



Department of the Legislative Assembly

Annual Report 2024–25





Department of the
Legislative Assembly

Annual Report
2024–25



Legislative Assembly

29 October 2025

Hon Maree Edwards MP
Speaker of the Legislative Assembly
Parliament House
East Melbourne Vic 3002

Dear Speaker

I have pleasure in forwarding to you the Annual Report for the Department of
Legislative Assembly for the year 2024–25.

Yours sincerely

A handwritten signature in black ink, appearing to read "B Noonan".

Bridget Noonan
Clerk of the Legislative Assembly

Contents

Clerk's overview	1	An efficient, resilient, sustainable parliament	30
Departmental objectives and functions	3	VPS training modules	30
Department of the Legislative Assembly	3	Technology	31
Strategic directions and priorities of the parliamentary departments	3	Capability and culture	31
	3	Leadership and professional development goals	31
	3	Safety, risk and governance	32
Chamber operations	5	Appendices	
New members for Prahran and Werribee	5	A Report on output measures	34
New sessional order	5	B Organisation structure and corporate governance	36
Joint sitting	6	C Branch roles	38
Statutory office holders sworn in	6	D Comparative workforce data	40
Commission to Deputy Speaker	6	E Legislative Assembly expenditure statement	43
Condolence motions/statements	6	F Joint investigatory committees expenditure statement	44
Silent members statement (Pakenham)	7	G Functions, events and exhibitions held at Parliament House	45
e-Petition not in English	7	H Overseas travel undertaken by the Speaker	48
Further amendments to bills returned from Legislative Council with amendments	7	I Legislative Assembly business statistics	49
	7	J Committee statistics	50
Committee operations	9	K Public interest disclosures	51
Appointment of Assistant Clerk Committees	9	L Documents disclosed under Standing Order 231(3) and Joint Standing Order 16(4)	52
Legislative Assembly Standing Committees	9	M Redactions authorised by the Standing Orders Committee under Sessional Order 16	53
Joint Investigatory Committees	11		
Domestic Committees	13		
Standing Orders Committee	13		
Community engagement	15		
Tours and Outreach Program	15		
Engaging with the community	19		
Services to the public	21		
Twinning program	21		
Presiding Officers and Clerks Conference	22		
SOCATT and CPC	23		
Official visits and attachments	24		
Work experience program	24		
Parliament's strategic directions for the 60th Parliament	25		
Introduction	25		
Supporting members to fulfil their roles as elected representatives	25		
Protecting the independence and integrity of Parliament	26		
Engaging with the community and Victoria's First Peoples	26		
Expanding our community outreach	28		



Image taken by Janusz Molinski Photography.

Clerk's overview

I am pleased to present the Department of the Legislative Assembly's report for 2024–25. Members of the Assembly and the community they represent should have confidence in the management of the Department, and the services it provides. This report is one way to give that assurance by providing information on the Department's operations for the year.

The middle years of a parliamentary term usually see high committee workloads and Chamber activity, and 2024–25 was no exception. Members elected at the start of the parliament have found their feet, while two by-elections saw new members, Rachel Westaway and John Lister, join the Assembly. My team provided Chamber induction training for them, and I note they are now both active members of parliamentary committees as well.

I mentioned in last year's annual report that the privileges committee was looking at an interesting issue to do with the purported service of a member on the precinct on a sitting day. In its November report, the committee found that attempting to serve legal papers on a member on the precinct on a sitting day, or a day on which a member has committee duties, is a contempt. The report provided guidance to members and the public, and raised some visitor management issues for the Speaker to consider. There are competing interests for presiding officers to balance when managing the parliamentary precinct, but it is critical that parliamentarians can go about their work safely and free from interference.

I was pleased to see the establishment of the Parliamentary Workplace Standards and Integrity Commission during the year, and the appointment of commissioners and staff. It has long been my view that those working in the parliamentary workplace, including parliamentarians, need a framework for reporting and managing complaints about behaviour and conduct that is trusted and fair. I wish the Commission well in its important work.

This report sets out the work of the Department of the Legislative Assembly over the last year. I thank the staff for their work — they are a committed and professional team. In Parliament's three department structure, success relies on communication and collaboration at the department head level, and I am fortunate to work with Trish Burrows and Robert McDonald as we provide support to members and the Victorian community.

Bridget Noonan
Clerk of the Legislative Assembly

Departmental objectives and functions

Department of the Legislative Assembly

The Department of the Legislative Assembly supports members to fulfil their roles as elected representatives and enables Victorians to participate effectively in the parliamentary process.

In support of this purpose, we deliver impartial and expert services to the Legislative Assembly and inform and engage with all Victorians. Headed by the Clerk, officers of the Department support the Speaker and work of the Chamber, the operations of committees, and in the provision of information and community engagement services.

Strategic directions and priorities of the parliamentary departments

The Parliament of Victoria, through its elected representatives, is accountable to the Victorian community for the provision and conduct of representative government in the interests of Victorians. The objective of all the departments of the Parliament is to deliver apolitical, professional and innovative services to support elected representatives and the Parliament as an institution.

The strategic directions for 2023–26 prioritise four areas and focus the parliamentary departments on improving their efficiency, resilience and sustainability. The primary functions of the parliamentary departments are to strengthen democracy in Victoria by supporting members in their work and increasing engagement with people across the state.

Parliament of Victoria strategic priorities 2023–26

Strengthening democracy | Increasing engagement with the people of Victoria



Supporting members

We will provide high-quality, impartial and professional services to all members of Parliament to support them fulfil their roles as elected representatives.



Parliament for the people

We will create greater awareness of and access to Parliament through direct community engagement and education.



First Nations focus

We will continue to prioritise engagement with Victoria's First Peoples to build understanding and respect for their culture and history.



A contemporary workplace

We will promote leading practice, build capability and ensure a respectful, safe and inclusive workplace.



At a glance In the chamber

Sitting days

48

sitting days

423:17

sitting hours
(hours:minutes)

8:49

average sitting
day length

16:30

longest
sitting day

541

member allowance
claims processed

Chamber support

1,225

questions
on notice

995

statements
by members

2,215

responses
processed

240

questions
without notice

106

divisions

1,119

documents
tabled

Bills

52

initiated in
the Legislative
Assembly

52

passed by
the Legislative
Assembly

50

passed by
both Houses

Petitions

66

petitions
presented

121,116

signatures on
petitions

21

paper
petitions

38

e-petitions

7

combined
petitions

Image taken by Jaime Murcia.

Chamber operations

New members for Prahran and Werribee

Two new members joined the Legislative Assembly in early 2025. The former Member for Prahran, Sam Hibbins, resigned on 23 November 2024 and the former Member for Werribee, Tim Pallas, resigned on 6 January 2025. The Speaker issued writs for by-elections in the Districts of Prahran and Werribee on 20 December 2024 and 6 January respectively, requiring polling for both to be held on 8 February.

The Electoral Commissioner returned the writs on 25 February, confirming the election of Rachel Westaway as the Member for Prahran and John Lister as the Member for Werribee. The Speaker swore in both members on 4 March 2025 when the House sat.

John Lister MP made his inaugural speech on 5 March, with Rachel Westaway MP delivering her inaugural speech two weeks later on 19 March.

Four members of the Legislative Assembly have been elected through by-election during this parliamentary term.

New sessional order

On 20 March the Legislative Assembly agreed to a motion to amend the sessional orders to allow ministers to list government notices of motion and orders of the day in a combined list on the notice paper. This change came into effect on 1 April. Notices of motion are now listed with the orders of the day and dealt with in the order they appear on the notice paper. Previously notices of motion were required to be dealt with prior to orders of the day. The listing of general business notices of motion and orders of the day was not changed.



The Speaker presides over question time in the Legislative Assembly.



Rachel Westaway and John Lister are sworn in following by-elections in the districts of Prahran and Werribee.

Joint sitting

Joint sittings of the Houses are required to fill vacant positions in the Legislative Council, Senate, and with certain boards.

There was one joint sitting during 2024–25. This followed the resignation of Samantha Ratnam MLC on 8 November, which created a vacancy in the Legislative Council. On 12 November the Legislative Assembly agreed to a proposal from the Legislative Council to hold a joint sitting to fill the vacancy. The following day, members of both Houses met and elected Anasina Gray-Barberio to the Legislative Council.

Statutory office holders sworn in

The Speaker is responsible for swearing in various office holders. There were seven statutory office holders sworn in during the reporting period:

- Acting IBAC Commissioner
- Chief Integrity Commissioner
- IBAC Deputy Commissioner (two office holders)
- Parliamentary Integrity Adviser
- Parliamentary Workplace Standards and Integrity Commissioner (two office holders).

Commission to Deputy Speaker

On 4 March the Speaker announced that Matt Fregon MP, the Deputy Speaker, had received a Commission from the Governor to administer an oath or affirmation of allegiance to any new Members of the Legislative Assembly if

the Speaker was absent or otherwise unable to perform their duties. This was the first time that the Governor has authorised a Deputy Speaker to administer oaths or affirmations in recent years, and brings Victoria in to line with most other Australian jurisdictions. It is normal practice for the Governor to authorise the Speaker on the Opening of Parliament, however section 23 of the *Constitution Act 1975* allows the Governor to authorise any person.

Condolence motions/statements

Condolence motion for the Honourable Barry Pullen

On 30 July, the House held a condolence motion for the Honourable Barry Pullen. The Premier, the then Opposition Leader, the Minister for Environment and Members for Footscray, Murray Plains and Albert Park contributed to the motion, acknowledging his service and achievements during his time in Parliament. After agreeing to the motion unanimously, the House adjourned until later in the day.

Condolence motion for the Honourable John Delzoppo OAM

On 4 February, the House held a condolence motion for the late Honourable John Delzoppo OAM. The Premier, the Opposition Leader, the Speaker and the Members for Gippsland South, Rowville and Narracan contributed to the motion, commemorating his life in Parliament and service as a Speaker. The House agreed to the motion unanimously, and the House adjourned until later in the day.

Condolence motion for the Honourable Dr Race Mathews

On 17 June, the House held a condolence motion for the late Honourable Dr Race Mathews. The Premier, the Deputy Premier, the Opposition Leader, the Minister for Environment, the Minister for Economic Growth and Jobs and the Members for Gippsland South and Lara contributed to the motion, paying tribute to Dr Mathews' life and legacy. The House agreed to the motion unanimously, and the House adjourned until later in the day.

Silent members statement (Pakenham)

On 11 September during statements by members, the Member for Pakenham delivered a statement in complete silence. Standing Order 40 sets out the time limit of 90 seconds for a member to make a statement during statements by members. The standing order only refers to 'making' a statement and does not specify that the member needs to speak. Prior to the Member for Pakenham's statement the Member for Wendouree used her statement to explain the intention behind the silent statement to follow. The Member for Pakenham, who has been diagnosed with motor neurone disease, sought to draw awareness to the disease, which results in many sufferers losing their ability to speak. It was a powerful pause in the day's proceedings, with all members in the chamber responding with applause once the Member for Pakenham had resumed her seat.



The Member for Pakenham delivers a 90 second silent statement to spread awareness about motor neurone disease.

e-Petition not in English

In early September the Assembly received its first e-petition in a language other than English, which was presented by the Member for Lowan. Under SO 45(3), petitions in the Legislative Assembly must be presented in English or be accompanied by a certified translation. For a paper petition, the translation is not required until the member presents it to the House at the end of the petitioning process. E-petitions are published by the Legislative Assembly prior to tabling so that signatures can be gathered. The Member for Lowan provided the certified translation before the e-petition was published, and the English translation was published alongside the original Chinese text on the website. A copy of the member's certification was also published on the e-petition page.

