figures for 2013-14 for the Department appears in expenditure at Appendix F to this report and a breakdown of expenditure for the Legislative Council on a percentage basis is depicted in the following charts:

Joint Investigative Committees Budget Arrangements

\$7.196 million was appropriated by the *Appropriation (Parliament 2013/2014) Act 2013* for the operations of Joint Investigative Committees in 2013-14. Expenditure was also incurred for the financial audit of the Auditor General's office, which is overseen by the Public Accounts Committee. The joint committees' appropriation is separate from the appropriations for each House department. The Parliamentary Joint Investigative Committees group is, for budgeting purposes, also treated by the Government as an output group that is required to meet certain performance targets in delivering outputs in return for its budget resources, notwithstanding that one of the key roles of parliamentary committees is to scrutinize government administration and the Executive. Detailed accounts of those outputs and their performance measures appear at Appendices H and I to this report.

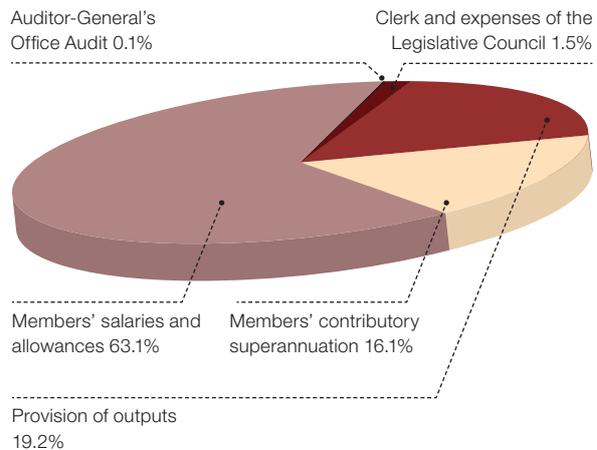
Budget (%) members and departmental, 2013-14

N = \$15,284,500 (Source: Appendix F)



Actual Expenditure (%), members and departmental, 2013-14

N = \$ 13,518,367 (Source: Appendix F)





Appendix A

ROLE OF THE LEGISLATIVE COUNCIL STAFF

Clerk's Office

The department's administration is headed by the Clerk whose main role is to provide policy, procedural and management advice to the President and Members of the Council on all matters relating to the operations of the Council and the Committees which it services. The Clerk is assisted by the Deputy Clerk who is responsible for the day to day management of the department. The Clerk is required to provide an accurate record of the decisions and proceedings of the Council and to ensure that the passage of legislation is in accordance with legislative and procedural requirements. As Department Head, he has overall responsibility for the financing, staffing and administration of the department and is a member of the Parliamentary Executive Group. The Clerk's Office is also responsible for the management of projects and special events as well as a number of other administrative and operational matters. Other staff in the Clerk's Office are the Executive Assistant to the Clerk and the Project Officer. The Clerk is also Honorary Assistant Secretary to the Victoria Branch of the Commonwealth Parliamentary Association. The Department accordingly provides some support services to the Branch. The Deputy Clerk also maintains the Register of Members' Interests on behalf of the Clerk of the Parliaments.

Chamber Support Office

The Chamber Support Office undertakes the daily functions of the Table Office, procedural research and other research and administrative assistance. These functions are the overall responsibility of the Assistant Clerk — House and Usher of the Black Rod and managed by the Manager, Chamber Support Office. The Chamber Support Office is comprised of the Manager, two Senior Chamber Support Officers and two Chamber Support Officers. The production and management of public documents which underpin the sittings of the House and official record keeping

responsibilities of the Clerk are a priority for the Table Office. Procedural research, writing publications and web content, administrative assistance for the department and involvement in significant projects, such as Youth Parliament, Open Day and Openings of Parliament are other important aspects of the broader Chamber Support Office.

