



# **ANNUAL REPORT**

DEPARTMENT OF THE  
LEGISLATIVE COUNCIL

**2017-18**





# Legislative Council

Parliament House East Melbourne Victoria 3002 Australia  
Telephone 61 3 9651 8911 Facsimile 61 3 9650 5253 Email [council@parliament.vic.gov.au](mailto:council@parliament.vic.gov.au)

19 September 2018

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

Dear Mr President

I have pleasure in forwarding to you my report to the Legislative Council on the operations of the Department of the Legislative Council for the year ended 30 June 2018.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Andrew Young'.

Andrew Young  
**Clerk of the Legislative Council**

# Contents

<b>Clerk's overview</b>	<b>7</b>	ANZACATT President (Quebec, Ontario)	22
<b>Departmental vision</b>	<b>9</b>	ANZACATT – Parliamentary Law, Practice and Procedure course	23
<b>Business of the Department</b>	<b>9</b>	Provision of support to Nauru, Tuvalu and Fiji (Pacific Parliamentary Partnerships)	23
<b>Department goals</b>	<b>9</b>	Other Pacific parliaments support activities	24
<b>Organisation chart 2017-18</b>	<b>11</b>	Promotion of our twinning program	24
<b>Service delivery</b>	<b>13</b>	Ongoing partnership with Ontario Legislature	24
<b>Procedural advice</b>	<b>13</b>	<b>Hospitality and visitors</b>	<b>24</b>
Private Members' bills	13	Official visitors and delegations	24
Production of documents	13	<b>Sister State delegations</b>	<b>27</b>
Procedure Committee	13	Aichi Prefecture, Japan	27
Standing and Sessional Orders	13	National Assembly of Botswana delegation	27
<b>Council sittings and documentation</b>	<b>14</b>	Fiji Caucus delegation	27
Sittings of the House	14	Australian Political Exchange Council Delegation	27
Council Business Group	14	<b>Corporate governance</b>	<b>29</b>
Resignation of Member and new Members elected	14	<b>Departmental management and planning</b>	<b>29</b>
Naming of Member (Hon. Jenny Mikakos)	14	Presiding Officer's travel	29
Allegations of misuse of Members' staff budget entitlements – Matter referred to the Ombudsman – Ombudsman's Case / Supreme Court Hearings	15	Members' Client Survey	29
Parliamentary publications	15	<b>Human Resources Management</b>	<b>29</b>
<b>Sitting statistics</b>	<b>15</b>	Occupational Health and Safety Committee	29
<b>Breakdown of business 2017-18</b>	<b>15</b>	<b>Security</b>	<b>29</b>
<b>Committee Office</b>	<b>16</b>	Security Management Board	29
Joint investigatory committees	16	Visitor management at Parliament House	29
Council committees	18	Other security issues	30
Fire Services Bill Select Committee	19	<b>Professional and personal development</b>	<b>30</b>
Committee Services Office	20	Presiding Officers and Clerks Conference	30
<b>Statutory compliance</b>	<b>21</b>	ANZACATT Professional Development Seminar (23-25 January 2018)	30
Member allowances	21	Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT)	30
Register of Members' interests	21	Clerk's travel	30
Council Suspension Fines Fund – Report of distribution of funds pursuant to section 7D(5) of the <i>Parliamentary Salaries and Act 1968</i>	21	<b>Finance</b>	<b>31</b>
<b>Community engagement, education and community of parliaments</b>	<b>22</b>	Legislative Council budget	31
YMCA Youth Parliament	22	<b>Appendices</b>	<b>33</b>
Open Day	22	<b>Appendix A</b>	<b>33</b>
Australasian Study of Parliament Group	22	Role of the Legislative Council staff	
Victoria University Law School	22	<b>Appendix B</b>	<b>35</b>
Content Contributors' Group	22	Comparative workforce data as at 30 June 2018	
		<b>Appendix C</b>	<b>36</b>
		Members of the Legislative Council – 58 <sup>th</sup> Parliament as at 30 June 2018	

<b>Appendix D</b>	<b>37</b>
Selected statistics relating to sittings of the Legislative Council, 2013-14 to 2017-18	
<b>Appendix E</b>	<b>38</b>
Statistics relating to committees administered by the Legislative Council as at 30 June 2018	
<b>Appendix F</b>	<b>39</b>
Legislative Council expenditure statements as at 30 June 2018	
Legislative Council – Members – Special Appropriations	
<b>Appendix G</b>	<b>40</b>
Legislative Council Major Outputs and Performance Measures as at 30 June 2018	
<b>Appendix H</b>	<b>41</b>
Joint investigatory committees expenditure statement as at 30 June 2018	
<b>Appendix I</b>	<b>42</b>
Parliamentary committee inquiries administered by the Legislative Council as at 30 June 2018	
<b>Appendix J</b>	<b>44</b>
Disclosures made under the <i>Protected Disclosure Act 2012</i>	



## Clerk's overview

I have pleasure in presenting my report on the operations of the Department of the Legislative Council for 2017-18.

While this report informs Members of the range of whole-of-parliament, community of parliaments, governance and compliance activities of the Department, the role of the Department is, first and foremost, to provide highly professional and apolitical support to the President and Members to carry out their functions in the Chamber and committees.

The following are some of the significant events, achievements and challenges that marked the reporting period.

Two new Members, Dr Ratnam and Ms Truong, were elected by joint sittings, sworn in and provided with induction services.

The House adopted new Sessional Orders providing for House broadcasts through a video-on-demand service, with technical implementation from the Department of Parliamentary Services. Particular thanks to the Hansard / Broadcasting team who successfully implemented this project at very short notice and with great enthusiasm.

The new e-petitions Standing Orders and related technologies were consolidated and a review of the first year of operation was undertaken. The e-petition procedure has had a good take up by the community and achieved a high standard of technical performance, leading to increased opportunities for the community to engage directly with the House.

The work of joint and Council committees (both standing and select) continued to be an important feature of the House's work, but there has been a noticeable easing of inquiry workload in the second half of the reporting period. One exception to this trend was the House's decision to refer a matter to the Privileges Committee, the first time that the Committee has formed. The House and its various committees have usually resolved matters of parliamentary privilege through other means, but on this occasion a report of the Ombudsman into matters relating to some current and former Members was referred to the Privileges Committee.

The most noteworthy committee achievement for the reporting period was the select committee established to inquire into the Fire Services Bill. The House established the committee and referred the Bill to it on 21 June 2017.

The committee tabled an interim report on 8 August 2018 and tabled its final report by lodging it with the Clerk on 18 August 2017 (subsequently tabled in the House on 22 August 2017). In this very truncated Inquiry the committee had 11 Members serve as substantive Members of the Committee and two participating Members. The committee heard from 83 witnesses and received 1,891 written submissions. Close to a third of the Council's staff were involved with the Inquiry either as members of the secretariat or staff providing direct assistance. I echo the comments of the Committee Members in recognising the enormous efforts of the Assistant Clerk Committees, the Deputy Clerk and the whole Council team in this Inquiry along with Hansard and other support staff.

The reporting period included a continuation of the trend for complex bills and amendments processes. The volume of work on private Members' bills steadied, but the work on reviewing amendments and formulating Committee of the whole running sheets increased in volume and complexity.

The House's sitting pattern reflected this complexity as a number of significant Bills, including: fire services; voluntary assisted dying; and electoral legislation led to an increased number of sittings on Friday and sittings extending more than 24 hours. I not only wish to thank the Council staff for their efforts on these occasions, but also thank the Legislative Assembly and the Department of Parliamentary Services for their assistance to the Council on each occasion of a long sitting when resources and energy are stretched beyond normal expectations.

At 30 June 2018, 22 Government Bills remain on the Council's Notice Paper with more bills to be transmitted from the Assembly and only five sitting weeks scheduled on the sitting calendar. Each year the Executive Government publishes the sitting dates for the next calendar year, which are expressed as the sitting dates of the Legislative Assembly. This is an important recognition that the Council is not obliged to observe the same sitting calendar, but for many years the Council has followed the same sitting calendar with little or no discussion about the merits of doing so.

The final stages of the reporting period included the relocation of Members into the new accommodation and the relocation of some Ministers within the Parliament House building. I thank the Attendant team for their efforts in this process and congratulate the Building Services team and the entire Department of

Parliamentary Services for planning and managing such an important project in the history of this Parliament House building.

In relation to financial management, I thank the Speaker and President for transferring funds, pursuant to the *Financial Management Act 1994*, from joint committees to the Council at the start of the 2017-18 financial year. Further, I thank the Government and other parties in the Council for their efforts in ensuring that the Parliament's 2018-19 appropriation and forward estimates included additional funding for the Council, following many years of discussions and debate about properly funding the Council as a House of review.

As this is the final full year report for the 58<sup>th</sup> Parliament I also want to acknowledge the excellent working relationship with the President and his Executive Assistant. The work of a House department and the Parliament more generally is significantly influenced by the leadership of the Presiding Officer and the collaborative and professional approach of their office. I thank both for making this such a successful relationship.

I wish to acknowledge the great assistance of the Clerk's office, the Deputy Clerk and the Department of Parliamentary Services who have assisted me to carry out my role as President of the Australia and New Zealand Association of Clerks at-the-Table (ANZACATT), which concluded in January 2018. My office and the Victorian Parliament continues to provide a support role for the ANZACATT website.

In closing I wish to thank all staff in the Department's various teams – Attendant, Chamber Support, Committees, Clerk's Office and President's Office and the Deputy Clerk and two Assistant Clerks for their great service to Members, the Parliament and the community during the year.

**Andrew Young**  
**Clerk of the Legislative Council**

# Departmental vision

## BUSINESS OF THE DEPARTMENT

The business of the Department is to:

- provide procedural advice to Members of the Legislative Council
- provide support for Members in the instruction of private Members' bills and amendments to legislation
- process legislation
- prepare documentation required for sittings of the Legislative Council
- prepare records of the proceedings for sittings of the Legislative Council
- provide information relating to the proceedings of the Legislative Council
- provide parliamentary law and procedure research for the President and Members
- assist government to comply with and respond to procedural requirements and decisions of the House
- provide administrative support, research assistance, procedural and policy advice and produce draft reports to the Legislative Council Standing, Select, Procedure and Privileges Committees
- provide administrative support, research assistance, procedural and policy advice and produce draft reports for the joint investigatory committees administered by the Legislative Council
- provide operational support to Members of the Legislative Council.