Further amendments to bills returned from Legislative Council with amendments

The Procedure Office and the Office of Chief Parliamentary Counsel (OCPC) regularly assist members with drafting amendments to bills. Occasionally they are required to prepare further amendments. These are instances where the Legislative Council makes amendments to a bill and, when considering those amendments, members of the Assembly move additional amendments to alter the Council's amendments, or wish to support the Council's amendments in an altered form. The Legislative Assembly had considered further amendments once in the 60th Parliament prior to 2025, when members moved further amendments two sitting weeks in a row.

Further amendments require the member, the Procedure Office and OCPC to work closely together. A member describes what they want to achieve to OCPC, who draft an amendment and send it to the Procedure Office team, who then check that it complies with the rules of the House. For standard amendments, this can take place over several days. For these two sets of further amendments, however, the process could only start once the Council had sent their amendments back to the Assembly. Everyone involved then worked to draft and check the further amendments, completing these checks in a matter of hours while the debate on the Council amendments was underway.

At a glance Committees

Committee statistics

6

inquiries
received

96

committee
meetings

317

public hearings

313

submissions
received

23

committee
reports tabled



Committee operations

Appointment of Assistant Clerk Committees

Following a successful series of three four-month placements in the Assistant Clerk Committees role in 2023–24, the Department initiated a recruitment process to make a permanent appointment to the role. In July, the Clerk appointed Joel Hallinan as Assistant Clerk Committees.

Legislative Assembly Standing Committees

Economy and Infrastructure Standing Committee

Inquiry into workplace surveillance

The terms of reference for this inquiry required the Committee to examine the effectiveness of existing workplace surveillance and privacy laws, the impact of workplace surveillance on workers and workplace relations, potential privacy and data security risks, and best-practice regulation interstate and overseas.

The Committee received 44 submissions and held four days of public hearings, both in-person and online, and tabled its final report on 13 May. The Committee found that surveillance in the workplace has accelerated in recent years as a result of technological advancements and the shift towards remote working, and that regulation has failed to keep up with these developments. The Committee recommended that the Victorian Government introduce new workplace surveillance laws that are technology neutral and ensure surveillance is reasonable, necessary and proportionate to achieve a legitimate objective. The Committee also recommended that Victorian employers be required to notify and consult with workers about workplace surveillance practices and disclose how workers' data will be collected, used and stored.



The Economy and Infrastructure Standing Committee listens to evidence at a public hearing for the Inquiry into Workplace Surveillance.

Inquiry into student pathways to in-demand industries

On 20 May the Legislative Assembly referred an inquiry for the Committee to consider how to guide and support students to pursue employment in industries that are in demand. The Committee called for submissions in June and will receive submissions and hold public hearings in the next reporting period.

Environment and Planning Standing Committee

Inquiry into securing the Victorian food supply

In November 2024, the Committee tabled its final report into securing the Victorian food supply. The report made recommendations and findings focusing primarily on the state's food supply, population growth, and urban sprawl.

The Committee found that there are significant challenges facing farmers, requiring a whole-of-government, whole-of-food system response. The Committee recommended the formation of a Victorian Food System Strategy and a Victorian Food System Council to refocus agricultural governance and policy on securing food supply and to coordinate the efforts of all actors in the food system.



The Environment and Planning Standing Committee conducting hearings for the Inquiry into the supply of regional homes in Victoria.

Inquiry into the supply of homes in regional Victoria

In early 2025 the Committee resolved to conduct an inquiry into the supply of homes in regional Victoria including the methods of building them and the mix of housing forms and types.

Along with building methods and the mix of housing, the Committee is also examining a range of housing issues including areas in most need, workforce challenges in the construction industry, and accommodation for regional workers in key sectors.

Members of the Committee travelled throughout regional Victoria as part of the public hearing phase of the inquiry, completing three separate regional tours to gather evidence and conduct site visits. The Committee received 117 submissions and will table its report in 2025–26.

Legal and Social Issues Standing Committee

Inquiry into capturing data on family violence perpetrators in Victoria

In April the Committee tabled its final report, *Building the evidence base*, for the Inquiry into capturing data on family violence perpetrators in Victoria. The report focuses on how the Victorian Government can achieve a more holistic understanding of people using family violence. This includes considering improvements to current data collection, linkage and sharing and what else is needed to build knowledge about the perpetration of family violence.

“During the inquiry, it was made abundantly clear to the Committee that collecting family violence data, including about those who use family violence, is complex. Data on people using family violence is held in multiple places, by multiple organisations, and is often not comprehensive enough to provide a complete picture.

Ella George MP, Chair, Legal and Social Issues Committee.

The final report recommended that the Victorian Government map existing data on people using family violence to assess its current capabilities and potential uses, and bring together existing and planned research to build a more comprehensive evidence base. The Committee highlighted four key areas of opportunity in the report:

- Indigenous Data Sovereignty.
- Rectification processes to correct misidentification.

- Learning what works: programs for people using family violence.
- A population-based survey.

The Government response is expected in October 2025.



The Legal and Social Issues Standing Committee at a public hearing for the Inquiry into capturing data on family violence perpetrators in Victoria.

Inquiry into the recruitment methods and impacts of cults and organised fringe groups

In April, the Assembly referred to the Committee an inquiry into the methods used by cults and organised fringe groups in Victoria to recruit and control their members and the impacts of coercive control. The Committee is due to report no later than 30 September 2026.

In calling for evidence, the Committee published a Guidance Note to explain that the focus of the inquiry is to protect people from harm, rather than judge anyone's beliefs. The Committee will examine the techniques being used by high-control groups to attract and retain members, and consider whether the law can adequately protect people when these groups are proven to have caused harm.

The Committee sought community input through an anonymous questionnaire and through written submissions. Evidence gathering will continue in the next reporting period.

Joint Investigatory Committees

Public Accounts and Estimates Committee

Scrutiny of the State Budget and the outcomes of government spending

Budget estimates

Every year the Public Accounts and Estimates (PAEC) scrutinises the State Budget and conducts public hearings that are attended by all ministers and the Presiding Officers. The Committee's report on the 2024–25 budget estimates was tabled in October.

Hearings for the 2025–26 Budget took place in June. The Committee will table its report in the second half of 2025.

Budget outcomes

The Committee's inquiry into the financial and performance outcomes assists Parliament and the community to gauge what the Government achieved in the last financial year, compared to what the Government planned to achieve. This inquiry complements the Committee's scrutiny of the budget estimates and aims to:

- improve the accountability of Government departments and agencies
- improve the transparency and clarity in the reporting of public sector performance, and
- provide the Parliament and community with more meaningful information about the outcomes delivered in the last financial year.

Public hearings for the 2023–24 financial and performance outcomes were held in November attended by senior officials from the departments, agencies, parliamentary departments and Court Services Victoria. The Committee tabled its final report in April.

Oversight responsibilities

Parliamentary Budget Office

The Parliamentary Budget Office (PBO) provides independent fiscal, economic and financial services to members of Parliament, including policy costings. One of the Committee's responsibilities is to review the PBO draft operational plan and budget. This work was completed in the first half of 2025.

Victorian Auditor-General's Office

PAEC also has a number of responsibilities in relation to the Victorian Auditor-General and the Victorian Auditor-General's Office (VAGO), including consultation on the formation of VAGO's annual plan and budget, the appointment of external auditors to examine VAGO's finances and performance, and conducting Committee follow-up inquiries on selected VAGO audit reports.

The Committee completed its oversight of an independent financial audit of VAGO by PKF Audit and Assurance in 2023–24, and undertook a procurement process to identify a new financial auditor of VAGO for the four years beginning 2024–25. The Committee recommended that Nexia Australia be appointed to conduct the financial audit of VAGO, which both Houses agreed to.

The Committee is also required to review the engagement strategies of proposed performance audits and limited assurance reviews. Over 2024–25, it submitted comments on most VAGO strategies. The Committee also reviews the VAGO draft audit plan for the coming financial year and budget and completed this work in mid-2025.

Inquiry into vaping and tobacco controls: a self-reference inquiry

The Committee self-referred an inquiry into vaping and tobacco controls in February 2024. The terms of reference included considering trends in vaping and tobacco use and associated financial, health, social and environmental impacts on the Victorian community, the regulatory environment for tobacco sales in Victoria and recent growth of the illicit tobacco and e-cigarette industry. In August, the Committee tabled its final report for the inquiry, and in March the Government tabled its response to the final report, supporting, or supporting-in-principle, most of the recommendations made by the Committee.

Inquiry into fraud and corruption control in local government

In November the Committee resolved to conduct a follow up inquiry into the Victorian Auditor-General's reports No 40: *Fraud and Corruption Control — Local Government*, tabled on 19 June 2019 and No 316: *Fraud Control Over Local Government Grants*, tabled on 11 May 2022.



The Public Accounts and Estimates Committee conducting public hearings in Shepparton for the Inquiry into vaping and tobacco controls.

As part of the inquiry the Committee will inquire into the actions taken by Victorian integrity and government agencies to address the issues raised in the findings and recommendations of the two audits. Public hearings were held in early 2025, with more scheduled for mid-2025. The Committee will table its final report in the next reporting period.

Scrutiny of Acts and Regulations Committee

The Scrutiny of Acts and Regulations Committee (SARC) reviews all bills introduced into Parliament and reports its findings to both Houses. SARC does not comment on the policy aspects of legislation, but focuses on the use of certain legislative practices and allows the Parliament to consider whether the use of these practices is necessary, appropriate or desirable in all the circumstances.

In deciding whether to comment on a bill, SARC is guided by its functions as set out in the *Parliamentary Committees Act 2003*. These scrutiny functions allow SARC to look for such things as trespasses to rights and freedoms and inappropriate delegation of legislative powers. The *Charter of Human Rights and Responsibilities Act 2006* requires the Committee to consider whether the bill is incompatible with human rights. SARC also has a role to examine all regulations and certain legislative instruments, in like terms for the scrutiny of bills, as set out in the *Subordinate Legislation Act 1994*.

During the reporting period, SARC tabled 16 Alert Digests that examined and reported on 75 bills as well as 21 regulations and 13 legislative instruments. SARC, through its Regulation Review Subcommittee, reviewed 152 regulations and 40 legislative instruments. SARC's review of subordinate legislation was published in the *Annual Review 2023, Statutory Rules and Legislative Instruments* tabled September.

Domestic Committees

Privileges Committee

The Privileges Committee tabled one report in 2024–25. The report was in response to a complaint of a breach of privilege made by the Member for Brighton and referred to the Committee by the Assembly in the previous

financial year. The Committee confirmed that it was a contempt to serve legal papers on a member of Parliament in the parliamentary precinct on a sitting day.

The Committee has been given new functions under the *Parliamentary Workplace Standards and Integrity Act 2024*, which came into operation on 31 December 2024. These functions relate to receiving and considering referrals or reports from the Parliamentary Workplace Standards and Integrity Commission regarding parliamentary misconduct. The Act also removed Privileges Committee functions relevant to the Parliamentary Integrity Adviser.

Standing Orders Committee

The Standing Orders Committee met twice during the 2024–25 financial year.