Attendant Staff

Under the direction of the Assistant Clerk — House and Usher of the Black Rod, the Principal Attendant manages and supervises a team of Attendants. The Principal Attendant provides general assistance to the Table Officers and attends to various requirements of Members, especially during the sittings of the Council. He also plays a ceremonial role on parliamentary occasions such as the Opening of Parliament and, occasionally, in greeting and escorting dignitaries on official calls at Parliament House. The Attendants group is generally responsible for the daily cleaning and maintenance of offices, meeting rooms and other areas of the Council precincts, the provision of security and enquiry services, and a daily courier service within and outside the building. Attendant staff also provide services for the sittings of the House, meetings of Parliamentary Committees and at functions held at Parliament House. The Attendant team also contributes to the security of the building by, amongst other things, performing the Attendant — Security Control Room role and mail scanning function for which training and accreditation is required. Some Council Attendants also perform public tour duties on a daily basis as part of the Parliament's civic engagement function.

Committees' Office

The department is responsible for administering 6 of the Parliament's 12 Joint Investigatory Committees — Accountability and Oversight, Economic Development, Infrastructure and Outer Suburban/Interface Services, Education and Training, Environment and Natural Resources, Law Reform, Drugs and Crime Prevention and Road Safety. Centralised support services are

provided by the Committee Services Office. On 1 August 2013, a number of Joint Investigatory Committees merged and the number was reduced to 12. The department is also responsible for administering the Council Standing Committee Office which was established at the commencement of the 57th Parliament. The Assistant Clerk — Committees is responsible for the provision of accurate and timely advice, and effective and efficient support services to relevant joint investigatory committees (for which the Department has administrative responsibility), Council Standing Committees and any other select and standing committees which may be appointed by the Legislative Council. The support services provided by the Committees' Office include the provision of financial resources and adequate and competent staff, the analysis of evidence and the presentation of reports to Parliament. The Assistant Clerk — Committees is responsible to the President for the oversight of the operations of those committees and their secretariats whose role is to provide administrative, research, procedural and budgetary support.

President's Office

The President's Office comprises the Executive Assistant who provides advice and assistance to the President on matters of parliamentary administration, official delegations and ceremonial events, and projects sponsored by the President.



Appendix B

Staff employed as at 30 June 2014

WAYNE TUNNECLIFFE	Clerk
MATTHEW TRICARICO	Deputy Clerk
STEPHEN REDENBACH	Assistant Clerk — House and Usher of the Black Rod
ANDREW YOUNG	Assistant Clerk — Committees
LINDA SHATILKO	Executive Assistant to the Clerk
ANDREA AGOSTA	Project Officer
JESSICA PATTISON	Executive Assistant to the President
VIVIENNE BANNAN	Manager, Chamber Support
ANNEMARIE BURT	Senior Chamber Support Officer (Procedure and Administration)
JULIANA DUAN	Senior Chamber Support Officer (Table Office)
AMY WHITE	Chamber Support Officer (Table Office)
vacant	Chamber Support Officer (Procedure and Administration)
GREGORY MILLS	Principal Attendant
MICHAEL STUBBINGS	Deputy Principal Attendant
PETER ANASTASIOU	Parliamentary Attendant
PATRICK BORIBON	Parliamentary Attendant (Clerk's Post)
PHILIP STOITS	Parliamentary Attendant (Security Control Room)
NICHOLAS PARASKAVAS	Parliamentary Attendant
CHRIS WELSTEAD	Parliamentary Attendant

Council Committees Office

RICHARD WILLIS	Senior Secretary (Standing Committee on Legal and Social Issues)
KEIR DELANEY	Secretary for the Standing Committee on Environment and Planning and the Standing Committee on Economy and Infrastructure
SARAH HYSLOP	Research Assistant
ANNALIES McEVOY	Research Assistant

Joint Investigatory Committees

Accountability and Oversight Committee

SEAN COLEY	Executive Officer
SCOTT MARTIN	Research Officer

Economic Development, Infrastructure and Outer Suburban Interface Services and Committee