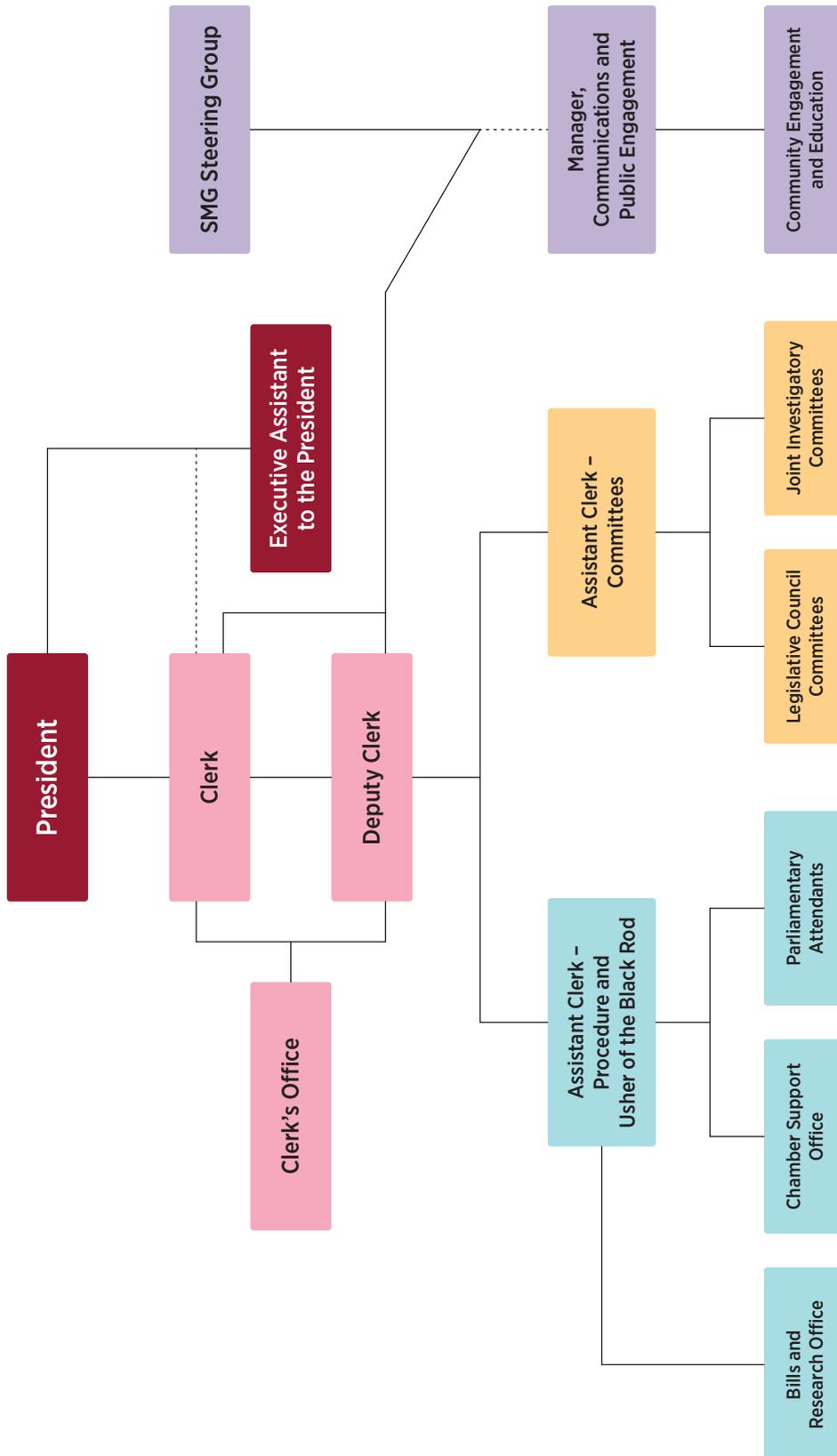
## DEPARTMENT GOALS

Consistent with the Parliament's Strategic Direction 2015-2018, the Department of the Legislative Council has established priorities in:

1. service delivery
2. community engagement
3. our people
4. Victoria in the broader community of parliaments
5. the built environment
6. security
7. information and technology.



# Organisation chart 2017-18





# Service delivery

## PROCEDURAL ADVICE

### Private Members' bills

The number of private Members' bills introduced in the Council in 2017-18 remained consistent with previous reporting periods in the 58<sup>th</sup> Parliament. This represents a noticeable increase compared to previous Parliaments.

While most private Members' bills are drafted with assistance from the Office of Chief Parliamentary Counsel (OCPC), Members are still welcome to engage a private drafter. Where assistance from OCPC is requested, Members are first provided advice from a parliamentary officer in preparing drafting instructions.

During the current reporting period, two private Members' bills were withdrawn due to the resignation of the sponsoring Member. One private Members' bill was withdrawn following the President ruling that it contravened section 62 of the *Constitution Act 1975*.

Statistics for all private Members' bills in the Council in 2017-18 are as follows:

Assistance provided for drafting instructions	5
Bills introduced	8
Bills passed	3
Bills defeated/withdrawn	6
Bills referred to a Committee	1
Bills on the Notice Paper	17
Bills not proceeded with	0
Bills in development	4

### Production of documents

At the end of the reporting period, a total of 11 orders for the production of documents were made by the Council. There were also two stage two, follow-up resolutions made.

For six of the 11 orders made in the 2017-18 period, the Government tabled an initial response claiming insufficient time to respond to the resolution. The Government stated their intention to respond as soon as possible. Two of the orders were made in the final sitting week in the reporting period and therefore did not receive a response in 2017-18 as their due dates had not yet been reached.

In relation to the return of production of documents in 2017-18, 184 documents were provided in full, 64 documents were provided in part and executive privilege was claimed in full for three orders.

While the Government has continued its practice of not opposing initial production of document motions, the House did divide on Mr Davis' stage two production of documents motion in relation to Skyrail (subsequently agreed to).

The Council continued its practice of publishing all returned orders for the production of documents on the Tabled Documents Database hosted on the parliament website. The volume of the documents produced and the limitations of the Tabled Documents Database resulted in delays in publishing. The maximum file size the database can accept has been increased, but the majority of returned documents do not fit into just one or two uploads.

### Procedure Committee

During the reporting period, the Procedure Committee held one deliberative meeting.

The Committee presented a report to the Council on 5 September 2017 on video-on-demand. The report recommended the implementation of a video-on-demand service for House proceedings of the Legislative Council, accessible by internal users only. These changes were introduced via Sessional Orders and agreed to by the House on 19 September 2017.

The Committee proposed a change from three to four minutes for division bells to ensure Members have adequate time to reach the Chamber from their offices in the new building. This change was introduced via Sessional Order in the House on 29 November 2017 (for more on video-on-demand and division bells see Standing and Sessional Orders).

### Standing and Sessional Orders

The Council agreed to three new Sessional Orders in 2017-18. Sessional Order 15, adopted on 19 September 2017, established a video-on-demand service for House proceedings in the Legislative Council that is accessible by internal users only. Members of the Legislative Council and parliamentary officers (authorised by the Clerk or Secretary of the Department of Parliamentary

Services) are able to republish audio-visual proceedings of the House that are provided from the Hansard broadcast archive. Republished proceedings are subject to conditions prescribed by the Sessional Orders. The service was available from 17 October 2017.

Sessional Orders 16 and 17, adopted on 29 November 2017, increased the duration of time bells ring for a division or quorum from three to four minutes. These changes were to come into effect from 6 February 2018, however, a resolution of the House on 7 February 2018 suspended their operation until Members commenced moving into their new offices. The President made a statement on 8 May 2018 informing the House that the four minute bells would immediately commence.

## COUNCIL SITTINGS AND DOCUMENTATION

### Sittings of the House

In 2017-18, the Council met for a total of 19 sitting weeks. The Council sat for three days (Tuesday to Thursday) for 10 sitting weeks; one day (Tuesday) for two sitting weeks; and four days (Tuesday to Friday) for seven sitting weeks.

Ministers used Standing Order 4.08 to declare extensions past 6.30 pm on Tuesdays 15 times, past 10.00 pm on nine Thursdays and past 4.00 pm on four Fridays. Further extensions pursuant to Standing Order 4.08 were declared 11 times on Tuesdays, six times on Thursdays and three times on Fridays.

Two motions extending the sitting beyond 8.30 pm on Tuesdays were agreed to and two motions extending the sitting past midnight on Thursdays were agreed to. The House agreed to one motion to sit beyond 6.00 pm on a Friday. The Council sat past midnight three times where no motion to extend beyond midnight was put and passed. In these cases, the House was moving to or continuing on the Adjournment debate after midnight.

The Council sat for 60 days in 2017-18, sitting for a total of 587 hours and 43 minutes. The average length of each sitting day was 9 hours and 47 minutes (exclusive of breaks).

The Council sat for longer than 24 hours on three occasions in 2017-18, with the longest sitting 'day' being just over 28 hours.

On 29 March 2018, the House agreed to an extension which resulted in the Council sitting into the Good Friday public holiday. On this occasion, the House sat from 9.30 am on Thursday to 11.30 am on Friday.

### Council Business Group

The establishment of a Council business group was an initiative at the commencement of this 58<sup>th</sup> Parliament. It is convened by the President and is generally chaired by the Deputy President in order to bring the parties together to discuss the organisation of business for the sitting week. The group is administratively supported by the Clerks and the President's Office. The group met every Monday of a sitting week until the end of March 2018. After this time, the non-government parties have continued to meet.

### Resignation of Member and new Members elected

Two Members of the Legislative Council resigned during the 2017-18 period. Two Joint Sittings were held in accordance with section 27A of the *Constitution Act 1975* to elect new Members to hold the vacant seats.

Mr Greg Barber resigned on Thursday, 28 September 2017 having represented the Northern Metropolitan Region for 11 years. After a Joint Sitting held on 18 October 2017, Dr Samantha Ratnam was appointed and subsequently sworn in as a Member of the Council on 19 October 2017. Dr Ratnam also replaced Mr Barber as leader of the Victorian Greens.

Ms Colleen Hartland resigned on Friday, 9 February 2018 having represented the Western Metropolitan Region for 12 years. After a Joint Sitting held on 21 February 2018, Ms Huong Truong was appointed and subsequently sworn in as a Member of the Council on 22 February 2018.

### Naming of Member (Hon. Jenny Mikakos)

No Members have been named and suspended by the President in more than 10 years (with this last occurring in June 2006). However, on 7 February 2018 the President named and suspended the Hon. Jenny Mikakos MLC, during formal business for refusing to withdraw a comment made in the House. Following her return from an initial 30 minutes suspension, she again refused to withdraw her remark, so the President put the question, pursuant to Standing Order 13.04, that the Member be suspended from the service of the Council for the remainder of the sitting day. This was agreed to on the voices.

## Allegations of misuse of Members' staff budget entitlements – Matter referred to the Ombudsman – Ombudsman's Case / Supreme Court Hearings

On 21 March 2018 the Victorian Ombudsman transmitted her report on a matter referred to her on 25 November 2015 by the Legislative Council, pursuant to section 16 of the *Ombudsman Act 1973*. The report followed litigation that has been outlined in previous annual reports, which determined that the Ombudsman had the jurisdiction to investigate the matter and report to the House. The report was tabled out of session and laid before the House by the Clerk on 27 March 2018.

## Parliamentary publications

The Department is responsible for the preparation and circulation of a number of parliamentary publications. In the 2017-18 reporting period, the following documents were published and distributed:

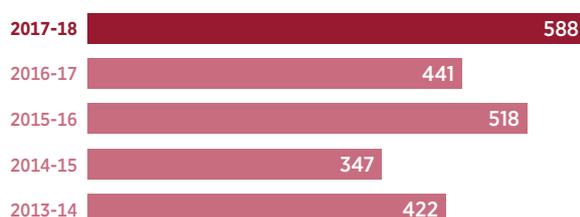
Notice Paper (daily)	60
Minutes (weekly)	19
Minutes (daily proof)	60
Committee of the whole Council Supplement	19
Unanswered Questions on Notice Booklet	19
Adjournment Matters Awaiting Response Booklet	19
Procedure Bulletins February – June 2017 and August – December 2017	
Rulings from the Chair 1979-2017 12 <sup>th</sup> Edition	

## SITTING STATISTICS

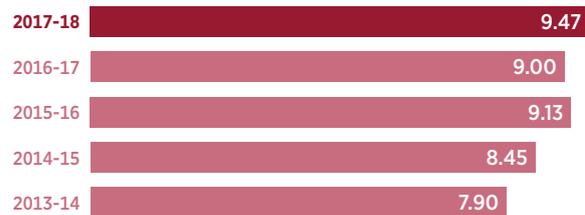
### Sitting days, Legislative Council, 2013-14 to 2017-18



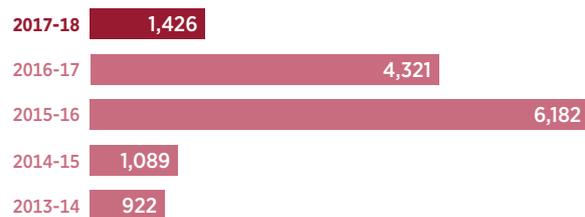
### Sittings hours, Legislative Council, 2013-14 to 2017-18



### Average length of daily sittings (hours) Legislative Council, 2013-14 to 2017-18



### Questions on notice processed by the Department of the Legislative Council 2013-14 to 2017-18



## BREAKDOWN OF BUSINESS 2017-18

The workload experienced by the Chamber Support Office in 2017-18 remained at a similar high level as reported in the previous reporting period, with some minor fluctuations in relation to specific tasks.