On 7 February 2023, the House agreed to the following motion moved by the Leader of the House:

That subject to the sessional orders proposed in Government Business notice of motion No 1 being agreed, the following issues be referred to the Standing Orders Committee for consideration, inquiry and report:

- (1) *the possible inclusion of the sessional orders and ongoing resolutions in the standing orders; and*
- (2) *any other identified improvements to the standing orders.*

On 17 August 2023, the Committee formed a subcommittee to investigate the terms of reference. The Committee tabled its first interim report recommending changes to standing orders in November 2023, which were subsequently adopted by the House.

On 17 October 2024 the subcommittee made its second report recommending that sessional orders Nos 12 and 17 be included in the standing orders with consequential changes to the sessional orders, which was endorsed by the Committee.

The Committee tabled its second interim report on the *Inquiry into including sessional orders and ongoing resolutions* in the standing orders on 17 June, recommending that the House amend standing and sessional orders accordingly.



At a glance

Schools engagement

Visits to Parliament House

635

school tours and
role plays

15,891

students visited
Parliament House

Visits to schools

166

metropolitan
schools visited

44

regional
schools visited

7,461

students visited
at schools

Online incursions

98

online incursions
conducted

2,467

students participated
in online incursions

Community engagement

Tours and Outreach Program

The Tours and Customer Service Unit (TCSU) delivers a broad range of tours and outreach programs to school groups and the public and provides customer service and support to the Chamber when the House is sitting.

TCSU provides tours of Parliament House to a variety of groups including students, community organisations and tourists. The program includes general tours of the building and specialist tours, including gardens and architecture tours. For primary and secondary schools, the Department offers role plays and metropolitan school visits, which include a more detailed presentation on the parliamentary process.

In 2024–25 schools increasingly preferred face-to-face engagement, either through visits to Parliament House or outreach programs to metropolitan and regional schools. The TCSU continues to offer an online incursion program that remains a popular option for schools, particularly from remote areas. There was high demand for regional visits in 2024–25, and in response the TCSU substantially increased these engagement sessions. The Department conducted regional school programs in Swan Hill, Portland, Warragul, Horsham, Rosebud, Bendigo and Mildura.



The Tours and Customer Service Unit conducting outreach programs in metropolitan and regional schools.

Tours and outreach program types, number of sessions held and number of participants

Program	Sessions			Participants		
	2024–25	2023–24	2022–23	2024–25	2023–24	2022–23
Online incursion	98	152	232	2,467	3,959	6,622
Parliament role play	153	167	180	3,912	4,308	4,765
Parliament school tour	482	456	349	11,979	11,178	8,930
Other group tour	338	334	159	5,497	4,561	2,480
Garden tour	32	34	22	282	437	269
Architecture tour	29	28	18	420	472	233
Metropolitan visit	166	93	98	4,635	4,844	4,502
Regional visit	107	37	55	2,826	938	1,369
Public tour	882	1,016	693	15,013	18,023	10,558
Total	2,287	2,317	1,806	47,031	48,720	39,728

Tours and outreach program, 2024–25

Engagement programs



- Public tour 39%
- Parliament school tours 21%
- Other group tours 15%
- Metropolitan visits 7%
- Parliament role plays 7%
- Regional visits 5%
- Online incursions 4%
- Garden tours 1%
- Architecture tours 1%

Student engagement by region

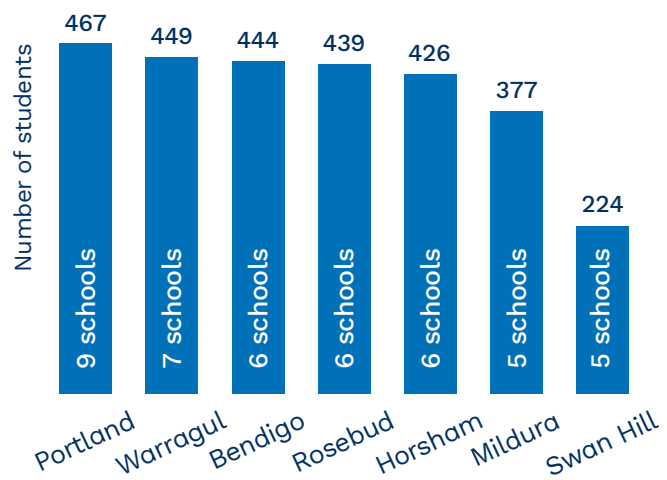


- Eastern Victoria 15%
- Northern Metropolitan 14%
- South-Eastern Metropolitan 14%
- Northern Victoria 13%
- Western Victoria 13%
- Western Metropolitan 12%
- Southern Metropolitan 10%
- North-Eastern Metropolitan 9%

Regional school visits



44 Schools
2,826 Students



Architecture tour

“ I just wanted to email to say the architect tour was amazing, best I’ve had in Melbourne. Grace was a wonderful tour guide full of knowledge and passion. Thank you very much to Grace and all of the team that make this possible for the public. It’s a stunning building.

Other group tour

“ Thank you again for the group tour last week. Everyone loved it! Most of our [group] said they wish they had gone when they first arrived because they learned more from that than anything else we’ve done.

Public tour

“ Stopped by not knowing what to expect, but was very pleasantly surprised! First impression was that the man supervising entry was super nice and welcoming, had a huge smile on his face and made the growing queue move smoothly. Was then put into a tour group led

by Justin, and he just made the experience an absolute BLAST — he knows all the fun facts and history about parliament and is educational.

Metropolitan visit

“ I had the pleasure of visiting the school today during their Parliament visit. It was great to see James and Karl in action with students in their school setting — they did a great job! The students were really engaged, and it was a great reminder of how valuable these sessions are.

Parliament school tour

“ I would really like to commend Karl on the great tour he gave us! My students are all English language learners, and they all told me that they understood almost everything Karl said, which was amazing! They all said they want to go back again and do one of the other tours, which is also fantastic!



Tour participants explore the Legislative Assembly chamber. Image taken by Elliott Brown.



At a glance

Community engagement

Social media

6%

increase in social
media followers

14,000+

views of YouTube series
'My Day in Parliament'

News and information

250%

increase in subscribers
to Parliament News
e-bulletin

7%

increase in subscribers
to our media release
service

Events

171

Functions, events and exhibitions
held at Parliament House

Image taken by Elliott Brown.



Clockwise from top left: Athletes are recognised at a presentation for the Victorian Special Olympics; the Speaker meets with first responders for International Women's Day; young leaders from the South-West Coast attend the Youthrive program; participants meet with members during the Youthrive program.

Engaging with the community

Throughout the year the Community Engagement team delivered a comprehensive community engagement program in line with the commitment to be an accessible, inclusive and collaborative parliament.

Community connections

In February the Presiding Officers hosted a presentation to Victorian Special Olympics athletes and an International Women's Day event recognising women first responders in March. Both events provided an opportunity to celebrate the commitment and achievements of people who have contributed to their local communities and the state.

Working with rural youth organisation Youthrive Victoria, Community Engagement conducted a two-day program at Parliament House in May for 10 young leaders from the South-West Coast. That program culminated in the development of

three project ideas to enhance youth connections with parliament that will be supported in the year ahead.

Participant feedback from the program included the following:

- “ I learnt how involved the parliamentary process is and how much consensus and agreement there is internally for policy and committee decisions. It was very different than the depictions in media.
- “ You don't have to be a specific type of person to participate in parliament, your voice matters no matter who you are.

Together with Deaf Victoria, an engagement plan was developed to enhance understanding of and connections with parliament among deaf community members. It will involve production of social media material in Auslan and the conduct of workshops, to be undertaken in the year ahead.

In partnership with the Koorie Academy, the parliamentary departments conducted the Youth Yarning with Mob program in May. A group of 10 Aboriginal young people came to Parliament House to meet with Elders, members of Parliament and parliamentary staff to begin codesigning a project that will build connections between First Nations youth and the work of Parliament. That project will be delivered in 2025–26.

Reflections from the participants included the following:

- “ To be here at Parliament today is really a testament to young people paving the way. It gives us a chance and opportunity to share our views and our hopes and the aspirations to be heard.
- “ The buildings had this really historical energy and to be inside of those was kind of a little bit exciting just knowing that back in the day black fellas weren't allowed near any of these types of buildings.



From top: Aboriginal Elders and young people make their way through the Parliament House gardens; the day begins with a smoking ceremony led by Uncle Ringo Terrick.



Uncle Ricky Baldwin leads a yarning circle in the Parliament House gardens.

Youth engagement

In 2024–25 the Community Engagement team built on its youth-led digital content from the previous year with a youth-led video series, *My Day in Parliament*. This series provided a behind-the-scenes look at what a sitting day is like for some of key roles in parliament, such as Speaker, minister and shadow minister. The series had more than 14,000 views on Parliament's YouTube channel and demonstrated our commitment to engage young people through content about Parliament that is produced by young people.

News and information

The number of subscribers to the Parliament News e-bulletin increased by 250 per cent to 4,100 by the end of June 2025, while subscribers to our media release service increased by seven per cent to 3,000. There were more than 5,800 media stories about Victorian parliamentary committees during the year.

Education sector engagement

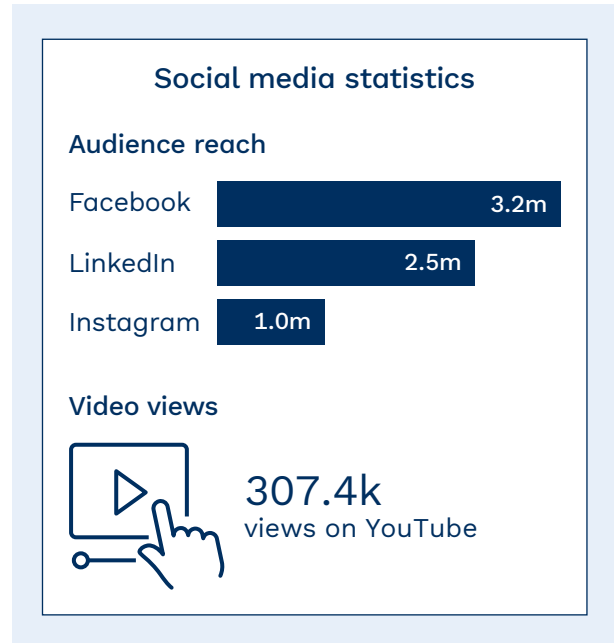
The Parliament Prize competition for students received a record-breaking 1,463 entries in 2025, exceeding the previous record of 1,126 entries achieved in 2024.

Our professional learning programs attracted 450 teachers and pre-service teachers who took part in online and in-person workshops.

To support the teaching of civics in the classroom, five new resources were developed including electorate data card sets, parliament posters and a civic engagement toolkit. These were made available on our 'Teach and Learn' webpage, which attracted 71,000 views during the year.

Services to the public

The Tours and Customer Service Unit (TCSU) provides a wide range of visitor services in the Vestibule at Parliament House, including visitor registration and ID screening on arrival, checking in for tours and meetings, escorting people to meetings or function places, responding to general inquiries, and assisting with functions and events hosted at Parliament House.



During 2024–25 the TCSU's Customer Service Coordinator and a Tours and Outreach Officer completed Auslan 101 training to improve accessibility and enhance the guest experience for a broader community. This initiative complements the Departments' Disability Action and Inclusion Plan.

A touchscreen was also installed in the Vestibule to provide guests with interactive information about the Parliament including sitting dates and schedules, parliamentary activities, and local member details.