NATHAN BUNT	Executive Officer
NATALIE-MAI HOLMES	Committee Administrative Officer
MICHELLE SUMMERHILL	Committee Administrative Officer
MATT NEWINGTON	Research Officer

Education and Training Committee

MICHAEL BAKER	Executive Officer
KERRY RISELEY	Executive Officer (on leave)
STEPHANIE DODDS	Committee Administrative Officer
ANTHONY WALSH	Research Officer

Environment and Natural Resources Committee

GREG GARDINER	Executive Officer
KAREN TAYLOR	Committee Administrative Officer (on leave)
JUSTIN ELDER	Committee Administrative Officer
KELLY BUTLER	Research Officer

Law Reform, Drugs and Crime Committee

SANDY COOK	Executive Officer
KIM MARTINOW	Committee Administrative Officer
PETE JOHNSTON	Research Officer

Road Safety Committee

YUKI SIMMONDS	Executive Officer
CHRISTIANNE CASTRO	Committee Administrative Officer
JOHN ALIFERIS	Research Officer

The following staff were employed in the department on an ongoing, part-time or casual basis during 2013-14:

CHIARA EDWARDS
CHARLOTTE FREW
VAUGHN KOOPS
ROBERT McDONALD
ANITA MADDEN
SEAN MARSHALL
ANTHONY WOODLEY



Appendix C

Members of the Legislative Council — 57th Parliament as at 30 June 2014

Region	Name	Party
Eastern Metropolitan Region	The Hon Bruce Atkinson	LIB
	The Hon Richard Dalla-Riva	LIB
	Mrs Jan Kronberg	LIB
	Mr Shaun Leane	ALP
	Mr Brian Tee	ALP
Eastern Victoria Region ^{2 3}	Mr Danny O'Brien	NAT
	The Hon Edward O'Donohue	LIB
	Mr Andrew Ronalds	LIB
	Mr Johan Scheffer	ALP
Northern Metropolitan Region	Mr Matt Viney	ALP
	Mr Greg Barber	AG
	Mr Nazih Elasmr	ALP
	The Hon Matthew Guy	LIB
Northern Victoria Region ^{1 4}	Ms Jenny Mikakos	ALP
	Mr Craig Ondarchie	LIB
	Ms Kaye Darveniza	ALP
	Mr Damian Drum	NAT
	Ms Margaret Lewis	ALP
South Eastern Metropolitan Region	The Hon Wendy Lovell	LIB
	Mrs Amanda Millar	LIB
	Mr Gavin Jennings	ALP
	Mrs Inga Peulich	LIB
	The Hon Gordon Rich-Phillips	LIB
Southern Metropolitan Region	Mr Adem Somyurek	ALP
	Mr Lee Tarlamis	ALP
	Mrs Andrea Coote	LIB
	Ms Georgie Crozier	LIB
	The Hon David Davis	LIB
Western Metropolitan Region	Mr John Lenders	ALP
	Ms Sue Pennicuik	AG
	Mr Khalil Eideh	ALP
	Mr Andrew Elsbury	LIB
	Mr Bernie Finn	LIB
Western Victoria Region	Ms Colleen Hartland	AG
	Mr Cesar Melhem	ALP
	Mr David Koch	LIB
	Mr David O'Brien	NAT
	Ms Jaala Pulford	ALP

LP Liberal Party	18 Members	AG Australian Greens	3 Members	
ALP Australian Labor Party	16 Members	NAT The Nationals	3 Members	Total 40

- 1 Mrs Donna Petrovich resigned as a Member of the Legislative Council on 1 July 2013.
Mrs Amanda Millar was sworn in as a Member of the Legislative Council on 21 August 2013.
- 2 Mr Philip Davis resigned as a Member of the Legislative Council on 3 February 2014.
Mr Andrew Ronalds was sworn in as a Member of the Legislative Council on 6 February 2014.