- 87 sets of amendments were circulated and moved during Committee of the whole in the 2017-18 reporting period. Additional amendments were prepared during this period, however were not proceeded with or are yet to be circulated. Staff worked closely with the Office of the Chief Parliamentary Counsel and Members to make sure all amendments were ready and proofed in time for debate.
- 23 Bills passed the Council with amendments during 2017-18, requiring the production and proofing of amendment schedules.
- The Chamber Support Office continued to draft reasoned amendments and amendments to motions during the 2017-18 reporting period.
- Constituency questions continue to add to the volume of work undertaken by the Chamber Support Office, with an increase of constituency questions to 537 for this reporting year, from 475 questions in 2016-17.
- Questions on notice have significantly decreased since the last reporting period. During 2017-18, 1,426 questions on notice were published in the Notice Paper (compared to 4,321 in 2016-17). Further to this, 318 questions were reinstated (in part or in full) by

Order of the President. Answers to questions on notice also dropped from the last reporting period to 1,362 (compared to 8,359 answers in 2016-17).

- 369 written responses to questions without notice were processed in this reporting period. 24 questions were directed by the President for a further written response, of which 22 further responses were processed.
- E-petitions were introduced in March 2017. This created a significant amount of work for the Chamber Support Office. There were a total of 85 e-petition requests in the current reporting period. Chamber Support staff are heavily involved with principal petitioners, the public and Members over the life of the e-petition.
- There were 82 petitions presented to the House (a combination of both paper and e-petitions), an increase from 57 tabled during the last reporting period.
- 498 adjournment matters were raised in the House and 458 responses were processed during the reporting period. 11 adjournment matters were discharged in the House in 2017-18 (the same number as recorded during the previous reporting period).

## COMMITTEE OFFICE

The *Parliamentary Committees Act 2003* sets out the functions and powers of investigatory committees. Joint investigatory committees comprise Members of both Houses, but are administered by one House or the other. Committees administered by the Department of the Legislative Council in the present Parliament are:

- Accountability and Oversight Committee
- Economic, Education, Jobs and Skills Committee
- Environment, Natural Resources and Regional Development Committee
- Independent Broad-based Anti-corruption Commission Committee.

Standing and Sessional Orders provide for three Council Standing Committees:

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

The Standing Committees undertake references as directed by the House or by resolution of the committees, in accordance with functions set out in Standing Orders.

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

- Privileges Committee
- Procedure Committee.

During 2017-18 the Council also appointed a select committee to inquire into the Firefighters' Presumptive Rights Compensation and Fire Services Legislation Amendment (Reform) Bill 2017. The Select Committee reported in August 2017 and was supported by various staff across the Council.

## Joint investigatory committees

### Accountability and Oversight

On 30 November 2017, the Committee tabled a report into its *Inquiry into education, training and communications initiatives of Victorian oversight agencies*. The report examined the education programs and initiatives of the three agencies the Committee oversights: the Victorian Ombudsman, the Office of the Victorian Information Commissioner (previously the Office of the Freedom of Information Commissioner) and the Victorian Inspectorate. On 21 February 2018, the Committee tabled its *Report into Victorian oversight agencies*. The report examined the 2016-17 annual reports of the three oversight agencies, including assessing trends over the year in review and identifying changes in volumes of complaints and appeals. The Committee also worked on its *Inquiry into methodologies and outcomes from Victorian Ombudsman reports tabled in the Parliament*.

### Economic, Education, Jobs and Skills

The Committee worked on three inquiries during the reporting period.

The Committee tabled the report for the *Inquiry into community energy projects* on 19 September 2017. The Committee found that community energy projects offer environmental, economic, social and technological benefits and recommended that community energy groups collaborate with renewable energy developers and local government to develop projects. The Committee also recommended that the Victorian Government establish a loan fund for community energy projects, work with the COAG Energy Council to enable favourable regulatory changes and expand the pilot Community Power Hubs program if it proves successful.

The Committee tabled the report for the *Inquiry into fuel prices in regional Victoria* in February 2018. The Committee noted that the Victorian Government is limited in its ability to influence fuel prices and therefore focused its recommendations on measures to promote competition in regional markets such as encouraging the use of fuel price apps among regional residents and reviewing any barriers for new entrants into regional fuel markets.

The Committee commenced the *Inquiry into career advice activities in Victorian schools* in October 2017. The terms of reference ask the Committee to explore how well school career advice is meeting the needs of young people, including young people in regional Victoria. As part of its consultations, the Committee conducted an online survey asking young people, teachers and school career advisers to evaluate school career advice and to offer ideas for improvement. The Committee also held public hearings in Melbourne and Mildura. The Committee will table its final report for this Inquiry early in the next reporting period.

On 7 September 2017, the Committee received terms of reference to inquire into the *efficacy of the Commonwealth Government's National Broadband Network rollout on regional communities*. This Inquiry has not commenced.

## **Environment, Natural Resources and Regional Development**

The Committee worked on two inquiries during 2017-18 – the *Inquiry into the sustainability and operational challenges of Victoria's rural and regional Councils* (referred to the Committee in 2015) and the *Inquiry into the Management, Governance and Use of Environmental Water* (self-referred in June 2017).

The Committee conducted public hearings in Melbourne in August, September and December. The December hearings were broadcast via the internet to make them accessible to people in regional areas. This included the trialling of new equipment and processes, which proved to be a success. A number of other public hearings have been broadcast in the same way following that trial.

The Committee travelled to regional Victoria to take evidence for both inquiries in October and November 2017. Public hearings were held in Traralgon, Wycheproof, Kerang, Shepparton, Bendigo and Colac. The Committee also visited sites related to the management of water for the environment near Cohuna, Koondrook and Shepparton.

Some of these regional visits were incorporated into the new Pop-Up Parliament program. In this program,

the Committee's public hearings were coordinated with information sessions about the work of Parliament (with a particular focus on committees). Staff provided information sessions for the local communities the day before the public hearings and for school children on the day of the hearings. The school groups were also taken to sit in on the public hearings to see their politicians in action. The Parliament received positive feedback on this program from participants.

An interim report for the *Inquiry into the sustainability and operational challenges of Victoria's rural and regional councils* was tabled in December 2017 and a final report was tabled in March 2018, with 25 findings and 14 recommendations. It recommended a suite of measures to improve the sustainability of rural and regional councils. These primarily focused on developing a new funding model, reviewing council responsibilities, improving the efficiency of the local government sector and managing community expectations.

The final report for the *Inquiry into the management, governance and use of environmental water* was tabled in June 2018. It contained 21 findings and 5 recommendations. The recommendations related to undertaking additional research and monitoring, increasing transparency and providing greater opportunities for community input.

## **Independent Broad-based Anti-corruption Commission**

During the year, the Committee embarked on a range of activities to fulfil its oversight responsibilities with respect to the Independent Broad-based Anti-corruption Commission (IBAC) and the Victorian Inspectorate (VI).

In addition to its day-to-day oversight of the performance of IBAC and the VI, the Committee continued its work developing a framework for monitoring the performance of IBAC more systematically, drawing on the work of international bodies such as Transparency International and the OECD as well as relevant research and experience. After five years in operation, the Committee thought it timely to enhance its oversight work by developing a framework for more systematic monitoring of IBAC based on best practice principles. With the assistance of Professor A J Brown of Griffith University, the Committee developed a framework that sets out systematic criteria for assessing the performance of IBAC across key dimensions of its legislative functions, including a comprehensive review every four years. In November 2018, the Committee tabled its report: *A framework for monitoring the performance of the Independent Broad-based Anti-corruption Commission* (2017).

In December 2017, as part of its ongoing monitoring and oversight functions, the Committee tabled a report entitled *The performance of the Independent Broad-based Anti-corruption Commission and the Victorian Inspectorate 2016/17*. The report gives an overview of IBAC and the VI's activities and the challenges of identifying, investigating, exposing and preventing corruption and other misconduct. The report also reviews their compliance with relevant laws and identifies a number of ways that their overall performance might be improved.

The Committee also commenced work on a self-referenced *Inquiry into the external oversight of police corruption and misconduct*. The last significant inquiry examining the police complaints system in Victoria, the Beach Inquiry, published its report in 1976. The terms of reference include the Committee's examination of the current system of oversight, an assessment of best practice models, a review of the main challenges to the effective oversight and investigation of complaints about police, and consideration of strategies to improve the system. The Committee called for submissions, conducted briefings, undertook site visits and held *in camera*, closed and public hearings. The Committee also travelled to New Zealand to gain an understanding of its integrity and police oversight systems, with a focus on the handling and oversight of complaints about police. This Inquiry has confronted the overlapping complexities of the legislation governing the systems for handling police complaints in Victoria and the lack of secondary literature on its nature and operation. The Committee will be tabling its report later in 2018.

Under the *Parliamentary Committees Act 2003* (Vic), the Committee has the function to consider any proposed appointment of an IBAC Commissioner or a Victorian Inspector, and to exercise a power of veto in accordance with the *Independent Broad-based Anti-corruption Commission Act 2011* (Vic) and the *Victorian Inspectorate Act 2011* (Vic). Since the terms of Mr Stephen O'Bryan QC as IBAC Commissioner and Mr Robin Brett QC as Victorian Inspector expired on 31 December 2018, the Committee systematically considered the Government's recommended candidates for the positions. The Committee was pleased to support the Government's recommendation of the Hon. Robert Redlich QC as IBAC Commissioner and Mr Eamonn Moran PSM QC as Victorian Inspector.

## Council committees

### Economy and Infrastructure

During 2017-18 the Committee tabled four reports in the Legislative Council.

The Committee has an ongoing reference to investigate and report on infrastructure projects every six months. The fourth report in this series was tabled on 22 February 2018. The report provided an update on health infrastructure projects introduced in Report 3 and further examined transport infrastructure projects including the West Gate Tunnel Project, the Level Crossings Removal Project, and the Melbourne Metro Rail Project. A special focus of Report Four was disruption to the CBD during infrastructure construction. Five sets of witnesses gave evidence to the Committee over three days of hearings. A significant number of questions were taken on notice and answers published on the Committee's website. The report included evaluation of current infrastructure projects against the EIC ideal infrastructure consultation framework. The report made four recommendations including a recommendation that provides a blueprint for best practice communication and consultation with stakeholders. A fifth report is due to be tabled in August 2018.

On 8 February 2017 the Committee received a reference from the Legislative Council to inquire into *the potential benefits to the environment of a widespread uptake of electric vehicles in Victoria*. The Committee heard from 20 sets of witnesses over three days of hearings and received 223 submissions. A report was tabled on 8 May 2018. The Committee made a number of findings in the report but did not have any recommendations, therefore does not expect a government response. Social media was used to promote the Inquiry, to engage the public and in a new initiative, to gather information, albeit anecdotal, from stakeholders.

*An Inquiry into VicForests operations* was self-referenced by the Committee on 10 May 2017. The purpose of the Inquiry was to investigate levels of compliance with VicForests Utilisation Standards and in particular log grading, and coupe utilisation. The Committee heard from 11 sets of key stakeholders over three days of hearings. Given the short timeframe for the Inquiry and the wish of the Committee to keep the focus of investigations very narrow the Committee elected not to call for submissions. A Final Report was tabled on 31 October 2017. The report included seven recommendations to government concerned with improving compliance and oversight in the sector. A government response to the recommendations was received on 1 May 2018.

On 17 August 2016 the Committee received an Inquiry into the RSPCA Victoria asking it to look into that body's use of its statutory powers. The Committee received 86 submissions and conducted two days of hearings for the Inquiry, hearing from 12 sets of stakeholders. A final report for the Inquiry was tabled on 22 August 2017. The report found that more transparency was required by the RSPCA in reporting its activities but that many of the problems identified in the terms of reference were historical and that the RSPCA had made good progress in addressing them. A government response was tabled out of session on 14 February 2018.

### Environment and Planning

The Committee received a reference from the House on 23 May 2018 to inquire into the proposed long term lease of the land titles and registry functions of Land Use Victoria. The Committee took evidence from 22 witnesses at hearings and had received 60 submissions to 30 June 2018. The Committee continued to work towards a reporting date of 7 August 2018.

### Legal and Social Issues

In the 2017-18 period, the Committee tabled three reports in the Legislative Council.

On 10 November 2016, the Legislative Council agreed to a motion to refer an *Inquiry into youth justice centres in Victoria* to the Committee. The Council required the Committee to report on how well youth justice centres function, including security at the centres, as well as wider policies on youth justice and options for reducing the number of young people incarcerated in Victoria.