The Procedure Office provides services to the public, in particular by explaining parliamentary procedure and the legislative process, connecting people to their local member and helping members of the public gain access to parliamentary records.

Twinning program

Through the auspices of the Commonwealth Parliamentary Association, the Victorian Parliament is twinned with the Parliaments of Fiji, Nauru and Tuvalu. The twinning relationships promote parliamentary democracy throughout the Australia and Pacific regions, and provide avenues for training and support for parliamentarians and staff.

As the Clerk of Parliaments, the Clerk of the Legislative Assembly leads the secretariat support for the CPA Victoria Branch, supported by staff from the departments of the Legislative Assembly and the Legislative Council.

The CPA Victoria Branch partners with the Commonwealth Department of Foreign Affairs and Trade, United Nations Development Programme and Commonwealth Parliamentary Association HQ in delivering a range of activities.

Tuvalu Parliament member induction

In July Hon Wendy Lovell MLC and Michael Galea MLC travelled to Tuvalu to participate in the Parliament's new member induction following the election held in January. The members participated in panel sessions and met with newly elected MPs to discuss parliamentary procedure, the role of MPs, committee processes and community engagement.

Floating Budget Office, Fiji Parliament

Also in July, two committee staff together with an international team from other Parliaments provided support for the 2024–25 Fiji Budget Missions as part of the Floating Budget Office. During the week-long attachment briefs were produced for ministries based on the budget papers and speeches.

Fiji ICT professional development Program

In March the parliamentary departments hosted an attachment of four ICT staff members from the Fiji Parliament. The five day professional development program focussed on Hansard, Broadcasting and IT areas. The program covered committee hearings, remote participation, operational systems, closed captioning, ICT in community engagement, data centres, M365 forms and digitisation, and service desk operations.

Presiding Officers and Clerks Conference 2025 assistance, Nauru Parliament

In May the Usher of the Black Rod travelled to Nauru to work with parliamentary staff in preparation for the upcoming Presiding Officers and Clerks Conference. As well as contributing to the protocol training session (run by UNDP and DFAT), assistance was provided in developing

the program, run sheets, speeches and general logistics. The conference is scheduled for July 2025.

Fiji Parliamentary committees' delegation visit

In June a delegation of six parliamentarians and four staff members of the Fiji Parliament visited the Victorian Parliament to observe the budget estimates process, and learn about Public Accounts and Estimates Committee's process of following up on VAGO reports. As well as meeting with PAEC members, the delegation met with the Integrity and Oversight Committee, and staff from key agencies such as Victorian Auditor-General's Office, Office of Chief Parliamentary Counsel and Parliamentary Budget Office.

CPA Gender Sensitive Parliament self-assessment, Fiji Parliament

In June the Deputy Clerk of the Legislative Council travelled to the Fiji Parliament to assist in a CPA Gender Sensitising Parliament assessment for CPA HQ. Working with Dr Amy Nethery, Associate Professor in Politics and Policy from Deakin University, the self-assessment process looks at the inclusiveness and representation in Parliament as well as considering how gender is included in parliamentary processes. The report is due to be finalised later in 2025.

Fiji Parliament Speaker delegation visit

In June the Parliament hosted the Honourable Speaker Filimone Jitoko who led a delegation of three Fiji parliamentarians and three staff. The Speaker's delegation observed proceedings and met with parliamentarians and key agencies in Victoria.

Presiding Officers and Clerks Conference

The Presiding Officers and Clerks Conference is held annually, with hosting duties alternating between Australian and Pacific jurisdictions. The 53rd POCC was held in Adelaide 8–12 July, hosted by the South Australian Parliament. Bridget Noonan attended, along with the President and the Clerk of the Legislative Council. Delegates discussed a range of

issues to do with parliamentary procedure and administration, with security and trust in institutions front of mind. The conference heard a keynote address from Andrea Mason OAM, Director of the First Nations Voice secretariat, about the establishment of the South Australian First Nations Voice, and its engagement with parliamentary processes.

There was time set aside for delegates of twinned jurisdictions to meet, and discuss initiatives for the year ahead.



From top: Members and staff of the Parliament of the Republic of Fiji visit the Victorian Parliament to explore parliamentary oversight and accountability mechanisms; Clerk of the Legislative Assembly Bridget Noonan with the Clerk and President of the Legislative Council at the Presiding Officers and Clerks Conference in Adelaide; Speaker of the Bougainville House of Representatives, Simon Pentanu and Deputy Speaker, Therese Kaetavara during a visit with the Presiding Officers.

SOCATT and CPC

The Commonwealth Parliamentary Association's 67th annual conference, CPC, was hosted by the NSW Branch in November. Ending a year of commemorating the 200th of the Parliament of NSW, the CPC saw over 700 parliamentarians and parliamentary officials from Commonwealth jurisdictions gather in Sydney. The CPA Australia region has hosted the CPC four times in the past — in 1959, 1970, 1988, and 2001.

The CPC's theme was Engage, Empower, Sustain: Charting the Course for Resilient Democracy. Victoria's CPA branch was entitled to send one (voting) delegate to the conference, and the NSW branch made many observer tickets available for Australian region parliamentarians. Accordingly, the Branch resolved to send a further eight parliamentarians, from all sides of the Houses. Conference attendees participated in a range of workshops including:

- accelerating digital innovation for resilience and growth
- balancing tradition and innovation
- gender and climate planning
- inclusive elections for persons with disabilities
- benchmarking, standards and guidelines — best practice for parliaments
- human trafficking, refugees and immigration across the Commonwealth.

The Victoria Branch proposed a workshop topic, which was selected by the conference organisers for inclusion. The workshop topic, on how can legislatures best support and promote LGBT+ participation, was well attended. Victoria's delegate, Michael Galea MLC, appeared as a panellist at the workshop with colleagues from Belize and the Cook Islands, and a representative from the United Nations Development Programme.

The 58th general meeting of the Society-of-Clerks-at-the-Table (SOCATT) met in the margins of the CPC. SOCATT's meeting brings together clerks and officials from Commonwealth parliaments to discuss best practice and share experiences. Bridget Noonan and Paul Groenewegen attended SOCATT on behalf of the Department.

Official visits and attachments

Throughout the year, the Parliament hosted a number of official visits and attachments from legislatures across the world. Visitors during the reporting period included visitors from Bougainville, Malaysia, Vietnam, CPA Headquarters and other Australian parliaments. The visits provided an opportunity for the Presiding Officers, members and parliamentary staff to share experiences, learn from each other, and build collaborative relationships.

Work experience program

Students aged 15 years and older can submit an expression of interest (EOI) to complete a work experience placement with the parliamentary departments. Students may nominate either the Parliamentary Sitting Program (held during sitting weeks and administered primarily by the Serjeant-at-Arms Office), or Parliamentary Services Program (held throughout the year and administered by the Learning and Capability team in the Department of Parliamentary Services).

The Parliamentary Sitting Program received 646 EOIs for 2024–25:

- 436 female students, 198 male students, and 12 self-identified non binary students
- 379 students attended a government secondary school
- 166 attended an independent school
- 100 attended a Catholic school
- 1 home schooled student
- 465 were from students who lived within 50 kms of Parliament House
- 181 were from students on the far urban fringe (ie over 50 kms from Parliament House), rural, or regional areas.

The large number of EOIs are reviewed by a collaborative team of staff from the Departments of the Legislative Assembly and Legislative Council. Students are assessed on their enthusiasm for and interest in the placement, and their understanding of the work of the parliamentary departments (as distinct from the work of politicians). The departments attempt to balance the choice of successful students between genders, home location, and type of school.

Five Year 10 students completed a sitting week placement during the reporting period — one each from Methodist Ladies' College in Kew, Castlemaine Secondary College, Coburg High School, Parade College in Bundoora, and Penola Catholic College in Broadmeadows. All students completed an enriching and educational week at Parliament, spending time with a number of business units across the three parliamentary departments.

Students provide overwhelmingly positive feedback, and the coordinating team extend their sincere thanks to the members of Parliament who made time in their busy schedules to meet with their student constituents.

Noah, Year 10 work experience participant:

“Overall, my week of work experience at Parliament has been so eye opening and gave me amazing insights into the workings of Parliament and behind the scenes and once again many thanks to everyone who made this possible.

Jacinta, Year 10 work experience participant:

“Throughout my week in the Parliament, I was involved in many different activities. I visited different departments in the Parliament and learnt about all kinds of roles people play. I received precious advice and gained experiences from this fulfilled week. All the staff are friendly and welcoming, the feeling of a sense of community is extremely strong within the Parliament.

Parliament's strategic directions for the 60th Parliament

Introduction

The Department works closely with the Departments of the Legislative Council and Parliamentary Services to achieve the Parliament's strategic directions. The directions are established early in each Parliament and reflect the objectives of the Presiding Officers and the Departments, and are responsive to the needs of members and the Victorian community. For the life of the 60th Parliament, the strategic directions are:

- Supporting members.
- Parliament for the people.
- First Nations focus.
- A contemporary workplace.

The Department partners with members where practical in the design and delivery of projects in support of the strategic directions, which brings a different focus to our service delivery approach.

Supporting members to fulfil their roles as elected representatives

Member procedural training and resources

At the mid point of the Parliament, the demand for member training is not at its peak but the team continued to offer sessions to members in new roles, new members and new staff in members' offices. With less demand to conduct sessions we have used the year to update existing materials and begin development on new resources.

Electorate officer/ministerial officer support

The Department provides training and support to electorate officers and ministerial staff that assists members to better represent their constituents.

Key areas of support provided to electorate officers and ministerial staff include:

- formal training workshops and one-on-one coaching on topics, including supporting your member and their work in the Chamber, parliamentary adviser training, electorate officer training, and training for ministerial staff;
- procedural guidance through the Procedure Office on topics such as how to draft constituency questions, how to table documents, and preparing questions on notice;
- guidance on setting up and lodging petitions and e-petitions; and
- completion and lodging of claims and allowance forms including Regs 10, 11 and 12 claims, international travel reports including advice on timing of submission, requirements and impartial advice on what can and cannot be claimed.

Qualitative interviews with members on departmental services

The Department strives to better understand the needs of members to ensure it delivers meaningful and relevant services, to support members in fulfilling their roles. A working group of staff from across the Department developed a suite of survey questions to assess members' awareness of, and satisfaction with, a range of departmental services. Senior officers have begun a rolling schedule of in-person interviews with members to gather their feedback on the work of the Department, which will continue into the next reporting period.

Protecting the independence and integrity of Parliament

Administering members' allowances

Under the *Parliamentary Salaries, Allowances and Superannuation Act 1968*, the Clerk is the relevant officer for members' work-related parliamentary allowances. This role includes determining whether claims meet the requirements of the guidelines issued by the Victorian Independent Remuneration Tribunal and relevant regulations, and publishing quarterly reports.

In collaboration with the Department of the Legislative Council, the Department introduced a system for the electronic lodgement of claims forms to assist members with administration of allowances (see Digitisation activities below).

The Clerk's Office continued to administer claims and publish details in quarterly reports on the Parliament of Victoria website. During 2024–25 the office processed 541 claims, including for more than 1,100 nights' accommodation for members to attend sitting weeks and committee hearings. Further information about the number of determinations made, and amounts paid in respect of each allowance, is published in the Department of Parliamentary Services annual report in accordance with the legislative requirements.