- 3 The Hon. Peter Hall resigned as a Member of the Legislative Council on 17 March 2014.
Mr Danny O'Brien was sworn in as a Member of the Legislative Council on 27 March 2014.
- 4 The Hon. Candy Broad resigned as a Member of the Legislative Council on 9 May 2014.
Ms Margaret Lewis was sworn in as a Member of the Legislative Council on 12 June 2014.



Appendix D

Selected statistics relating to sittings of the Legislative Council, 2009-10 to 2013-14

	2009-10	2010-11	2011-12	2012-13	2013-14
Number of days House met	51	46	51	52	51
Number of hours House met	523 hrs 52 mins	451 hrs 47 mins	457 hrs 58 mins	453 hrs 40 mins	422hrs 10 mins
Average number of hours per sitting day	10 hrs 16 mins	9 hrs 49 mins	8 hrs 59 mins	8 hrs 43 mins	7hrs 59mins
Bills dealt with					
Initiated in L.C.	5	5	11	6	26
Received from L.A.	98	66	87	83	82
Passed without amendment	80	65	89	81	90
Passed with amendments	14	11	3	4	1
Defeated	4	0	1	3	2
Lapsed	0	7	0	0	0
Withdrawn	0	0	0	1	7
Ruled out of Order	0	0	0	0	0
Sets of amendments circulated	39	47	30	32	28
Bills considered in Committee of the Whole	48	52	57	48	43
Questions on notice processed	2,680	2,800	6,095	1045	922
Petitions Tabled	124	71	57	81	38
Signatories to petitions	53,340	24,106	17,652	32,903	34,571
Papers tabled	1,469	1,426	1,483	1,653	1,707
Annual reports	327	327	309	327	337
Statutory Rules	162	144	178	192	176
Planning scheme amendments	502	468	469	507	460
Proclamations	53	74	49	62	55
Other (including special reports, Parliamentary Committee reports etc)	425	413	454	565	679
Production of documents	892	512	24	58	3



Appendix E

Statistics relating to Committees administered by the Legislative Council

Legislative Council Standing Committees

	SCEI		SCEP		SCLSI		PC
	LC	RC	LC	RC	LC	RC	
Deliberative Meetings	6	0	3	0	12	0	1
Public Hearings	4	0	0	0	22	0	0
Visits/Inspections	0	0	0	0	0	0	0
Reports Presented	1	0	1	0	1	0	0
Discussion Papers	0	0	0	0	0	0	0

SCEI Standing Committee on Economy and Infrastructure

SCEP Standing Committee on Environment and Planning

SCLSI Standing Committee on Legal and Social Issues

LC Legislation Committee

RC References Committee

PC Procedure Committee (Legislative Council)

Joint Investigatory Committees*

	AOC	EDIOS/ISC	ETC	ENRC	LRDCPC	RSC
Deliberative Meetings	9	9	9	17	18	8
Public Hearings	3	36	15	55	113	33
Visits/Inspections	7	12	0	50	12	0
Reports presented	0	0	1	0	0	1

AOC Accountability and Oversight Committee

EDIOS/ISC Economic Development, Infrastructure and Outer Suburban/Interface Services Committee

ETC Education and Training Committee

ENRC Environment and Natural Resources Committee

LRDCPC Law Reform, Drugs and Crime Prevention Committee

RSC Road Safety Committee

* The former Economic Development and Infrastructure Committee (ceased to function on 31/7/14) held six deliberative meetings, 18 site inspections, and tabled one report during 2013-14.