The Committee received 65 submissions, heard from 49 witnesses at six public hearings, and conducted three site visits. It tabled an interim report on 12 December 2017 and a final report on 6 March 2018 that made 39 recommendations. The government is due to provide a response in early September 2018.

On 22 February 2017, the Legislative Council agreed to a motion to refer an *Inquiry into the Drugs, Poisons and Controlled Substances Amendment (Pilot Medically Supervised Injecting Centre) Bill 2017* to the Committee. The purpose of the Inquiry was to review Coroner Hawkins' Finding – Inquest into the Death of Ms A and current relevant regulations and policing policy around intravenously injected drugs.

The Committee received 49 submissions, heard from six witnesses at one public hearing and conducted a site visit in North Richmond. It tabled its final report on 7 September 2017, which included 11 findings. The

government did not table a response to the report but announced a two-year trial of a Medically Supervised Injecting Centre at the North Richmond Community Health Centre beginning in mid-to-late-2018.

On 9 August 2017, the Committee received terms of reference for an *Inquiry into the Public Housing Renewal Program*. The Committee was to examine the government's plan to sell public land to fund the renewal of, and increase in, public housing on several estates in Melbourne. The Council also required the Committee to consider the effectiveness of the Department of Health and Human Services' community consultation program.

The Committee received 172 submissions, heard from 25 witnesses at three public hearings, and conducted three site visits over one day. It tabled its report on 5 June 2018 and made 28 recommendations. The Government is due to respond by December 2018. However, as the 2018 Victorian election may delay that response the Committee recommended a response be provided by September 2018.

### Fire Services Bill Select Committee

On 8 June 2017, the Government introduced the Firefighters' Presumptive Rights Compensation and Fire Services Legislation Amendment (Reform) Bill 2017 into the Legislative Council. The purpose of the Bill was to i) restructure Victoria's fire services, and ii) introduce a rebuttable, presumptive right to compensation for both career and volunteer firefighters in respect of certain cancers.

On 21 June 2017, the Legislative Council agreed to a motion to establish a Select Committee to examine the restructure of the fire services as contemplated by the Bill. This was the second select committee established in the 58<sup>th</sup> Parliament (the first having examined the proposed lease of the Port of Melbourne in 2015).

The Committee held its first meeting on 23 June 2017. The Hon. Gordon Rich-Phillips MLC was elected Chair, and Mr Daniel Mulino MLC was elected Deputy Chair. Fire services reform is a contentious topic. The Inquiry attracted significant interest in the community and the Committee attempted to engage as widely as it could during the limited timeframe. The Committee received 1,819 public submissions. 26 public hearing were held, in all regions of the State. An interim report was tabled on 8 August 2017 followed by a final report (tabled out of session) on 18 August 2017. The Committee's main recommendation was that the Bill be withdrawn, or if not withdrawn, rejected.

## Committee Services Office

The role of the Committee Services Office includes coordinating and supervising the operation of the parliamentary committees administered by the Legislative Council, briefing the President on committee operations, supervising the Committee Services Office and committee staff, ensuring compliance with relevant Acts, Standing Orders, Presiding Officers' directives and accepted practices and procedures, and evaluating budget bids, allocating funding and monitoring and authorising committee expenditure.

Other notable projects:

### Consolidated committees style guide

To ensure best practices are used in the production of committee reports, a working group, made up of committee staff, was formed to compile a style guide that documents the way inquiry reports should be written. The style guide covers a wide range of topics such as grammar, punctuation, tables, graphs and footnotes. The guide has been developed collaboratively and will be a valuable resource for all committee secretariats.

### Pre-inquiry risk assessments and post-inquiry reviews

The office led the development of a pre-inquiry risk assessment framework, which provides a comprehensive list of potential risks to a committee inquiry. The framework was developed in consultation with members of the Parliament's Budgets and Risks unit. It is the expectation that each committee complete the risk assessment before the commencement of any new inquiry as part of their preparation.

Post-inquiry reviews were developed to provide a template for committees to assess what challenges arose during an inquiry. A debrief template with a list of questions designed to assess the inquiry process was developed for the use of executive officers at the end of an inquiry. The review will help to highlight team success and identify areas of improvement that can be shared with other committees. It is the expectation that each committee complete the post-inquiry review at the conclusion of an inquiry.

### Pop-Up Parliament

Pop-Up Parliament (PUP) was designed as another way to engage the public with the work of parliamentary committees. PUP's were a series of public forums held in Wycheproof and Kerang in October 2017 and Colac in November 2017. The forums were held in conjunction with public hearings conducted by the Environment,

Natural Resources and Regional Development Committee (ENRRDC) for their inquiries into Rural and Regional Councils and Environmental Water.

Local schools were invited to attend a presentation conducted by Parliament Tour Guides on the workings of Parliament and committees. After the presentation, the students were taken to the hearing to watch the proceedings. In the evening, public forums were held for members of the public, where they watched presentations from the Tour Guides and ENRRDC Executive Officer, Chris Gribbin. Question and answer sessions concluded the presentations, along with the opportunity to chat further over tea and coffee or have photos taken with the replica Mace and other props. The presentations were well received and are intended to continue in 2018-19.

### Staff development

In the previous financial year an agreement was established with the NSW Parliament for a staff exchange program. This allowed Victorian committee staff to visit the NSW Parliament and NSW committee staff to visit the Victorian Parliament during the second half of 2017 to learn about each other's committee systems, and to share experiences and ideas to improve committee practices and procedures.

On 21-22 September 2017, two research officers visited the NSW Parliament as part of the program. The visit was reciprocated on 30-31 October 2017 when four research staff from NSW visited Victoria.

### HTML publishing of committee reports

Parliament's IT unit and committee staff undertook significant work to develop a system that can convert committee reports from the current publishing software to HTML. A prototype has been developed and staff are now refining the system to ensure the content of the HTML version exactly matches the PDF version. Once this work has been completed, Parliament will start publishing its committee reports in both PDF and HTML. The purpose of publishing reports in this form is to ensure maximum accessibility for all users of material that committees publish.

### Broadcasting committee inquiries

It has long been the case that only committee hearings held in the Legislative Council Committee Room (LCCR) could be broadcast via the Parliament of Victoria's website. None of the meeting rooms at 55 St Andrews Place (55SAP) had the required infrastructure. The popularity and size of the LCCR means that it is necessary to hold many public hearings at 55SAP. There are many

people who may wish to attend these hearings, but are unable to. By broadcasting these hearings via our website, we are able to make committees and the inquiry process more accessible to the people of Victoria.

It was decided that we would trial the broadcasting of committee hearings held at 55SAP. With the approval of the Presiding Officers, the ENRRDC broadcast its public hearing from Meeting Room G6 at 55SAP on 5 December 2017. The broadcast was deemed a success and was followed by a simultaneous broadcast of the Public Accounts and Estimates Committee (PAEC) hearing from the LCCR and the Economy and Infrastructure Committee (EIC) hearing from 55SAP in February. The Economic, Education, Jobs and Skills Committee (EEJSC) also had a public hearing successfully broadcast from 55SAP on 26 March. We are hoping that the broadcasting of committee hearings will be a regular occurrence next year.

### Stage 2 level 3 refurbishment

In May and June 2017, we refurbished two committee work areas with sit-stand desks as part of a pilot project aimed at improving ergonomic conditions. Traditional L-shaped desks and corner pods have been replaced with linear sit-stand workstations, streamlined storage solutions, whiteboards and pin boards, as well as a shared meeting area. Each desk can be adjusted, so staff can alternate between sitting and standing throughout their day. The refurbishment also created more space and light and improved airflow.

This refurbishment of the committees work area continued in 2017-18 and another section of Level 3 at 55SAP was converted into a more ergonomic friendly and open work space. Sit stand desks once again replaced the traditional L-shaped desks and corner pods and existing offices were redesigned for better sound proofing and acoustics.

A section of the floor was redesigned and renovated to establish a modern break out area and kitchenette where committee staff could meet, prepare meals and eat.

## STATUTORY COMPLIANCE

### Member allowances

As reported in the previous annual report, the Government was in the process of making changes to the Parliamentary Salaries and Superannuation (Allowances) Regulations 2013, which would come into effect during this current reporting period. The changes have come into effect and involve the type and amount of

documentary evidence Members are required to submit to the Clerk in relation to their residential status.

### Register of Members' interests

Under the *Members of Parliament (Register of Interests) Act 1978*, Members are required to provide details of their interests. This information is required from new Members upon their election to Parliament within 30 days of taking and subscribing the oath or affirmation (i.e. Primary Return) and from all existing Members by 29 August each year (i.e. Ordinary Return). Members may also lodge variations to their interests at any time during the year. This information is contained in a register which is maintained by the Clerk of the Parliaments, currently the Clerk of the Legislative Council.

During 2017-18, the following reports were prepared and tabled:

- Summary of Returns – June 2017.
- Cumulative Summary of Returns as at 30 September 2017.
- Summary of Primary Return – November 2017 and Summary of Variations notified between 22 September and 28 November 2017.
- Summary of Primary Return – December 2017 and Summary of Variations notified between 30 November 2017 and 6 February 2018.
- Summary of Primary Return – March 2018 and Summary of Variations notified between 19 February and 26 March 2018.
- Summary of Variations notified between 28 March to 18 June 2018.

Ordinary Return forms will be sent to all Members of Parliament on 1 July 2018 and a summary of those returns will be tabled on 20 September 2018. The Cumulative Summary as at 30 September 2018 will be tabled on the first sitting day of the 59<sup>th</sup> Parliament.

### Council Suspension Fines Fund – Report of distribution of funds pursuant to section 7D(5) of the *Parliamentary Salaries and Superannuation Act 1968*

The Hon. Jenny Mikakos was named by the President and suspended by the House for one day on 7 February 2018. Pursuant to the provisions of the *Parliamentary Salaries and Superannuation Act 1968*, Ms Mikakos was fined and the President disbursed the amount of \$427.52 to Afri-Aus Care Inc.

## COMMUNITY ENGAGEMENT, EDUCATION AND COMMUNITY OF PARLIAMENTS

### YMCA Youth Parliament

Youth Parliament is an annual event run by the YMCA Victoria with support from all three parliamentary departments. Last year's Youth Parliament was held on 3, 4 and 6 July 2017 and was reported on in the Department's 2016-17 annual report. In particular, the event broke new ground with the inclusion of a team from Deaf Children Australia.

During the first half of 2018, planning was underway for the 32nd YMCA Youth Parliament to be held on 2, 3 and 5 July 2018. Full details of the event will be reported in the Department's 2018-19 annual report.

The planning and conduct of the event is supported by the Assistant Clerk – Procedure and Usher of the Black Rod and Chamber Support Office staff together with Legislative Assembly staff.

### Open Day

Another successful Open Day was held on Sunday, 18 March 2018. The Legislative Council, through the Usher of the Black Rod and Council Project Officer, took the lead with organising the event with support from the Legislative Assembly. All three departments contributed to the significant logistics of the event. A number of parliamentary staff worked on the day hosting information displays on the work of Parliament and answering questions from visitors.

The Public Record Office Victoria, the Victorian Inspectorate, the Victorian Auditor-General's Office and the Victorian Ombudsman also had displays.

The day attracted approximately 3,000 visitors.

### Australasian Study of Parliament Group

The Department's commitment to parliamentary-related education is reflected in its ongoing support through corporate membership and executive participation in the Australasian Study of Parliament Group (ASPG). The Victorian Chapter conducted three seminars at Parliament House during the reporting year, with the fourth postponed to 23 July 2018:

- **22 August 2017** – *Unexpected Outcomes and Implications for the UK & Australia*. Presented by Professor Philomena Murray, School of Social and Political Science, University of Melbourne.

- **28 November 2017** – *ICAN, 2017 Nobel Peace Prize*. Presented by Ms Dimity Hawkins, Co-founder of the International Campaign to Abolish Nuclear Weapons.
- **26 March 2018** – *Reflecting on the 58<sup>th</sup> Parliament*. Presented by cross bench Members of the Legislative Assembly and Legislative Council: Ms Ellen Sandell, Ms Fiona Patten, Mr James Purcell and Mr Jeff Bourman.