Parliamentary Integrity Adviser and the Parliamentary Workplace Standards and Integrity Act 2024

The *Parliamentary Workplace Standards and Integrity Act 2024* (the Act) came into operation on 31 December 2024. The Act stated its object as promoting and upholding Victoria's parliamentary standards and integrity regime. The Act made changes that impact the work of the Department by:

- establishing a statutory basis for appointing the Parliamentary Integrity Adviser (PIA) as an independent officer of the Parliament
- establishing a new joint committee, the Parliamentary Ethics Committee
- assigning new functions to the Privileges Committee.

While the work of the PIA continues to include providing advice, education and training to members on matters of integrity and ethics, the new Act changed the Assembly's role and Department's role in relation to the PIA. The PIA is no longer appointed by joint resolution of the Houses, and the Privileges Committee is no longer required to meet with the PIA each year.

The PIA held training sessions for members on 26 July, 14 August, 12 September and 17 October 2024.

Engaging with the community and Victoria's First Peoples

Reconciliation Action Plan

The Reconciliation Action Plan working group met regularly during 2024–25. In September, Seona James, a Yorta Yorta woman, was appointed as the working group's Aboriginal and Torres Strait Islander Adviser. She attends working group meetings and provides advice on engaging with First Peoples.

The parliamentary departments engaged the Koorie Heritage Trust to provide cultural competency training for all staff. Most staff attended this training and there was positive feedback on both the content and the facilitators. All remaining and new staff will attend this training in the latter half of 2025.

During the year the Speaker and the President unveiled a plaque in the Vestibule of Parliament House acknowledging and honouring the First Peoples of Victoria, and convened a Welcome to Country ceremony with Aunty Annette Xiberras, a Wurundjeri Woi-wurrung Elder and a dance performance by Nunkeri Tiddas, at the start of National Reconciliation Week.

In May a new program for Aboriginal young people, Youth Yarning with Mob, was also launched at Parliament House in partnership with the Koorie Academy.



From top: Nunkeri Tiddas perform a dance at the start of National Reconciliation Week; Speaker Maree Edwards unveils a plaque in the Vestibule honouring the First Peoples of Victoria.

Disability Action and Inclusion Plan

The Disability Action and Inclusion Plan (DAIP) is a cross departmental initiative supported by the three parliamentary departments and is now into its sixth year. The internal working group consists of staff from across the three departments and meet regularly to discuss the progress of the projects outlined in the plan and how the workplace can be more accessible to people with disability.

Some of the notable achievements of the DAIP over the past year include:

- International Day of People with Disability afternoon tea held in the South Library on 3 December
- publishing a new video, demonstrating how people with disability can access Parliament House, in consultation with disability support service provider, Scope
- improved accessibility information and content on Parliament of Victoria website, including the new accessibility video.

- promoting disability awareness across the parliamentary departments through the working group's communications subcommittee.
- adding disability access information to the Parliament House visitor registration form.

Most of the actions on the DAIP have now been successfully implemented, and the parliamentary departments will now develop a new DAIP. The departments have engaged the Australian Disability Network (ADN) to assist with the development the new plan. The consultation process began with a planning day in February. ADN also facilitated further consultation with staff across the three departments and through group sessions and a survey accessible to all staff.



Staff attend panel discussions and afternoon tea in the South Library for the International Day of People with Disability.

Expanding our community outreach

Regional visit program

The regional visit program allows the Department to engage with students in parts of Victoria where it is difficult to schedule a visit to Parliament House. In 2024–25, the regional visit program introduced a new outreach approach aimed at expanding access for schools with limited resources, particularly smaller schools in remote regional areas. The program reached 44 schools across Swan Hill, Portland, Warragul, Horsham, Rosebud, Bendigo, and Mildura, engaging a total of 2,826 students.

Cultural Competency and Cultural Safety workshop

In 2025, Tours and Customer Service Unit participated in Cultural Competency and Cultural Safety workshop with the Koorie Heritage Trust to strengthen understanding and respectful relationships with Victorian First Peoples.

The workshop enhanced the team's awareness of Aboriginal culture and guided them in building meaningful and respectful connections with the land.

Improving community access to Parliament House

The Department aims to make Parliament House more accessible to all visitors. The Department of the Legislative Assembly, in conjunction with the Department of the Legislative Council and Department of Parliamentary Services, offers a variety of initiatives, events and projects that are designed to welcome the community to Parliament House in an accessible and safe setting. These initiatives include:

- a variety of free tours and outreach programs designed for a range of interests
- annual participation in Open House Melbourne
- supporting community groups and business to host functions and events at Parliament House



Students participating in YMCA Youth Parliament pitch their policies for the future with the Member for Sunbury acting as Speaker.



Clockwise from top left: Landcare Victoria and Victorian Environment Friends Network join forces for the Victorian Environmental Volunteer Showcase; Pasifika communities celebrate the contribution they make to Victoria; The Brotherhood of St Laurence shares information about their programs and services at an expo in Queens Hall; The Speaker of the Legislative Assembly visits Girton Grammar School in Bendigo to discuss the role of parliamentary committees in law making.

- a range of projects designed to make the building more accessible to people with disability as outlined in our Disability Action and Inclusion Plan
- customer service and visitor management procedures
- a work experience program developed to provide opportunities for a diversity of students from across Victoria
- providing a suitable environment for organisations to host conferences and forums at Parliament House
- support for and partnership with the YMCA Youth Parliament program.

Stakeholder engagement

Stakeholder and community engagement is the responsibility of all staff in the Department. To that end, the 2023–24 business plan included a priority item with the brief to develop overarching principles for stakeholder engagement, and this priority item was carried over into the 2024–25 financial year.

The stakeholder engagement working group identified an opportunity to enhance the Department's recruiting practices by providing potential candidates with as much information as possible about an advertised role so they can make a more informed decision about whether to apply.

To achieve this objective, the Tours and Customer Service Unit worked with the Community Engagement Team to film a short reel that explained the different duties of a Tours and Outreach Officer. A link to the reel was included in recent job advertisement for tours team vacancies in the with positive results. The Department may produce similar material to assist with other recruitment in the future.

An efficient, resilient, sustainable parliament

ANZACATT professional development seminar

The ANZACATT professional development seminar provides an excellent opportunity for staff to learn from the experience of other jurisdictions, meet and discuss issues with staff who perform similar roles in a similar environment, and gain experience in presenting to colleagues on areas of expertise. In 2025 the seminar was hosted by the New Zealand Parliament in Wellington. Five departmental staff attended the seminar participating either as facilitators, presenters or rapporteurs. This year's seminar was also attended by representatives from some of the Pacific parliaments which provided an opportunity for staff to strengthen the bonds with our twinned-Parliament colleagues.

VPS training modules

Information sessions for government department and agency staff

Approximately 1,500 participants from government departments and agencies joined the Parliament's information sessions this year. The program continued to reach new staff and attract returning participants for each session. A poll held in a recent session showed that around 40 per cent of participants had worked in the public sector for more than five years. There is a continuing demand to learn more about Parliament and parliamentary procedure. Feedback demonstrated that the team is pitching the level of the content correctly with 100 per cent of respondents reporting that the level of the content was 'about right'.

This year the Department of the Legislative Assembly, together with the Department of the Legislative Council, ran two sessions each on parliamentary basics, understanding a bill, and the passage of a bill through Parliament. The departments also ran a specialised session on tabling annual reports, and introduced a new session on parliamentary committees.



Legislative Assembly staff participate in presentations and panel discussions at ANZACATT professional development seminar.

Feedback from training participants included:

- “ I've sat for dozens of hours on the floor of both houses as a policy officer supporting debates, but still found this session so informative and would happily listen/attend it over and over to remind myself of details.
- “ Really excellent session with practical and engaging examples.
- “ The sessions were all really well presented and informative with just the right level of detail and example videos. The presenters made it fun and interesting, hats off to all the presenters.

Technology

Internal information management and sharing project

The Department initiated this project in 2023–24 to review use of collaborative digital technologies systematically, in order to standardise practices for sharing information where appropriate. In 2024–25 the team built on this work and implemented a pilot program to place key House documents on shared and collaborative platforms, and develop and normalise new work practices to support use of those platforms. The program was rolled out successfully, and will be extended in 2025–26 to other key processes and documents.

Digitisation activities

The Department is always looking for ways to make things simpler for stakeholders through digitisation.

One area identified for improvement is the claim forms members use to claim travel allowances. In consultation with colleagues in the Department of the Legislative Council, staff developed and implemented digitised forms.

Another improvement was in how sitting day documents and resources are shared with members. The proposed solution was to create a page on the Members Intranet containing all relevant documents members may wish to access. This page will be updated regularly as needed. It is currently being trialled, with the aim of making it available to members during 2025–26.

Capability and culture

Strengthening our culture

The Department's Culture Advisory Group comprises staff from across the Department, and continued to make a substantial contribution to how to articulate departmental values and work together. The group's role is to identify opportunities to make the Department a great place to work, receive and respond to feedback, and promote professional development.

The group meets regularly to check in on the Department's culture and to identify initiatives for staff to build their networks and develop connections between teams.

Key initiatives over the past 12 months were implementing quarterly 'reward and recognition' awards, where departmental staff nominate their peers to be recognised for their contribution to the culture and objectives of the Department, and an increased focus on initiating regular activities to connect staff across the Department.

Leadership and professional development goals

Leadership programs

Late in the last reporting period, the Department began a series of workshops for those in leadership roles. Designed to replace a longstanding management meeting, the program aims to amplify leaders' collective and individual accountability, bolster strategic leadership, and strengthen team dynamics. The ultimate goal is to benefit the Department's operating model, the culture and organisational climate.

Procedural training

A key project in the Department's 2023–24 business plan was to explore what kind of training and information staff in the department were interested in, and what format they would prefer it in. Drawing on this information for the 2024–25 business plan, at the beginning of 2025 the Clerk's Office launched an in-house procedural development program as a series of ten in-person seminars, each focused on a different area of parliamentary procedure and/or practice. The seminars have a strong interactive focus, where presenters encourage a dialogue with all participants. The seminars will continue through 2025. The intention is to make the seminars an ongoing program for internal professional development.

Communities of Practice program

Another professional development project in the 2024–25 business plan was to establish online inter-parliamentary communities of practice, based on specific areas of interest to parliamentary officers who work in the House or in committees.

In November the team convened and piloted a committees-focused seminar, inviting the Department of the Legislative Council and two other jurisdictions (Queensland and New Zealand), which was successful, with 49 participants. In March, drawing on feedback from the earlier seminar, we convened and hosted a House procedure focused panel session, with 42 participants from eight jurisdictions (including Ontario, Canada).

The team is now working to develop and host meeting and chat facilities that will accommodate colleagues from other jurisdictions to participate in community-of-practice discussions outside of active meetings, and intend to strengthen and extend our program in 2025–26. The Department also intends to convene another community of practice focused on parliamentary tours and information services.

Emergency management

Emergency management continues to be a priority for the Department of the Legislative Assembly and the Parliament. The Assistant Clerk Procedure and Serjeant-at-Arms performs the role of Chief Warden for Parliament House in conjunction with the Usher of the Black Rod. Floor wardens and area wardens are selected from parliamentary staff.

Safety, risk and governance

Security enhancements

All visitors must register to enter Parliament House. Passholders pre-register their guests, with others able to register on arrival. All visitors must present identification as part of registration.