Appendix F

Legislative Council Expenditure Statements, 2013-14

2012-13	EXPENDITURE	2013-14	2013-14
Actual \$		Budget \$	Actual \$
1,934,278	Staff salaries, allowances and overtime	2,048,300	1,750,458
633,143	Subsidiary expenses (1)	708,370	546,877
446,186	General expenses	453,830	439,942
60,831	Parliamentary printing	70,500	58,720
16,300	Auditor-General's Office audits	17,500	17,000
3,090,739	TOTAL – DEPARTMENTAL	3,298,500	2,812,997

Legislative Council – Members – Special Appropriations

2012-13	EXPENDITURE	2013-14	2013-14
Actual \$		Budget \$	Actual \$
7,507,129	Members' salaries and allowances	9,080,000	8,525,682
2,906,250	Members' contributory superannuation	2,906,000	2,179,688
10,413,379	TOTAL – MEMBERS	11,986,000	10,705,370
13,504,117	TOTAL	15,284,500	13,518,367

NOTE:

1. Subsidiary expenses include long service leave and recreation leave provision, payroll tax, employer superannuation and WorkCover contributions.
2. This information is provided for the benefit of Members. A complete set of the financial statements of the Parliament of Victoria is provided in the Department of Parliamentary Services Annual Report for 2013–14.



Appendix G

Major Outputs and Performance Measures — Legislative Council

Major Outputs/Deliverables Performance Measures	Unit of Measure	Target	Actual
Procedural Support, Documentation Preparation and Provision of Information for Council			
Quantity			
Procedural references updated biannually	number	2	2
Quality			
Bills and amendments processed accurately through all relevant stages and other business of the House conducted according to law, Standing and Sessional Orders	per cent	100	100
Member satisfaction with accuracy, clarity and timeliness of advice	per cent	90	89
Timeliness			
Documents tabled within time guidelines	per cent	95	100
House documents and other Sitting related information available online one day after sitting day	per cent	98	100
Cost			
Total output cost(a)	\$ million	14.1	14.0



Appendix H

Joint Investigatory Committees – Expenditure Statements 2013-14

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	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 Committee; 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; 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 I

Major Outputs and Performance Measures — Joint Investigatory Committees

Major Outputs	Unit of Measure	Target 2013-2014	Actual 2013-2014
Quantity			
Reports tabled per annum	Number	28	30
Quality			
Committee members satisfied that advice about procedure, research and administration is responsive, clear, objective and prompt	Percent	80%	100% ¹
Inquiries conducted and reports produced in compliance with procedural and legislative requirements	Percent	95%	100%
Timeliness			
Reports tabled in compliance with procedural and legislative deadlines	Percent	95%	95%
Total output cost	\$ million	7,200,000	7,200,000

Note

1. Based on client survey (Members on joint investigatory committees) conducted in May 2014.



Appendix J

Supplementary information as at 30 June 2014

General Stores on Hand

As at 30 June 2014, the Table Office had the following stores on hand which were valued at cost:

Letterhead paper	\$936.00
Envelopes	\$7708.62
Other Stores incl. Pads, with Compliments slips, etc	\$2497.27



Appendix K

Non-current physical assets

The Black Rod

Departmental uniforms

Furniture and fittings — Includes desks, credenzas, filing cabinets, chairs, refrigerators, hall stands, bookcases, wardrobes, works of art, safes, desk lamps, glassware and crockery.

Office equipment — Photocopiers, television sets, DVD players, video recorders, video camera, digital cameras, video projectors, portable discussion sound system etc.

Communications — Telephones, mobile telephones, two-way radios, facsimile machines, audio systems, etc.

Computer equipment — Personal desktop computers, lap top computers, printers, scanners, file servers etc.



Appendix L

Administration of Acts

By order under the *Administrative Arrangements Act 1983* the administration of Acts of the Parliament is vested in Ministers and, accordingly, a number of Acts have been assigned to the Premier. In several instances, however, the work involved in administration of those Acts is, in practice, either wholly or partly the responsibility of the parliamentary departments.

The Department of the Legislative Council is involved in the administration of a number of Acts, including:

- Constitution Act 1975
- Members of Parliament (Register of Interests) Act 1978
- Parliamentary Administration Act 2005
- Parliamentary Committees Act 2003
- Parliamentary Precincts Act 2001
- Parliamentary Salaries and Superannuation Act 1968





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