### Victoria University Law School

On Wednesday 28 February, Thursday 1 March and Monday 9 April 2018, five workshops were conducted for Victoria University First Year Law students on parliamentary law and legislative processes. The workshops were presented by the Parliament of Victoria with the assistance of the Department of Premier and Cabinet. Arrangements were made by the Communications and Public Engagement Office. Over 155 students attended across the five workshops.

This collaboration is the first of its kind in Australia, where an Australian parliament works with a university to offer a program to complement their study modules. In this case the study of the Victorian Parliament, its processes and operations, with the emphasis on providing a practical application as well as carrying academic merit.

Following positive feedback received from students and the success of the initial workshops, a Winter Program has been developed. The program started on 28 June with a further three sessions to follow on 30 July, 27 August and 24 September.

### Content Contributors' Group

The Content Contributors' Group includes a representative from each area of the Parliament - the Legislative Assembly, the Legislative Council, the Committee Services Office, the Education and Community Engagement Unit in the Department of Parliamentary Services and the Parliamentary Library. The meeting is chaired by the Communications and Public Engagement Manager and meets on an informal fortnightly basis to discuss events and ideas for the Parliament's social media outlets.

### ANZACATT President (Quebec, Ontario)

The Clerk, in his capacity as President of the Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT), attended the Association of Clerks-at-the-Table in Canada (ACATT) Professional Development Seminar in Quebec, Ontario, from 31 July to 4 August 2017. In attendance were Clerks and Secretaries

from most of the provincial legislatures in Canada, as well as representatives from international parliamentary jurisdictions. The Clerk presented a jurisdictional report on behalf of Australia and New Zealand.

### **ANZACATT – Parliamentary Law, Practice and Procedure course**

The Clerk participated as a presenter at the University of Tasmania's Parliamentary Law, Practice and Procedure (PLPP) course for parliamentary officers from Australia and New Zealand, at the University of Tasmania (UTas) Hobart in June 2018. PLPP is a course that ANZACATT contracts UTas to provide at the standard of a Masters of Law unit. Two Legislative Council staff are students of the 2018 course.

### **Provision of support to Nauru, Tuvalu and Fiji (Pacific Parliamentary Partnerships)**

The Victorian Parliament is twinned with the Parliaments of Fiji, Nauru and Tuvalu as part of a long standing arrangement between the CPA Australia region and the CPA Pacific region. This is a whole of Parliament activity with the Clerk of Parliaments taking responsibility for coordination of support.

During 2017-18, the Parliament has continued to work in partnership with those parliaments in delivering professional development opportunities for their Members and staff. We have helped build parliamentary capacity, provided opportunities for our own Members and staff to enhance their skills and broaden their experience, while at the same time developing enduring relationships within our immediate region.

#### **Fiji**

Our partnership with the Fiji Parliament moved into its fourth year and our focus turned to the way in which the twinning program would develop into the future. In particular, we started to consider the transition from a capacity building program to a professional development initiative, recognising the significant growth in skills and systems that has occurred at the Fiji Parliament over the past few years.

The following projects were undertaken in 2017-18:

- **July 2017** – Parliamentary Library researcher Caley Otter was part of an international team that provided research support to the Fiji Parliament over a two week period for the parliament's consideration of the national budget.
- **July 2017** – Parliament of Victoria Hansard Manager, James Scott undertook an attachment to support

the development of the Fiji Parliament's rules and procedures, procedural systems and information systems relating to the broadcast of committee hearings. Ongoing advice has been provided since that visit.

- **October / November 2017** – Two Fiji caucus staff undertook a professional development attachment at the Victorian Parliament. The attachment provided the opportunity for caucus staff to learn more about their role in supporting MPs' parliamentary work and their interactions with the parliamentary administration.
- **June 2018** – Fiji Manager of Human Resources undertook a professional development attachment to the Parliament of Victoria during a sitting week, interacting with both DPS and House business units.
- **June 2018** – Three Fiji Parliament corporate services staff undertook an attachment to the Victorian Parliament in late June focusing on strategic planning. This will be followed up by high level Victorian Parliament support in Fiji in the 2018-19 year as the Fiji Parliament establishes a more strategic planning process after its 2018 election.
- **June 2018** – Dr Chris Gribbin from Joint Committees participated with an international team in providing research support for the Fiji Parliament as it considers the national budget.

A proposal for a Parliament Skills Exchange, focusing on mentoring, was agreed in principle with the Fiji Parliament. The aim is to implement the program from 2018-19. The twinning program with Fiji has been supported by funding from the Australian Government. It is being undertaken in cooperation with the United Nations Development Programme (UNDP) and the Australian Parliament, through the Pacific Parliamentary Partnerships program.

#### **Nauru**

There were no new projects arranged with the Nauru Parliament, but ongoing advice has been provided in relation to previous projects involving library and website support.

#### **Tuvalu**

The previous Clerk of the Legislative Assembly, Ray Purdey took part in an assessment mission to the Tuvalu Parliament in January/February 2018. Coordinated by the UNDP, the assessment team prepared a report with recommendations on the development of legislation to provide for the functional autonomy of the Parliament of Tuvalu.

In addition, ongoing advice has been available for the Clerk of the Tuvalu Parliament on matters relating to parliamentary procedure and operations.

### Other Pacific parliaments support activities

In September 2017, the Victorian Parliament was pleased to host the Pacific Parliamentary Support Practitioners Workshop. The workshop examined the programs that are provided to support the capacity building of Pacific island parliaments, including the professional development of Members and staff.

Following the devastation of Cyclone Gita in Tonga and the destruction of Tonga's parliament building in February 2018, the Victorian Parliament donated computer equipment to assist the Tongan Parliament to proceed with its sittings at an alternative venue. The donation was part of a coordinated response by Australian and Pacific parliaments and the UNDP.

Parliamentary committee executive officer, Sean Coley, participated in a budget analysis mission to Tonga in May 2018. Coordinated by the UNDP, the mission involved an international team of parliamentary staff providing research support to the Tongan Legislative Assembly for its consideration of the national budget.

### Promotion of our twinning program

The Victorian Parliament is proud of its achievements under the twinning program and actively promotes the program to the Victorian community. We use our social media platforms, including Facebook, Twitter and YouTube, as well as our website to provide the public with a range of news and information about our twinning program.

### Ongoing partnership with Ontario Legislature

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

In June 2018, the President, the Clerk of the Legislative Council and the Secretary of Parliamentary Services visited the Ontario Legislature for the purposes of better understanding Ontario's Board of Internal Economy.

The Board is a model of financial independence of the parliament from the executive government. The Group also examined the Parliament's other layers of governance, accountability and corporate structures. The visit took place days after the Ontario provincial election in which there was a change of Government and 70 of the 124 Members were newly elected Members.

## HOSPITALITY AND VISITORS

### Official visitors and delegations

A number of distinguished visitors and delegations visit the Parliament each year and special arrangements are customarily made for their reception. All three parliamentary departments work collaboratively to ensure security, protocol, catering and other logistics are in place for every official visit. During 2017-18, the Department assisted in arrangements for the reception for the following visitors and delegations:

**Tuesday 11 July 2017** – The President hosted a meeting with His Excellency, José Luis Carneiro, Secretary of State for the Portuguese Communities. The Secretary was accompanied by the Ambassador of Portugal, His Excellency, Mr Paulo Cunha Alves, New South Wales Consul-General of Portugal, Dr Paulo Domingues, and the Victorian Honorary Consul of Portugal, Dr Carlos de Lemos. Arrangements for this visit were made through the President's Office.

**Tuesday 1 August 2017** – First Official Call on the Presiding Officers by the Ambassador of Nepal, Her Excellency, Mrs Lucky Sherpa. The Ambassador was accompanied by the Victorian Consul-General of Nepal, Mr Chandra Yonzon. Arrangements for this visit were made through the President's Office.

**Tuesday 1 August 2017** – The Presiding Officers hosted a meeting with the President of the Ukrainian World Congress, Mr Eugene Czolij and Mr Stefan Romaniw, UWC Secretary General and Chairman of the Australian Federation of Ukrainian Organisations. Arrangements for this visit were made through the Speaker's Office.

**Friday 4 August 2017** – The President hosted a meeting with the High Commissioner of Botswana, His Excellency, Mr Caesar Lekoa, and the Victorian Honorary Consul of Botswana, Ms Heddie Goldberg. Arrangements for this visit were made through the President's Office.

**Thursday 10 August 2017** – The Presiding Officers hosted a meeting with a delegation from the Land and Transport Committee of the Korean National Assembly, led by the Committee Chairperson, Mr Jeong-Sik Cho, and accompanied by the Victorian Consul-General, Mr Hongiu

Jo. In attendance were two Members, and the Secretary of the Victorian Parliament Standing Committee on Environment and Planning. Arrangements for this visit were made through the President's Office.

**Tuesday 15 August 2017** – Visit by a delegation from the General Assembly of Uruguay, led by the Speaker of the House of Representatives, Mr José Carlos Mahía. The Presiding Officers hosted an official luncheon in their honour which was attended by the Ambassador of Uruguay, His Excellency, Dr Ricardo Varela and Mr Esteban Melgarejo, Deputy Head of Mission. The visit was arranged by the International and Parliamentary Relations Office, Parliament of Australia in conjunction with the Speaker's Office.

**Wednesday 13 September 2017** – The Presiding Officers hosted a meeting with a visiting delegation from the Hong Kong Special Administrative Region and Macao Special Administrative Region, under the Standing Committee of the National People's Congress of China, led by the Chairman, Mr Li Fei. The delegation was accompanied by the Victorian Consul-General of China, Mr Zhao Jian, and Counsellor, Chinese Embassy in Canberra, Mr Tang Jian. Arrangements for this visit were made through the President's Office.

**Friday 22 September 2018** – The President hosted a meeting with a delegation from the DPRD Bali Province (House of Representatives) led by the Chairman of Commission, Mr Nengah Tamba. The delegation also met with the Chief Executive Officer of Infrastructure Victoria, Mr Michel Masson. Arrangements for this visit were made through the President's Office.

**Monday 9 October 2017** – Visit by a delegation from the Indo-Australia Chamber of Commerce in India, led by the Director, Mr C. Sarat Chandran. Arrangements for this visit were made through the Speaker's Office.

**Wednesday 11 October 2017** – First Official Call on the Presiding Officers by the Victorian Consul-General of Malta, Ms Janna Pisani. In attendance was the Clerk of the Legislative Council, and the arrangements for this visit were made through the President's Office.

**Wednesday 18 October 2017** – The President hosted a farewell afternoon tea for the outgoing Victorian Consul-General of Chile, Mr Gabriel Jara Maldonado. Arrangements for this visit were made through the President's Office.

**Friday 10 October 2017** – The President hosted a meeting with the High Commissioner of Pakistan, Her Excellency Ms. Naela Chaohan. Arrangements for this visit were made through the President's Office.

**Wednesday 15 November 2017** – First Official Call on the Presiding Officers by the Ambassador of Sweden, His Excellency Mr Pär Ahlberger. The Ambassador was accompanied by Mr Benjamin Sandqvist, Victorian Honorary Consul of Sweden. In attendance was the Clerk of the Legislative Council, and the arrangements for this visit were made through the President's Office.

**Thursday 16 November 2017** – Official Call on the Presiding Officers by the Ambassador of Indonesia, His Excellency Mr Kristiarto Legowo. The Ambassador was accompanied by his wife, Madame Caecilia Legowo, Victorian Consul-General of Indonesia, Ms Dewi Wahab, Minister Counsellor, Mr Berlian Helmy, and Consul Mr Faisal Perdanaputra. In attendance was the Clerk of the Legislative Assembly, and the arrangements for this visit were made through the Speaker's Office.

**Wednesday 22 November 2017** – First Official Call on the Presiding Officers by the Victorian Consul-General of Italy, Mr Pierluigi Trombetta. Arrangements for this visit were made through the President's Office.

**Thursday 23 November 2017** – Visit by a delegation from the ASEAN Member Parliaments (Brunei Darussalam, Cambodia, Indonesia, Laos, Myanmar, Singapore, Thailand and Vietnam). The delegation received a briefing by the Clerk of the Legislative Council on the three levels of government in Australia, were provided a tour of the building, and attended a lunch in their honour hosted by the Presiding Officers. Arrangements for this visit were made through the Clerk of the Legislative Council's Office.