The public galleries continue to be well attended by members and their guests, school groups and the public. Given the limited capacity of the public galleries, it can be difficult to fit in everyone who would like to attend. To assist with managing the galleries, and the expectations of visitors, the access during busy periods is strictly allocated on a first come, first served basis. The team monitors the number of people already seated in the gallery in relation to its overall capacity. To assist those in Parliament House who are unable to attend the public galleries, the large video screen in Queen's Hall now broadcasts the more popular debates in either House, including Question Time and inaugural or valedictory speeches.



Appendices

Appendix A

Report on output measures

Department of the Legislative Assembly

Outputs/Deliverables	Target	Actual	Variation	Result
Quantity				
Procedural References – updates published biannually	2	2	0%	✓
Quarterly allowance reports published in accordance with <i>Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019</i>	4	4	0%	✓
Regional visits to schools to conduct Parliamentary role plays * The DLA has found that there is considerable demand in regional centers for both primary school and VCE programs, and so the tours team scheduled extra regional visits to meet this demand.	5	7	40%	✓
Quality				
Assembly standing committee members satisfied that advice about procedure, research and administration is responsive, clear, objective and prompt * This measure is based on a confidential survey of Legislative Assembly standing committee members. While the DLA is pleased with this response, member satisfaction can be driven by factors other than the accuracy and timeliness of advice, so 80% satisfaction remains a reasonable benchmark.	80%	100%	25%	✓
Bills and amendments processed accurately through all relevant stages in compliance with constitutional requirements and standing orders	100%	100%	0%	✓
Member satisfaction that advice is responsive, prompt, clear and objective * This measure is based on a confidential survey of Legislative Assembly members. While the DLA is pleased with this response, member satisfaction can be driven by factors other than the accuracy and timeliness of advice, so 80% satisfaction remains a reasonable benchmark.	80%	100%	25%	✓
Teacher satisfaction with school tours and outreach programs * The DLA continues to provide high quality school tours program that meets the needs of teachers for the students.	95%	100%	5%	✓
Timeliness				
Documents tabled within time guidelines * DLA staff have worked diligently to ensure all documents have been tabled within time guidelines.	90%	100%	11%	✓
House documents available one day after sitting day	100%	100%	0%	✓
Online information relating to bills updated within one day * The DLA has systems in place to ensure information is updated in a timely manner.	95%	100%	5%	✓
Cost				
Total Output Cost (\$ million)	46.9	44.7	5%	✓

Key:

- ✓ Performance target achieved or exceeded.
- Performance target not achieved—exceeds 5 per cent or \$50 million (cost measures only) variance.
- Performance target not achieved—within 5 per cent or \$50 million (cost measure only) variance.

Joint investigatory committees

Outputs	Target	Actual	Variation	Result
Quantity				
Reports tabled per annum	20	22	10%	✓
* Investigations and inquiries initiated in previous reporting periods were completed during 2024–25.				
Quality				
Committee members satisfied that advice about procedure, research and administration is responsive, clear, objective and prompt	80%	92%	15%	✓
* This measure is based on a confidential survey of joint investigatory committee members. While the DLA is pleased with this response, member satisfaction can be driven by factors other than the accuracy and timeliness of advice, so 80% satisfaction remains a reasonable benchmark.				
Inquiries conducted and reports produced in compliance with procedural and legislative requirements	95%	100%	5%	✓
Timeliness				
Reports tabled in compliance with procedural and legislative deadlines	95%	100%	5%	✓
Cost				
Total output cost (\$ million)	6.2	5.1	18%	✓
* The lower 2024–25 actual outcome reflects lower operating expenditure for joint investigatory committees.				

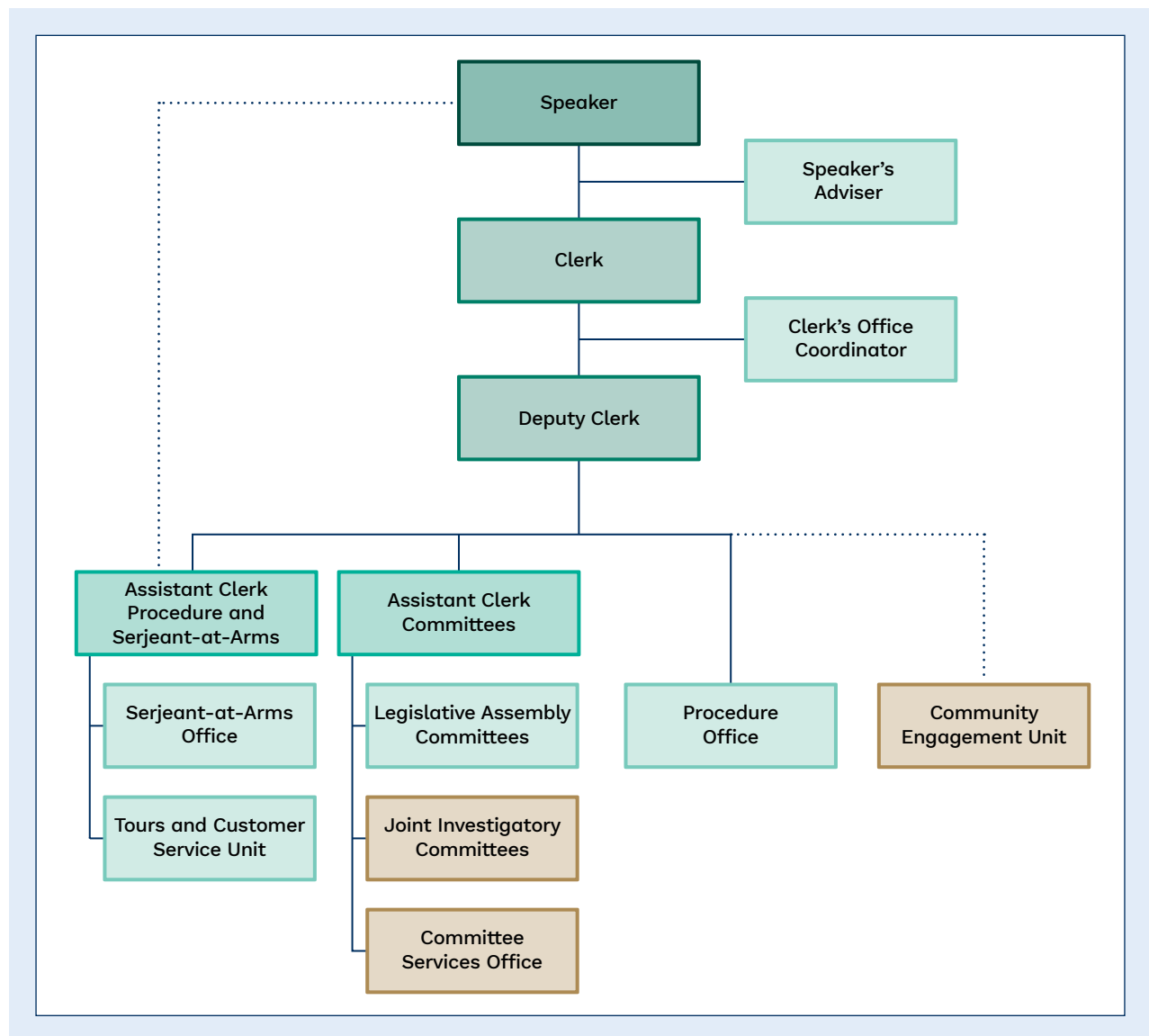
Key:

- ✓ Performance target achieved or exceeded.
- Performance target not achieved—exceeds 5 per cent or \$50 million (cost measures only) variance.
- Performance target not achieved—within 5 per cent or \$50 million (cost measure only) variance.

Appendix B

Organisation structure and corporate governance

Department of the Legislative Assembly organisational chart



The Speaker



The Speaker is the principal office holder in the Legislative Assembly. The principal duties of the role are chairing meetings of the Legislative Assembly, representing the Legislative Assembly at State and other official occasions, overseeing the operations of

the Department of the Legislative Assembly and, jointly with the President, of the Department of Parliamentary Services.

The Speaker, the Hon Maree Edwards MP, was elected on 2 August 2022, having represented the Electorate of Bendigo West since 2010. She was re-elected on 20 December 2022.

Clerk of the Legislative Assembly and Clerk of the Parliaments



Bridget Noonan joined the Department in 1999 to work in the Procedure Office, and subsequently worked in a range of roles within the Office. She was appointed Assistant Clerk Committees in 2006, Assistant Clerk Procedure and Serjeant-at-Arms

in 2011 and became Deputy Clerk in 2013. In September 2017, Bridget was appointed as Acting Clerk and became Clerk in January 2019. In October 2022 Bridget was appointed Clerk of the Parliaments. Bridget has a Bachelor of Art (Hons) from Melbourne University.

Chamber Officers



Vaughn Koops, Deputy Clerk

Vaughn joined the joint investigatory committees as a research officer in 2003, and from 2005, worked as executive officer to five joint committees prior to his appointment as Assistant

Clerk Committees in 2014. He was Assistant Clerk Procedure and Serjeant-at-Arms from

July 2016 to June 2020 and returned to the role of Assistant Clerk Committees in July 2020.

Vaughn was appointed to the role of Deputy Clerk in February 2022. Vaughn has a Bachelor of Arts and Master of Arts (1st class Hons) from Auckland University and a Doctor of Philosophy from Melbourne University.



Paul Groenewegen, Assistant Clerk Committees

Paul joined the Department in 2009 in the newly created position of Manager, Tours and Customer Service Unit. In January 2018, Paul was appointed Assistant Clerk

Committees and he rotated to Assistant Clerk Procedure and Serjeant-at-Arms in July 2020. In June 2025, Paul rotated back to the role of Assistant Clerk Committees. Paul has a Bachelor of Arts from La Trobe University and a Graduate Certificate in Management from Swinburne University of Technology.



Joel Hallinan, Assistant Clerk Procedure and Serjeant-at-Arms

Joel joined the Department in 2009 as the Customer Service Officer in the Procedure Office before being appointed Senior

Parliamentary Officer in 2011. Joel worked for the Department of the Legislative Council as a Committee Inquiry Officer and Committee Manager during 2015 and 2016, Manager of the Chamber Support Office in 2017 and 2018, and Research Officer with the Electoral Matters Committee from 2019 to 2024. During 2018 Joel was Executive Officer to the Family and Community Development Committee. Joel was appointed Assistant Clerk Committees in 2024, and in 2025 rotated to his current role. Joel has a Bachelor of Science from Monash University and a Graduate Diploma in Science Communication from The Australian National University.

Appendix C

Branch roles

Clerk's Office

The Clerk's Office is responsible for the general management of the Department of the Legislative Assembly. This includes the provision of expert policy, procedural and corporate management advice to the Speaker. In addition, the Office is responsible for advising members on matters relating to the operation of the Legislative Assembly and its committees. The Clerk's Office also records the decisions and proceedings of the Legislative Assembly and ensures the passage of legislation is in accordance with legislative and procedural requirements.

The Clerk is the relevant officer for members' work-related parliamentary allowances under the *Parliamentary Salaries, Allowances and Superannuation Act 1968*. This role includes determining whether claims meet the requirements of relevant Tribunal guidelines and regulations and publishing quarterly reports.

Committee Office

The Legislative Assembly has three standing committees, which were established at the start of the 60th Parliament:

- Economy and Infrastructure Committee
- Environment and Planning Committee
- Legal and Social Issues Committee.