**Wednesday 29 November 2017** – Official Call on the Presiding Officers by the Ambassador of Finland, His Excellency Mr Lars Backström. His Excellency was accompanied by his wife, Mrs Brigitta Backström. In attendance was the Clerk of the Legislative Assembly, and the arrangements for this visit were made through the Speaker's Office.

**Tuesday 5 December 2017** – First Official Call on the President by the Ambassador of Kuwait, His Excellency Mr Najeeb Albader. In attendance were the Clerk of the Legislative Council, and the arrangements for this visit were made through the President's Office.

**Tuesday 5 December 2017** – First Official Call on the President by the Ambassador of Morocco, His Excellency Mr Karim Medrek. In attendance were the Moroccan Embassy's Political Counsellor, Mr Hachem El Mummy and the Clerk of the Legislative Council. Arrangements for this visit were made through the President's Office.

**Thursday 21 December 2017** – Visit by His Beatitude John the Tenth, Patriarch of Antioch and all of the East.

The President hosted a morning tea in honour of His Beatitude which was attended by Mr Cesar Melham MLC, and the Hon. Marlene Kairouz MP. Arrangements for this visit were made through the President's Office.

**Tuesday 16 January 2018** – The President hosted a meeting with a delegation from the government of Chhattisgarh in India, led by the Chief Minister, Dr Raman Singh. Arrangements for this visit were made through the President's Office.

**Friday 2 February 2018** – Visit by Japan's Parliamentary Vice-Minister for Foreign Affairs, The Hon. Iwao Horii. The Presiding Officers hosted a morning tea in honour of Mr Iwao which was attended by the Victorian Consul-General of Japan, Mr Kazuyoshi Matsunaga and the Vice-Consul for Cultural Affairs, Mr Shota Tohara. Arrangements for this visit were made through the President's Office.

**Wednesday 14 February 2018** – Official Call on the Presiding Officers by the Ambassador of Estonia, His Excellency Mr Andres Unga. In attendance was the Victorian Honorary Consul of Estonia, Mr Lembit Marder, and the arrangements for the visit were made through the Speaker's Office.

**Friday 16 February 2018** – The Presiding Officers hosted a meeting with a Government delegation from Lithuania, led by the Vice-Minister of Foreign Affairs, the Hon. Darius Skusevicius. In attendance was the Victorian Honorary Consul of Lithuania, Ms Danute Levickis and the arrangements for this visit were made through the President's Office.

**Wednesday 21 February 2018** – The President hosted a meeting with the Deputy Secretary of the State of Connecticut, Mr Scott Bates. In attendance were Mr John Schuyler, Chairman of the Connecticut District Export Council, and Ms Anne Evans, Director of the US Department of Commerce Connecticut Office. Arrangements for this visit were made by the Secretariat of the Electoral Matters Committee in conjunction with the President's Office.

**Tuesday 27 February 2018** – The President hosted a meeting with the Ambassador of Qatar, His Excellency Mr Nasser Bin Hamad Al-Khalifa and Mr Roohan Kazi, Public Relations Officer at the Embassy of Qatar. Arrangements for this visit were made through the President's Office.

**Thursday 15 March 2018** – The President hosted a meeting with the Governor of North Sumatra, Indonesia, Dr Tengku Erry Nuradi Nurdin. In attendance were the Vice Consul of Economic Affairs, Mrs Orchida Danudjaja, and the Victorian Commissioner to South East Asia,

Mr Brett Stevens. Arrangements for this visit were made through the President's Office.

**Tuesday 3 April 2018** – The Presiding Officers hosted a meeting with a Ministerial delegation from Vietnam, led by the Vice-Minister of Health, Associate Professor Phạm Lê Tuấn. The arrangements for the visit were made through the Speaker's Office.

**Monday 7 May 2018** – First Official Call on the Presiding Officers by the Consul-General of Chile, Mr Felipe Cousino. In attendance was the Clerk of the Legislative Council, and the arrangements for this visit were made through the President's Office.

**Thursday 10 May 2018** – Visit by the President of the New South Wales Legislative Council, the Honourable John Ajaka and the Clerk of the Legislative Council and Clerk of the Parliaments, Mr David Blunt, accompanied by President Ajaka's Executive Assistant, Ms Tina Daniels. They were provided with an overview of the Parliament's budget and relationship with the Department of Treasury and Finance by Charu Saxena, Chief Financial Officer, Department of Parliamentary Services. The delegation was also briefed on Parliament House building projects and our future outlook by Peter Lochert, Secretary, Department of Parliamentary Services. This included a tour of the new Member accommodation. The group observed Question Time in both the Legislative Assembly and the Legislative Council. A lunch was hosted in their honour by the President with the Clerk of the Legislative Council in attendance. Arrangements for this visit were made through the Clerk of the Legislative Council's Office.

**Monday 14 May 2018** – First Official Call on the Presiding Officers by the Consul-General of Greece, Mr Dimitrios Michalopoulos. In attendance was the Clerk of the Legislative Council, and the arrangements for this visit were made through the President's Office.

**Tuesday 22 May 2018** – The President hosted a meeting with Australia's Ambassador to Mexico, His Excellency Dr David Engel. Arrangements for this visit were made through the President's Office.

**Friday 25 May 2018** – The President hosted a meeting with the Commander of the Lebanese Armed Forces General Joseph Aoun. In attendance were the Ambassador of Lebanon, His Excellency Mr Milad Raad, Victorian Consul-General of Lebanon, Mr Ziad Itani, and Mr Nazih Elasmr MLC. Arrangements for this visit were made through the President's Office with the assistance of Mr Elasmr.

**Monday 4 June 2018** – First Official Call on the Presiding Officers by the Victorian Consul-General of Lebanon,

Mr Ziad Itani. In attendance was the Clerk of the Legislative Council, and the arrangements for this visit were made through the President's Office.

**Monday 4 June 2018** – The Presiding Officers hosted a farewell luncheon for the outgoing Victorian Consul-General of Spain, Mr Juan Carlos Acevedo. The arrangements for this visit were made through the President's Office.

**Monday 4 June 2018** – First Official Call on the Presiding Officers by the Victorian Consul-General of Indonesia, Ms Spica A. Tutuhaturunewa, accompanied by Mr Albert Abdi, Consul for Information, Socio-Cultural Affairs, and Mr Faisal Perdanaputra, Consul for Protocol & Consular Affairs. In attendance was the Clerk of the Legislative Assembly, and the arrangements for this visit were made through the Speaker's Office.

**Thursday 21 June 2018** – The Presiding Officers hosted a meeting with the Ambassador of the Republic of Korea, His Excellency Mr Baiksoon Lee. The Ambassador was accompanied by the Victorian Consul-General of the Republic of Korea, Mr Sunghyo Kim, and the Embassy's political advisor, Mr Jinhae Kim. The arrangements for this visit were made through the President's Office.

## SISTER STATE DELEGATIONS

### Aichi Prefecture, Japan

The Parliament hosted a delegation from Victoria's Sister State of Aichi, Japan led by Mr Osamu Mineno, Vice Chairperson of Aichi Prefectural Assembly from 9 to 13 February 2018.

On 12 February 2018, the delegation visited Parliament for a tour and official call on the Presiding Officers, attended by the Victorian Consul-General of Japan, Mr Kazuyoshi Matsunaga, and the Clerks of the Legislative Council and Assembly. The delegation met with the Deputy Premier, The Hon. James Merlino MP, and attended a lunch hosted by the Co-Chairs of the Parliamentary Japanese Friendship Group.

That evening, the Presiding Officers hosted an official dinner in honour of the delegation at Garden's House in the Royal Botanical Gardens. The dinner was attended by Victorian Consul-General of Japan, Deputy Consul-General, several Members of Parliament, Clerk of the Legislative Council, Secretary of Parliamentary Services, and Ms Jenny Bloomfield, State Director of DFAT.

On the final day of their visit, the delegation had an official call with the Governor of Victoria, Her Excellency,

The Honourable Linda Dessau AC, followed by high level briefings at Crown Casino and the Victorian Commission for Gaming & Liquor regulation.

### National Assembly of Botswana delegation

The Parliament hosted a visit by a delegation from the National Assembly of Botswana, led by the Speaker, The Honourable Gladys K T Kokorwe MP, from 16-22 September 2017. The delegation was accompanied by the First Secretary, High Commission of Botswana, Mr Lovemore Tafa and Victorian Honorary Consul of Botswana, Ms Heddie Goldberg.

On 18 September, the delegation had lunch with the Speaker of the Australian Federal Parliament, Hon. Tony Smith MP in his electorate. This event was attended by the President.

Over the course of their visit, the delegation received high level briefings from the heads of parliamentary departments on administration and management, held meetings with the Presiding Officers and other Members of Parliament, participated in site visits to Emergency Management Victoria, the Centre for AgriBioscience at La Trobe University, and attended an official dinner in their honour hosted by the Presiding Officers.

### Fiji Caucus delegation

The Parliament hosted a three-day study tour by Fiji caucus staff Mrs Seni Nabou, National Federation Party, and Ms Louisa Koroï, Social Democratic Liberal Party. They met with Mr Josh Bull MP, Member for Sunbury and Caucus Secretary, State Parliamentary Labor Party, and Ms Julijana Todorovic; undertook a training session with Mr Neil Angus MP, Member for Forest Hill and Secretary to the Parliamentary Liberal Party, and Mr Scott Pearce, Chief of Staff for the Leader of the Opposition; and met with various senior parliamentary staff. The Speaker hosted them for morning tea while the President hosted them for afternoon tea. Arrangements for the study tour were made through the Legislative Assembly's Office.

### Australian Political Exchange Council Delegation

During 2017-18, the Parliament hosted 2 delegations under the auspices of the Australian Political Exchange Council. The first of these was a delegation from the United States on 19 September 2017. The delegation were briefed by the Clerk of the Legislative Council on the three levels of government in Australia, led on a tour of the building, observed Question Time in the Legislative Assembly, attended a lunch in their honour hosted by the Clerk of the Legislative Council and the

Legislative Council's Assistant Clerk Committees, and were briefed on the parliament's committee system by both the Legislative Assembly and Legislative Council Assistant Clerk Committees. This was the 34<sup>th</sup> delegation to Australia by the United States under the auspices of Australian Political Exchange Council.

The second delegation of young political leaders from the Philippines visited the Parliament on 1 March 2018. The delegation received a briefing by the Clerk of the Legislative Council on the three levels of government in Australia, provided a tour of the building and attended a lunch in their honour hosted by the Presiding Officers. This was the 12<sup>th</sup> delegation to Australia by the Philippines under the auspices of Australian Political Exchange Council.

# Corporate governance

## DEPARTMENTAL MANAGEMENT AND PLANNING

### Presiding Officer's travel

During 2017-18 the President travelled overseas on one occasion to Edinburgh and Toronto.

The President, Clerk of the Legislative Council, and Secretary of Department of Parliamentary Services made an official visit to the Scottish and Ontario Parliaments from 9-18 June 2018. Discussions focused on contemporary parliamentary procedures, standards, parliament accommodation, resources; and assistance in the development of a model of financial independence for the Parliament of Victoria.

The President attended the 48<sup>th</sup> Presiding Officers and Clerks Conference in Sydney from 1 to 7 July 2017.

The President's travel and accommodation costs amounted to \$12,136.71.

### Members' Client Survey

The annual Members' Client Survey was opened to Members in 18 May 2018 and closed on 8 June 2018.

The survey allows Members the opportunity to provide feedback on service delivery and advice provided by the House departments, Department of Parliamentary Services and the Joint Investigatory Committees.

In relation to the Legislative Council (including Council standing committees), 40% of Council Members responded to the survey compared to 33% in 2016-17. In relation to joint investigatory committees 29% of committee Members responded to the survey. The key results of the surveys are reflected in the major outputs and performance reporting in the appendices to this report.

## HUMAN RESOURCES MANAGEMENT

### Occupational Health and Safety Committee

The Legislative Council continued to have a management representative (the Assistant Clerk Procedure and Usher of the Black Rod) and a staff representative (Chris Welstead from the Attendant Group) on the Occupational Health and Safety Committee. The Usher of the Black Rod

was the Chair of the Committee throughout the reporting period.