There are also four joint investigatory committees, comprising members of both Houses. Two of these are administered by the Department of the Legislative Assembly:

- Public Accounts and Estimates Committee
- Scrutiny of Acts and Regulations Committee.

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

- Privileges Committee
- Standing Orders Committee.

Committee secretariat staff provide administrative, procedural and research support to these committees. This includes coordinating public hearings and submissions and writing briefing papers and reports. The Committee Services Office provides centralised administrative and corporate support to all committees. The Assistant Clerk Committees oversees this work, briefs the Speaker on committee operations, ensures compliance with relevant Acts, standing orders, Presiding Officers' directives and accepted practices and procedures, and monitors committee expenditure.

Serjeant-at-Arms' Office

The Office of the Serjeant-at-Arms is, by custom, a long-established high-profile position recognised in Westminster-style Parliaments. The position has existed in Victoria since the establishment of the first Legislative Assembly in 1856. As Principal Executive Officer to the Speaker, the Assistant Clerk Procedure and Serjeant-at-Arms is responsible for ceremonial events and the security of the Chamber. They also undertake procedural research and project management, assist at the Table on sitting days and oversee the production of certain House documents.

The Office provides a range of services to members, including managing accommodation within the precinct administering allowances and former member support. It also manages media accreditation, supports functions and events held in Parliament House, and coordinates the Department's business planning and performance reporting.

Tours and Customer Service Unit

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

Procedure Office

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

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

Community Engagement Unit

The Community Engagement Unit coordinates the delivery of community engagement activities across the Parliament in accordance with the community engagement strategy, provides communications services across the Parliament, delivers education resources in the community. The Unit is supported by staff from across the parliamentary departments.

Appendix D

Comparative workforce data

The following table discloses the head count and full-time staff equivalent (FTE) of all active employees of the Department, employed in the last full pay period in June of the current reporting period, and in the last full pay period in June of the previous reporting period.

Head count and full-time staff equivalent—all active employees (2025 and 2024)^a

	All active employees (head count)		Full-time staff equivalent (FTE)	
	June 2025	June 2024	June 2025	June 2024
Gender				
Male	16	15	16.0	14.6
Female	42	40	38.9	35.4
Self-described	0	0	0.0	0.0
Age group				
Under 25	3	0	2.5	0.0
25–34	20	14	19.1	12.9
35–44	13	14	12.1	12.1
45–54	13	17	12.6	15.8
55–64	8	8	7.6	7.6
Over 64	1	2	1.0	1.6
Classification				
VPS 1	0	0	0.0	0.0
VPS 2	2	1	1.6	1.0
VPS 3	26	26	23.7	22.4
VPS 4	6	5	5.8	4.6
VPS 5	16	14	15.8	13.0
VPS 6	6	7	6.0	7.0
VPS 7	0	0	0.0	0.0
Executives	2	2	2.0	2.0
Total	58	55	54.9	50.0

a. The table excludes staff on leave without pay and staff seconded to other departments.

Head count and full-time staff equivalent—breakdown for ongoing employees and fixed term and casual employees (2025 and 2024)^a

	Ongoing employees ^b						Fixed term and casual employees			
	Full-time (head count)		Part-time (head count)		Full-time staff equivalent (FTE)		Number (head count)		Full-time staff equivalent (FTE)	
	June 2025	June 2024	June 2025	June 2024	June 2025	June 2024	June 2025	June 2024	June 2025	June 2024
Gender										
Male	14	14	0	1	14.0	14.6	2	0	2.0	0.0
Female	32	27	7	9	36.4	31.6	3	4	2.5	3.8
Self-described	0	0	0	0	0.0	0.0	0	0	0.0	0.0
Age group										
Under 25	0	0	0	0	0.0	0.0	3	0	2.5	0.0
25–34	16	11	2	2	17.1	11.9	2	1	2.0	1.0
35–44	10	9	3	3	12.1	10.3	0	2	0.0	1.8
45–54	12	13	1	3	12.6	14.8	0	1	0.0	1.0
55–64	7	7	1	1	7.6	7.6	0	0	0.0	0.0
Over 64	1	1	0	1	1.0	1.6	0	0	0.0	0.0
Classification										
VPS 1	0	0	0	0	0.0	0.0	0	0	0.0	0.0
VPS 2	0	1	1	0	0.6	1.0	1	0	1.0	0.0
VPS 3	19	18	4	8	21.2	22.4	3	0	2.5	0.0
VPS 4	5	4	1	1	5.8	4.6	0	0	0.0	0.0
VPS 5	14	10	1	1	14.8	10.2	1	3	1.0	2.8
VPS 6	6	6	0	0	6.0	6.0	0	1	0.0	1.0
VPS 7	0	0	0	0	0.0	0.0	0	0	0.0	0.0
Executives	2	2	0	0	2.0	2.0	0	0	0.0	0.0
Total	46	41	7	10	50.4	46.2	5	4	4.5	3.8

a. The table excludes staff on leave without pay and staff seconded to other departments.

b. Ongoing employees means people engaged on an open-ended contract of employment who were active in the last full pay period of June.

Head count and full-time staff equivalent—breakdown for classification and gender (2025)^a

Classification	Male		Female		Self-described	
	Head count	Full-time equivalent (FTE)	Head count	Full-time equivalent (FTE)	Head count	Full-time equivalent (FTE)
VPS 1	0	0.0	0	0.0	0	0.0
VPS 2	1	1.0	1	0.6	0	0.0
VPS 3	8	8.0	18	15.7	0	0.0
VPS 4	0	0.0	6	5.8	0	0.0
VPS 5	3	3.0	13	12.8	0	0.0
VPS 6	3	3.0	3	3.0	0	0.0
VPS 7	0	0.0	0	0.0	0	0.0
Executives	1	1.0	1	1.0	0	0.0
Total	16	16.0	42	38.9	0	0.0

a. The table excludes staff on leave without pay and staff seconded to other departments.

Appendix E

Legislative Assembly expenditure statement

Expenditure	2024-25		2023-24
	Budget \$	Actual \$	Actual \$
Departmental expenditure			
Cleaning expenses	500,000	396,439	310,950
Clerk's Office	3,578,910	2,637,521	2,344,980
Community Engagement Unit	338,440	273,824	286,737
Procedure Office	873,560	736,339	989,843
Tours and Customer Service Unit	1,633,906	1,562,428	1,553,335
Speaker's Office	213,448	168,561	291,306
Auditor-General's Office audits	20,000	20,000	21,500
Clerk of the Parliaments	2,000	2,000	2,000
Total—Department	7,160,264	5,797,112	5,800,651
Standing committees expenditure			
Economy and Infrastructure	467,838	441,765	452,685
Environment and Planning	450,361	401,299	455,062
Legal and Social Issues	465,537	429,750	476,782
General expenses	80,000	72,031	72,031
Total—Standing committees	1,463,736	1,344,845	1,456,559
Total—Operating expenses^a	8,624,000	7,141,957	7,257,210
Assembly Members			
Special appropriations—Members' salaries, allowances and superannuation	36,302,800	34,193,976	32,304,480
Treasurer's Advance—Members' payroll tax, FBT and WorkCover premiums ^b	4,154,000	3,332,704	3,329,104
Total—Members' salaries and related special appropriations	40,456,800	37,526,680	35,633,584
TOTAL EXPENDITURE	49,080,800	44,668,637	42,890,794

Note: This information is provided for the benefit of members. A complete set of financial statements of the Parliament of Victoria, including for joint investigatory committees, is provided in the Department of Parliamentary Services Annual Report for 2024-25.

a. This figure includes the following sources of funds:

- \$8.002 million – *Appropriation (Parliament 2024-25) Act 2024*
- \$0.020 million – Special Appropriation under the *Audit Act 1994*
- \$0.550 million – Special Appropriation under s 94(1)(d) of the *Constitution Act 1975*
- \$0.002 million – Special Appropriation under s 94(1)(b) of the *Constitution Act 1975*
- \$0.050 million – Fiji Parliamentary Partnership Funding

b. Due to a change in approach by the Department of Treasury and Finance, members' payroll tax, FBT and WorkCover premiums are no longer funded from special appropriations under the *Parliamentary Salaries, Allowances and Superannuation Act 1968*. Instead, a Treasurer's Advance of \$4,154,000 was approved for 2024-25 to meet these costs, of which \$3,332,704 was spent.

Appendix F

Joint investigatory committees expenditure statement

Joint investigatory committees	2024-25		2023-24
	Budget \$	Actual \$	Actual \$
Committee Services Office ^a	2,308,436	1,800,730	1,931,075
Electoral Matters ^b	509,775	429,290	439,714
Integrity and Oversight ^b	980,599	847,654	764,024
Public Accounts and Estimates ^c	1,440,417	1,231,039	1,294,793
Scrutiny of Acts and Regulation ^c	932,773	742,197	651,126
Victorian Ombudsman Performance Audit	–	–	221,310
Victorian Auditor-General's Office Performance Audit	–	12,506	432,055
Total	6,172,000	5,063,416	5,734,097

a. DLA and DLC jointly administer the Committee Services Office. Its budget includes rental payments for committee accommodation and various other administrative overheads for whole of committee operations.

b. The DLC currently administers the Electoral Matters and Integrity and Oversight committees.

c. The DLA currently administers the Public Accounts and Estimates and Scrutiny of Acts and Regulations committees.

Appendix G

Functions, events and exhibitions held at Parliament House

The Department of the Legislative Assembly assisted with the coordination of the following functions, events, and exhibitions held at Parliament House:

Front Steps

AusNet Emergency Management Vehicle Launch
Australian Grand Prix 2025 Trophy and Formula 1 Vehicle display
Deafblind Awareness Day Yarn Bombing Event
East Side Clothing fashion shoot
Forever New fashion shoot
Gazman fashion shoot
Houses at Parliament — display of origami houses for Homelessness Awareness Week
Samsonite fashion shoot
Small Business Bus 15th Anniversary
Studio One Visuals Dance photography shoot
Wear Nala fashion shoot
William Cooper event
Yoorrook Walk for Truth

Queen's Hall (launches, receptions, and conferences)

2023 Special Olympics World Games Media Presentation
2024 Social Housing Volunteer Awards
80th Anniversary of Occupational Therapy in Australia afternoon tea
Advancing the African Australian Agenda presentation
Alliance International Women's Day Breakfast
Annual Horticulture Showcase Launch
Bandi Chorr Diwas presentation
Changepreneurs Community Leadership Graduation
Chanuka in City
Electorate Officer Conference Dinner
Endangered Folk Arts of India Exhibition Launch
Guru Nanak Birthday Celebration

Guru Nanak's 555th Parkash Purab Celebration
Illicit Tobacco and Vaping Symposium
International Women's Day afternoon tea
International Women's Day morning tea
Kinaway Chamber of Commerce Networking Event
Meditation and Peacebuilding presentation
Mewlaid — Interfaith Event
Multicultural Youth Awards
My Vote My Voice
Nowruz at Parliament
Parliament Prize Ceremony
Pongal Celebration at Parliament
Royal Children's Hospital Annual Thank You Event for Donors
Rural Youth Awards
SARC Conference Welcome Drinks
Science Week Exhibition Launch
Showcasing the Brotherhood of St Laurence's Work Across Victoria Panel Discussion & Launch
This Girl Can Exhibition Launch
Time for Remembering memorial ceremony
Treasury Corporation of Victoria End of Year Client Function
Unbound — A Showcase of Artists with Disability launch event
Veera Brave Girl IWD lunch
Victorian Labor Life Member lunch
Victorian Parliamentary Internship Program Graduation
VSPP Teachers' Parliamentary Convention
Williamson Community Leadership Program 2025
Year of the Snake Celebration
Yoorrook Justice Commission Parliamentary Reception