The Committee worked actively both at the practical level of resolving occupational health, safety and welfare matters brought before it by departmental representatives, at the policy development level and as a conduit for the dissemination of related information to other staff. Seven formal Committee meetings were held during 2017-18.

## SECURITY

### Security Management Board

The Parliament's Security Management Board was established in response to increasing awareness of issues of security of Members, staff and the public in the Parliament building and other parliamentary locations. The Board met twice during the reporting period and includes the Presiding Officers, Department Heads, Assistant Clerk Procedure & Serjeant-at-Arms, Assistant Clerk Procedure and Usher of the Black Rod, Victoria Police representatives and the Manager of the Security & Electorate Properties Unit (SEPU). The Board has proven to be of value in providing an advisory role to the Presiding Officers.

### Visitor management at Parliament House

The three parliamentary departments continued to work collaboratively to trial and implement improvements to visitor management in Parliament House.

Working with extensive support from IT, an electronic sign-in system for visitors was introduced at Parliament House. This system streamlines a number of the processes surrounding guest and visitor sign-in. Electronic sign-in was piloted with laptops in 2017-18, with dedicated kiosk-style electronic sign-in devices trialled toward the end of the reporting period for introduction in 2018-19. The introduction of electronic sign-in also provided an opportunity for the visitor lanyard system for Parliament House to be simplified, with a focus on colour-based lanyard identification of visitor types. Further opportunities for the lanyard system to be refined will be explored in the 2018-19 year.

Additional refinements and communications to visitors, particularly school groups, have been made in respect to security screening and the confiscation policy.

## Other security issues

The Usher of the Black Rod, in collaboration with other Parliament units, participated in development of the new Incident Management System for the Parliament, which also provided an opportunity to refine and document processes for security escalation and emergency management at Parliament House. The Legislative Council also consulted with staff representatives from the Legislative Assembly and SEPU on a number of incidental security issues that arose during the reporting period.

## PROFESSIONAL AND PERSONAL DEVELOPMENT

### Presiding Officers and Clerks Conference

The 48<sup>th</sup> Presiding Officers and Clerks Conference was hosted by the New South Wales Parliament from 2 to 7 July 2017. The theme for the conference was “*engagement*”.

Presiding Officers and Clerks from almost all jurisdictions in Australia, New Zealand and the Pacific attended. The program included a wide range of papers. The President of the Victorian Legislative Council, the Honourable Bruce Atkinson MLC, presented a paper titled “*Presiding Officers and Public Controversies*”.

The 49<sup>th</sup> Conference of Presiding Officers and Clerks will be hosted by the Parliament of New Zealand from 8 to 13 July 2018.

### ANZACATT Professional Development Seminar (23-25 January 2018)

The Western Australian Parliament hosted the 2017 Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) Professional Development Seminar. The theme was *Futureproofing the Parliament: Staying relevant, defending parliamentary rights, and managing challenges and opportunities in the digital age*.

Among the topics discussed were:

- Committees as conduits to the community
- parliamentary outreach and engagement activities
- key developments in parliamentary privilege
- natural justice and parliaments
- improving committee and House procedures with technology.

The annual seminar is a valuable forum for parliamentary officers around Australia and New Zealand to come together to discuss and learn about issues and challenges that are unique to Westminster parliaments. In addition, several attendees from overseas jurisdictions including Canada, Northern Ireland, UK, USA and others provided valuable insight and perspective on the similarities and differences between their jurisdictions and ours.

### Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT)

The Clerk, in his capacity as President of the Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT), chaired the annual ANZACATT professional development seminar in Perth in January 2018.

The Clerk participated as a co-presenter at the annual Parliamentary Law, Practice and Procedure course for parliamentary staff, conducted by University of Tasmania (Hobart) in June 2017.

The Clerk and the Clerk’s office oversaw the development of a new website for ANZACATT and the development of a tender for a new Parliamentary Law, Practice and Procedure course for parliamentary staff. The Clerk’s office was provided with extensive support and expertise on both projects by the Department of Parliamentary Services.

### Clerk’s travel

The President, Clerk of the Legislative Council, and Secretary of the Department of Parliamentary Services made an official visit to the Scottish and Ontario Parliaments from 9-18 June 2018. Discussions focused on contemporary parliamentary procedures, standards, parliament accommodation, resources; and assistance in the development of a model of financial independence for the Parliament of Victoria.

In Edinburgh, face to face briefings included: the Standards commissioner; administration of Member allowances and Member constituency staff and services;

Parliament accommodation in relation to committees, education, public private separation, public / events spaces and the like; engagement and education; and Parliament budget setting processes and accountability, particularly the practical operation of the Scottish Parliament Corporate Body.

In Ontario, face to face briefings included: the operation of the Legislature’s Board of Internal Economy, including the role of Members and the Speaker; the inclusion of parliamentary (independent) officers in the jurisdiction

of the Board's model of financial independence; the view of the Ontario Department of Treasury (the 'Treasury Board'); the practical operation of the Legislative Fund; accountability processes; building management and parliamentary education.

## **FINANCE**

### **Legislative Council budget**

The Speaker and President transferred monies, pursuant to the *Financial Management Act 1994*, from joint committees to the Council at the start of the 2017-18 financial year. This was a measure brought about by the continued underfunding of the Legislative Council since its transition to a contemporary 'House of review', following constitutional changes that came into effect at the 2006 State election.

The 2018-19 appropriation bill for the Parliament, introduced in the Assembly in May 2018 included an increase in funding for the following year and forward estimates.

This modest but important increase was achieved due to long term advocacy by the President, constructive engagement with the current and former Speaker and Members of the Government and non-Government parties in the Legislative Council, including during debate on the 2017-18 Appropriation Bill.



# Appendix A

## Role of the Legislative Council staff

### Clerk's Office

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

### Clerk of the Parliaments

The Office has some additional responsibilities by virtue of the Clerk also being responsible for carrying out the duties of the Clerk of the Parliaments. These include the presentation of bills to the Governor for royal assent, the maintenance of the Members of Parliament Register of Interests, providing secretarial and administrative support as the Honorary Secretary of the Commonwealth Parliamentary Association (CPA), chairing Parliament's Executive group meetings, performing miscellaneous statutory duties and coordinating the twinned parliament program with Fiji, Tuvalu and Nauru.

### Chamber Support Office

The Chamber Support Office undertakes the daily functions of the Table Office, procedural research and other research and administrative assistance. These functions are the overall responsibility of the Assistant Clerk – Procedure and Usher of the Black Rod and

managed by the Manager, Chamber Support. The Chamber Support Office is comprised of four staff with further support provided by a Bills and Research Officer who is mainly responsible for private Members' bills and amendments to Bills. The production and management of public documents which underpin the sittings of the House and official record keeping responsibilities of the Clerk are a priority for the Table Office. Procedural research, writing publications and web content, administrative assistance for the department and involvement in significant projects, such as Youth Parliament, Open Day and Openings of Parliament are other important aspects of the broader Chamber Support Office.

### Attendant staff

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

### Committee Office

The department is responsible for administering four of the Parliament's nine joint investigatory committees – Accountability and Oversight; Economic, Education, Jobs and Skills; Environment, Natural Resources and Regional Development; and Independent Broad-based

Anti-corruption Commission. Centralised support services are provided by the Committee Services Office. The department is also responsible for administering the Council Committees Office which was established at the commencement of the 57<sup>th</sup> Parliament. There are currently three committees – Economy and Infrastructure; Environment and Planning; and Legal and Social Issues. The Assistant Clerk – Committees is responsible for the provision of accurate and timely advice, and effective and efficient support services to relevant joint investigatory committees (for which the Department has administrative responsibility), Council standing committees, Privileges Committee and any other select and standing committees which may be appointed by the Legislative Council. The support services provided by the Committees' Office include the provision of financial resources and adequate and competent staff, the analysis of evidence and the presentation of reports to Parliament. The Assistant Clerk – Committees is responsible to the President for the oversight of the operations of those committees and their secretariats whose role is to provide administrative, research, procedural and budgetary support.

### **President's Office**

The President's Office comprises one full-time and one part-time Parliamentary Advisor who provides advice and assistance to the President on matters of parliamentary administration, official delegations and ceremonial events, and projects sponsored by the President.

# Appendix B

## Comparative workforce data as at 30 June 2018

Table 1: Summary of employment levels

Ongoing employees				Fixed term and casual employees
Employees (head count)	Full time (head count)	Part time (head count)	FTE	FTE
35	35	0	0	3.9

Table 2: Detail of employment levels

	2018			2017		
	Ongoing		Fixed term and casual employees	Ongoing		Fixed term and casual employees
	Employees	FTE	FTE	Employees	FTE	FTE
	(head count)	(head count)	(head count)	(head count)	(head count)	(head count)
<b>Gender</b>						
Male	17	17	0	18	17.8	1
Female	18	18	3.9	19	19	1.81
<b>TOTAL</b>	<b>35</b>	<b>35</b>	<b>3.9</b>	<b>37</b>	<b>36.8</b>	<b>2.81</b>
<b>Age</b>						
Under 25	0	0	0	1	1	0
25-34	8	8	0.9	8	7.8	1.81
35-44	8	8	3	9	9	1
45-54	11	11	0	12	12	0
55-64	7	7	0	6	6	0
Over 64	1	1	0	1	1	0
<b>TOTAL</b>	<b>35</b>	<b>35</b>	<b>3.9</b>	<b>37</b>	<b>36.8</b>	<b>2.81</b>
<b>Classification</b>						
VPS 1	0	0	0	0	0	0
VPS 2	6	6	0	6	6	0
VPS 3	8	8	1.5	11	11	0
VPS 4	4	4	0	2	2	1
VPS 5	6	6	2.4	7	6.8	1.81
VPS 6	9	9	0	9	9	0
STS	0	0	0	0	0	0
Other	2	2	0	2	2	0
<b>TOTAL</b>	<b>35</b>	<b>35</b>	<b>3.9</b>	<b>37</b>	<b>36.8</b>	<b>2.81</b>

# Appendix C

## Members of the Legislative Council – 58<sup>th</sup> Parliament as at 30 June 2018

Region	Name	Party	Party	Members
<b>Eastern Metropolitan Region</b>	Hon Bruce Atkinson	LIB	<b>ALP</b> Australian Labor Party	14
	Hon Richard Dalla-Riva	LIB	<b>LIB</b> Liberal Party	14
	Ms Samantha Dunn	VG	<b>NAT</b> The Nationals	2
	Mr Shaun Leane	ALP	<b>AG</b> Australian Greens	5
<b>Eastern Victoria Region</b>	Hon Mary Wooldridge	LIB	<b>SFFP Vic</b> Shooters, Fishers and Farmers Party Victoria	2
	Ms Melina Bath	NAT	<b>RV</b> Reason Victoria	1
	Mr Jeffrey Bourman	SFFP Vic	<b>AC</b> Australian Conservatives	1
	Mr Daniel Mulino	ALP	<b>VILJ</b> Vote 1 Local Jobs	1
<b>Northern Metropolitan Region<sup>(a)</sup></b>	Hon Edward O'Donohue	LIB	<b>TOTAL</b>	<b>40</b>
	Ms Harriet Shing	ALP		
	Mr Nazih Elasmr	ALP		
	Hon Jenny Mikakos	ALP		
	Mr Craig Ondarchie	LIB		
<b>Northern Victoria Region<sup>(a)</sup></b>	Ms Fiona Patten	RV		
	Dr Samantha Ratnam	VG		
	Mr Mark Gepp	ALP		
	Hon Wendy Lovell	LIB		
	Mr Luke O'Sullivan	NAT		
<b>South Eastern Metropolitan Region</b>	Ms Jaelyn Symes	ALP		
	Mr Daniel Young	SFFP Vic		
	Hon Gavin Jennings	ALP		
	Mrs Inga Peulich	LIB		
	Hon Gordon Rich-Phillips	LIB		
<b>Southern Metropolitan Region</b>	Hon Adem Somyurek	ALP		
	Ms Nina Springle	VG		
	Ms Georgie Crozier	LIB		
	Mr Philip Dalidakis	ALP		
	Hon David Davis	LIB		
<b>Western Metropolitan Region<sup>(b)</sup></b>	Ms Margaret Fitzherbert	LIB		
	Ms Sue Pennicuik	VG		
	Dr Rachel Carling-Jenkins	AC		
	Mr Khalil Eideh	ALP		
	Mr Bernie Finn	LIB		
<b>Western Victoria Region</b>	Mr Cesar Melhem	ALP		
	Ms Huong Truong	VG		
	Mr Joshua Morris	LIB		
	Hon Jaala Pulford	ALP		
	Mr James Purcell	VILJ		
	Mr Simon Ramsay	LIB		
	Hon Gayle Tierney	ALP		

(a) Mr Greg Barber resigned as a Member of the Legislative Council on 28 September 2017. Mr Barber represented the Northern Metropolitan Region. Dr Samantha Ratnam was sworn in as a Member of the Legislative Council on 19 October 2017.