Queen's Hall (exhibitions and displays)

16 Days of Activism
Annual Horticulture Showcase
Bethlehem Light of Peace presentation
Blackburn High School Jazz Band performance
Community Legal Centres — 4,000 Staff & Volunteers Helping Victorians Access Justice
Endangered Folk Arts of India Exhibition
NFL Superbowl Trophy Display
Parliamentary Friends of Dementia Technology Showcase
Parliamentary Heart Health Day Exhibition
Science Week
Showcasing the Brotherhood of St Laurence's Work Across Victoria
Social Enterprise Christmas Market
Space and Opportunities for Victoria Exhibition
This Girl Can Exhibition
Unbound — A Showcase of Artists with Disability
Victorian Parliamentary Friends of Landcare Exhibition

Legislative Assembly Chamber

Australian Intervarsity Debating Championships
Goldstein Year 6 Youth Forum
Goldstein Youth Forum — Year 10
IPAA Gain the Policy Edge (August 2024)
IPAA Gain the Policy Edge (March 2025)
IPAA Gain the Policy Edge (May 2025)
Kim Wells Debate — Heany Park Primary School
Speech Competition Final
St Francis Xavier College presentation
Victoria University Law Program

Filming at Parliament House

BBC Documentary filming with Legal & Social Issues Committee members
Blackfella Films *The Idea of Australia*
BMW commercial
Interview — *Foreign Influence* television program
Lehenda Ukrainian Dance Company film shoot
Neighbours
The Project

Federation Room

CEU Teacher Conference
Parliamentary Friends of France — Launch Event

South Library^a

11th International Day of Yoga presentation
2025 Victorian Women in Resources Awards Launch
Australia's Biggest Morning Tea
Australian Red Cross 110th Birthday Speaker's Breakfast
Blackburn High School Jazz Band afternoon tea
Celebrating 30 Years of Affirmative Action Rules — Emily's List
Celebrating Medical Research 2024
CEU Teacher Conference
Committee for Geelong Leaders for Geelong Parliamentary Visit
Committee for Melbourne and Jobsbank
Parliamentary Drinks
Community Health Showcase
Consulting Surveyors Victoria Industry Networking Meeting
Cultural Dance Event
David McKenzie Award Afternoon Tea
Diwali-Annakut Exhibition 2024
Film Screening — *Finding Affection*
Friends of Landcare Victoria afternoon tea
Friends of Tourism Victoria Cocktail Reception
Getting of Wisdom Forum
GPs at Parliament — Health Checks
Inaugural Speech Drinks — Rachel Westaway
Interface Week 2024
International Day of People with Disability Morning Tea
La Trobe University Event
Launch of the Guideline: *LGBTIQA+ Inclusive Workplaces* with the Attorney-General and Minister for Equality
Launch of the Inaugural Victorian Youth Homelessness Snapshot
Leadership Strategies on Human Centric Policy Making presentation
LGPro Emerging Leaders Program seminar

a. The South Library was used in lieu of the Federation Room from 28 May 2024 onwards.

M9 afternoon tea
 Melbourne International Film Festival Program Launch
 MND at Parliament House afternoon tea
 MP Briefing — Economic Impact of Stroke Report
 Multicultural Consulting Services & Women of Wyndham IWD Event
 National Survivors Day 2024
 Netball Victoria cocktail party
 PACE Leadership: Advocacy panel discussion
 Panel Event — CTDNA Awareness
 Parliamentary Friends of Lebanon meeting
 Parliamentary Friends of People Affected by Diabetes presentation
 Pathways and Possibilities Conference
 Picture Book Launch for *A Loo of One's Own: A Mostly True Tale of Australia's First Female Parliamentarians*
 Professor Dianna Kenny Book Launch
 Regional Cities Victoria Annual Forum
 Roundtable Briefing with Gev Iskajyan
 Samoan Delegation
 Screening of Reclaimed Voices film
 Silent Heroes of CALD Voices presentation
 Speaker's Breakfast (February 2025)
 Speaker's Breakfast (November 2024)
 Spring Street Cats
 Spring Street Racing
 The Pharmacy Guild of Australia — Victorian Parliamentary Event
 Treaty Engagement Lunch
 TTF's Friends of Transport 2025 — Victoria cocktail party
 Victoria University Showcase Event
 VICwise Professional Network presentation
 Women in Leadership Seminar
 Women's Health Morning Tea
 World Down Syndrome Day Morning Tea
 Wrongs Amendment (Vicarious Liability) Bill 2025
 Supporters' Morning Tea

Multiple spaces and other areas not listed above

Andrew Montana photography shoot
 Bathukamma Floral Festival at the Victorian Parliament
 Cherry Blossom Tree for Pregnancy & Infant Loss Awareness
 Electorate Officer Conference 2024
 Future Leaders Forum — Secondary Students
 General Sir John Monash Annual Commemoration
 International Day of Women and Girls in Science Forum
 Kew School Leaders Forum — Primary Schools
 Kidney Health Australia — 10th Anniversary of the Bid Red Kidney Bus Service
 Lions Great Debate
 Lyceum Club Sketching Circle
 Major Roads End of Year All Staff Forum
 Melbourne University Law Student Society
 Parliamentary Debate Semi Finals/Finals
 National Backyard Cricket T10 Tournament
 Open House Melbourne
 Parliament Big Freeze
 Parliamentary Friends of Rugby League — Showcasing the Storm Waka Project Funded by Victorian Government
 Pathways to Politics for Women — Speeches in Parliament
 Phillip Campbell Designs photography shoot
 Scrutiny of Acts and Regulations Committee Conference
 Teacher Open House (April 2025)
 Teacher Open House (July 2024)
 VSPP — Primary Schools' Convention
 VSPP — Secondary Schools' Parliamentary Convention
 YMCA Youth Parliament.

Appendix H

Overseas travel undertaken by the Speaker

In July 2024, under the Parliament of Victoria's partnership agreement with the Legislative Assembly of Ontario, Speaker Ted Arnott invited Victoria's presiding officers and clerks to attend the 60th CPA Canadian Regional Conference, hosted by the Legislative Assembly of Ontario, and the CPA Ontario Branch. While in Canada, the Speaker also visited the Legislative Assembly of British Columbia and the Legislative Assembly of Saskatchewan, where she met with the respective Speakers of those jurisdictions, and was briefed by senior officers on a range of matters relevant to parliamentary administration. The travel costs to the Legislative Assembly were \$17,760.

In September and October 2024, the Speaker travelled to Wellington, New Zealand, along with parliamentary officers from the parliamentary departments attending the Australasian Study of Parliament Group conference. Prior to the conference, the Speaker met with representatives from the New Zealand Parliament, including Assistant Speaker Greg O'Connor MP, the Parliamentary Service, the Office of the Clerk, members of the Speaker's Panel, security personnel, and Māori liaison officers. These engagements provided valuable insights into how parliaments of similar age and size manage capital works projects, committee operations, security protocols and breaches, as well as Indigenous engagement and inclusion. The travel costs to the Legislative Assembly were \$2,914.

In April 2025, the Speaker travelled to the United Kingdom, where she met with representatives from the Scottish and Westminster Parliaments. At both institutions, the Speaker engaged with her presiding officer counterparts and various departments responsible for supporting members, staff, and the public with disabilities, sought advice from individuals with caring responsibilities, and met with members of the Integrity Committee. The Speaker also met the Secretary-General of the Commonwealth Parliamentary Association. The travel costs to the Legislative Assembly were \$13,004.

Travel costs of \$6,529 were also incurred in 2024–25 for the Speaker to attend the Presiding Officers and Clerks Conference in Nauru in July 2025 (financial year 2025–26).

Appendix I

Legislative Assembly business statistics

Legislative Assembly business		2024-25	2023-24	2022-23
Sitting days		48	48	37
Hours including meal breaks		423:17	406:47	293:38
House related documents produced		99	100	76
Documents tabled by command		4	4	4
Annual reports tabled		328	361	337
Documents tabled by leave		18	21	23
Reports presented by parliamentary committees		30	32	26
Other documents tabled		739	728	834
Questions	Asked in writing	1,225	812	606
	Without notice	240	240	185
	Constituency questions	480	480	329
	Responses processed	2,215	1,694	1,087
Government bills	Initiated in the Assembly	52	50	38
	Amended in the Assembly	4	3	3
	Passed both Houses	50	42	35
	Reasoned amendments moved	21	15	8
Divisions		106	92	51
Petitions presented		66	49	44
Petitions listed for debate		57	41	36
General business notices of motion		364	102	24
Grievance debates		6	5	5
Matters of public importance		10	10	5
Statements by members		995	993	700
Statements on parliamentary committee reports		96	96	67
Pages of bills proofread		6,170	2,071	3,384

Appendix J

Committee statistics

Committee business	Legislative Assembly standing committees				Legislative Assembly joint investigatory committees		
	EIC	EPC	LSIC	Total	PAEC	SARC	Total
Deliberative meetings ^a	12	14	22	48	22	26	48
Public hearings ^b	70	100	75	245	72	0	72
Site visits ^c	0	14	0	14	0	0	0
Reports tabled ^d	1	1	1	3	3	17	20
Submissions received ^e	30	117	154	301	12	0	12
Inquiries received	1	1	1	3	3	0	3
Secretariat staff (FTE)	3	3	3	9	9	4	13

- a. Includes subcommittee meetings and deliberative meetings. Does not include minutes taken for public hearings, site visits/ inspections.
- b. Each witness or group of witnesses appearing before the committee is counted separately. For example, one day of committee hearings with five witness groups appearing would equate to five different public hearings for the purposes of the statistics. On occasions when committees convened roundtable sessions, each session regardless of the number of participants is counted as one hearing. Closed hearings are included in public hearings figure.
- c. Number of sites visited. If a committee visited three different sites in one day, it counts as three site visits.
- d. Includes interim reports.
- e. Does not include supplementary submissions.

Appendix K

Public interest disclosures

The Speaker did not notify any disclosures to the IBAC under s 21(2) of the *Public Interest Disclosures Act 2012* for the period 1 July 2024 to 30 June 2025.

The Parliament of Victoria's Procedures for *Making a Disclosure about a Member of Parliament* can be downloaded at: www.parliament.vic.gov.au/contact/public-interest-disclosures.

The Integrity and Oversight Committee did not notify any disclosures to the IBAC under s 21(2) of the *Public Interest Disclosures Act 2012* for the period 1 July 2024 to 30 June 2025.

The Integrity and Oversight Committee's Public Interest Disclosure Procedures can be downloaded at: www.parliament.vic.gov.au/get-involved/committees/ioc.

Appendix L

Documents disclosed under Standing Order 231(3) and Joint Standing Order 16(4)

For the period 1 July 2024 to 30 June 2025, no disclosures were made under SO 231(3).

For the period 1 July 2024 to 30 June 2025, no disclosures were made under JSO 16(4).

Appendix M

Redactions authorised by the Standing Orders Committee under Sessional Order 16

No redactions were made during the period 1 July 2024 to 30 June 2025.

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