(b) Ms Colleen Hartland resigned as a Member of the Legislative Council on 9 February 2018. Ms Hartland represented the Western Metropolitan Region. Ms Huong Truong was sworn in as a Member of the Legislative Council on 22 February 2018.

## Appendix D

### Selected statistics relating to sittings of the Legislative Council 2013-14 to 2017-18

	2013-14	2014-15	2015-16	2016-17	2017-18
<b>Number of days House met</b>	51	40	54	49	60
<b>Number of hours House met</b>	422 hrs 10 mins	347 hrs 11 mins	518 hrs 16 mins	440 hrs 41 mins	587 hrs 43 mins
<b>Average number of hours per sitting day</b>	7hrs 59 mins	8 hrs 27 mins	9 hrs 36 mins	9 hrs 2 mins	9 hrs 47 mins
<b>Bills dealt with</b>					
Initiated in LC	26	16	12	11	8
Received from LA	82	58	88	76	67
Passed without amendment	90	52	70	52	46
Passed with amendments	1	5	15	15	23
Defeated	2	3	1	3	4
Lapsed	0	12	0	0	0
Withdrawn	7	0	0	1	3
Ruled out of Order	0	0	0	0	0
<b>Sets of amendments circulated</b>	28	26	45	52	87
<b>Bills considered in Committee of the Whole</b>	43	32	37	42	62
<b>Questions on notice processed</b>	922	1,089	6,182	4,321	1,426
<b>Written (and further written) responses ordered to questions without notice</b>	N/A	60	239	349	381
<b>Petitions tabled</b>	38	28	88	58	82
<b>Signatories to petitions</b>	34,571	24,180	59,543	37,593	29,941
<b>Papers tabled</b>	1,707	1,529	1,434	1,717	1,571
Annual reports	337	324	375	312	334
Statutory Rules	176	202	165	154	170
Planning scheme amendments	460	433	416	371	380
Proclamations	55	49	55	47	46
Other (including special reports, parliamentary committee reports, etc.)	679	386	423	833	641
<b>Production of documents orders made<sup>(a)</sup></b>	3	9	7	8	11

(a) Initial orders only. Follow-up resolutions excluded.

# Appendix E

## Statistics relating to committees administered by the Legislative Council as at 30 June 2018

Committee activity	Legislative Council								
	Standing/Select committees <sup>(e)</sup>				Joint investigatory committees <sup>(e)</sup>				Privileges Committee
	EI	EP	LSI	FSB	AO	EEJS	ENRRD	IBAC	
Deliberative meetings <sup>(a)</sup>	10	7	21	8	7	9	9	17	8
Public hearings <sup>(b)</sup>	36	16	15	26	4	62	66	10	0
Visits/inspections <sup>(c)</sup>	0	0	1	0	0	0	2	2	0
Reports presented	4	0	4	2	2	2	3	2	0
Submissions received <sup>(d)</sup>	223	68	174	1,616	3	128	51	54	0

(a) Includes Subcommittee meetings.

Includes deliberative meetings only. 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 instance, one day of committee hearings with five witness groups appearing would equate to five different public hearings for the purposes of the statistics.

Closed hearings – included in public hearings figure.

(c) Site visits – Number of sites visited. If the committee visits three different sites in one day, it counts as three site visits.

Overseas trips (included in Inspections) - they are counted as one, irrelevant of how many meetings and site visits.

(d) Does not include supplementary submissions.

(e) EI Economy and Infrastructure  
 EP Environment and Planning  
 LSI Legal and Social Issues  
 FSB Fire Services Bill Select Committee  
 AO Accountability and Oversight  
 EEJS Economic, Education, Jobs and Skills  
 ENRRD Environment, Natural Resources and Regional Development  
 IBAC Independent Broad-based Anti-corruption Commission

# Appendix F

## Legislative Council expenditure statements as at 30 June 2018

2016-17 Actual \$	Expenditure	2017-18 Budget \$	2017-18 Actual \$
2,238,954	Staff salaries, allowances and overtime	2,703,400	2,599,924
707,637	Subsidiary expenses <sup>(a)</sup>	744,300	771,369
575,725	General expenses	995,300	652,275
43,335	Parliamentary printing	100,000	39,476
16,500	Auditor-General's Office audits	16,500	16,500
<b>3,582,151</b>	<b>TOTAL – Departmental</b>	<b>4,559,500<sup>(b)</sup></b>	<b>4,079,544</b>

## Legislative Council – Members – Special Appropriations

2016-17 Actual \$	Expenditure	2017-18 Budget \$	2017-18 Actual \$
11,260,023	Members' salaries and allowances	12,046,724	11,655,325
-	Members' contributory superannuation	2,906,000	-
<b>11,260,023</b>	<b>TOTAL – Members</b>	<b>14,952,724</b>	<b>11,655,325</b>
<b>14,842,174</b>	<b>TOTAL</b>	<b>19,512,224</b>	<b>15,734,869<sup>(c)</sup></b>

(a) Subsidiary expenses include long service leave and recreation leave provision, payroll tax, employer superannuation, WorkCover contributions and fringe benefits tax.

(b) This figure includes the following sources of funds –

\$3.688m – from *Appropriation (Parliament 2017-18) Act 2017*

\$0.200m – Special Appropriation as per s 94 of *Constitution Act 1975*

\$0.600m – transfer from joint committees to Council by Presiding Officers pursuant to s 31 of *Financial Management Act 1994*

\$0.016m – Special Appropriation pursuant to *Audit Act 1994*

\$0.055m – ERSC Submission – 0.5FTE for President

(c) This information is provided for the benefit of Members. A complete set of the financial statements of the Parliament of Victoria is provided in the Department of Parliamentary Services Annual Report for 2017-18.

## Appendix G

### Legislative Council Major Outputs and Performance Measures as at 30 June 2018

Major Outputs/Deliverables Performance Measures	Unit of measure	Target	Actual
<b>Procedural support, documentation preparation and provision of information for Council</b>			
<b>Quantity</b>			
Procedural references updated biannually	number	2	2
<b>Quality</b>			
Bills and amendments processed accurately through all relevant stages and other business of the House conducted according to law, Standing and Sessional Orders	per cent	100%	100%
Member satisfaction with accuracy, clarity and timeliness of advice <sup>(a)</sup>	per cent	80%	100%
<b>Timeliness</b>			
Documents tabled within time guidelines	per cent	90%	90%
House documents and other Sitting related information available online one day after sitting day	per cent	100%	100%
<b>Cost</b>			
<b>TOTAL OUTPUT COST</b>	<b>\$ million</b>	<b>18.9</b> <b>(4.560)<sup>(b)</sup></b>	<b>16.2</b> <b>(4.080)<sup>(b)</sup></b>

(a) This measure is based on a confidential survey of the Legislative Council members. The target has been exceeded due to a higher level of member satisfaction with the services provided in an environment where there are numerous procedural and committee inquiries.

(b) These amounts are the department's operating funds to achieve outputs.

## Appendix H

### Joint investigatory committees expenditure statement as at 30 June 2018

2016-17 Actual \$	Joint investigatory committee	2017-18 Budget \$	2017-18 Actual \$
306,616	Accountability and Oversight <sup>(b)</sup>	378,300	364,507
-	Auditor-General investigation <sup>(d)</sup>	-	-
304,400	Auditor-General's Office audit costs	-	-
1,054,468	Committee Services Office <sup>(c)</sup>	1,945,544	1,505,315
405,981	Economic, Education, Jobs and Skills <sup>(b)</sup>	403,500	365,843
397,939	Electoral Matters <sup>(a)</sup>	411,724	387,282
297,520	Environment, Natural Resources and Regional Development <sup>(b)</sup>	390,050	221,982
522,302	Family and Community Development <sup>(a)</sup>	410,800	417,813
421,160	Independent Broad-based Anti-corruption Commission <sup>(b)</sup>	434,475	368,339
284,148	Law Reform, Road and Community Safety <sup>(a)</sup>	526,500	474,401
945,393	Public Accounts and Estimates <sup>(a)</sup>	1,136,500	1,067,812
517,876	Scrutiny of Acts and Regulations <sup>(a)</sup>	624,890	488,476
<b>5,457,803</b>	<b>TOTAL</b>	<b>6,662,283</b>	<b>5,661,770</b>

- (a) Committees administered by the Legislative Assembly: Electoral Matters; Family and Community Development; Law Reform, Road and Community Safety; Public Accounts and Estimates; Scrutiny of Acts and Regulations.
- (b) Committees administered by the Legislative Council: Accountability and Oversight; Economic, Education, Jobs and Skills; Environment, Natural Resources and Regional Development and the Independent Broad-based Anti-corruption Commission.
- (c) Both House Departments jointly administer the Committee Services Office. Its budget includes rental payments for committee accommodation and various other administrative overheads for whole of committee operations.
- (d) Specific funding provided for one-off investigation referred by both Houses.

# Appendix I

## Parliamentary committee inquiries administered by the Legislative Council as at 30 June 2018

Committee	Inquiry name	Tabled
Accountability and Oversight	Inquiry into education, training and communications initiatives of Victorian oversight agencies	30 November 2017
	Report into Victorian oversight agencies	21 February 2018
	Inquiry into methodologies and outcomes from Victorian Ombudsman reports tabled in the Parliament	To be tabled
Economic, Education, Jobs and Skills	Inquiry into fuel prices in regional Victoria	20 February 2018
	Inquiry into community energy projects	19 September 2017
	Inquiry into career advice activities in Victorian schools	To be tabled
	Inquiry into NBN rollout in regional Victoria	To be tabled
Economy and Infrastructure	Inquiry into the RSPCA Victoria	22 August 2017
	Inquiry into electric vehicles	8 May 2018
	Inquiry into infrastructure projects	Fourth report: 22 February 2018
	Inquiry into VicForests operations	31 October 2017
Environment, Natural Resources and Regional Development	Inquiry into the management, governance and use of environmental water	19 June 2018
	Inquiry into the sustainability and operational challenges of Victoria's rural and regional councils	Interim report: 12 December 2017 Final report: 27 March 2018
Environment and Planning	Inquiry into the proposed long term lease of land titles and registry functions of Land Use Victoria	To be tabled
Fire Services Bill Select Committee	Inquiry into the Firefighters' Presumptive Rights Compensation and Fire Services Legislation Amendment (Reform) Bill 2017	Interim report: 8 August 2017 Final report: 18 August 2017
Independent Broad-based Anti-corruption Commission	Inquiry into the external oversight and investigation of police corruption and misconduct in Victoria	To be tabled
	A framework for monitoring the performance of the Independent Broad-based Anti-corruption Commission	14 November 2017
	The performance of the Independent Broad-based Anti-corruption Commission and the Victorian Inspectorate—2016/17	14 December 2017
Legal and Social Issues	Inquiry into youth justice centres	Interim report: 12 December 2017 Final report: 6 March 2018
	Inquiry into the Drugs, Poisons and Controlled Substances Amendment (Pilot Medically Supervised Injecting Centre) Bill 2017	7 September 2017
	Inquiry into the public housing renewal program	5 June 2018

<b>Committee</b>	<b>Tabled</b>
Accountability and Oversight	2
Economic, Education, Jobs and Skills	2
Economy and Infrastructure	4
Environment, Natural Resources and Regional Development	3
Environment and Planning	0
Fire Services Bill Select Committee	2
Independent Broad-based Anti-corruption Commission	2
Legal and Social Issues	4
<b>TOTAL</b>	<b>19</b>



## **Appendix J**

### **Disclosures made under the *Protected Disclosure Act 2012***

For the period 1 July 2017 to 30 June 2018, no disclosures were made.



