



ANNUAL REPORT

DEPARTMENT OF THE
LEGISLATIVE COUNCIL

2016-17



Legislative Council

Parliament House East Melbourne Victoria 3002 Australia

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18 October 2017

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 the Clerk's report to the Legislative Council on the operations of the Department of the Legislative Council for the year ended 30 June 2017.

Yours sincerely

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

Andrew Young
Clerk of the Legislative Council

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Clerk's Overview

I have pleasure in presenting my report on the operations of the Department of the Legislative Council for 2016-17.

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 reporting period presented great challenges in the volume and complexity of procedural work and committee inquiry work as the House continued to reinforce its constitutional role as a House of review.

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

Two new members, Mr Gepp and Mr O'Sullivan, were elected by joint sittings, sworn in and provided with induction services.

The President defended Supreme Court and High Court proceedings (as directed by the House) in relation to a question of the jurisdiction of the Ombudsman acting on a referral of the Council. The Clerk's office and procedural staff assisted this process and related issues that arose in both Houses.

The House adopted new Standing Orders providing for e-petitions following a report of the Procedure Committee and a very successful project and technical implementation with the Department of Parliamentary Services.

There were a series of new and unusual procedural challenges flowing directly and indirectly from the suspension of the Leader of the Government in the Council in relation to a production of documents dispute. This was linked to a subsequent dispute about the timing of a joint sitting to elect a new member to fill a casual vacancy.

The number of inquiries conducted by Council standing committees and joint committees continued to increase during the reporting period. Inquiry management and resourcing challenges were met by staff with great commitment and skill. At one stage during the reporting period the three standing committees conducted 12 concurrent inquiries across highly complex and politically

sensitive areas of public policy. In excess of 6,000 submissions and 200 public hearings were managed by the three standing committees. I thank the President for his support of staff through these challenges and I thank members for their willingness to revisit reporting dates and to engage with management about workload and resourcing issues.

In the 2015-16 report I reflected on the very significant increase in private members' bills and the role of procedural staff in assisting members to prepare drafting instructions so that the Office of Chief Parliamentary Counsel might better cope with the dramatic increase in drafting such bills. In 2016-17 this heightened level of activity continued such that 39 private members' bills have been assisted to some extent in the current Parliament. During the reporting period staff assisted members with 23 bills, either continuing from work commenced in 2015-16 or commenced in 2016-17. I note the continued high level of cooperation and professionalism of the Office of Chief Parliamentary Counsel in this process.

The role of Deputy President is of increasing significance with its tasks including chairing Committee of the whole, assuming the Deputy Chair position on the Procedure Committee and facilitating the Council business meetings. The department supported the transition of Mr Eideh into the role of Deputy President, flowing from the appointment of Ms Tierney to the Executive.

In relation to corporate management, the reporting period was marked by an uncertain funding arrangement. Once again, I thank the Speaker and President for transferring monies, pursuant to the *Financial Management Act 1994*, from joint committees to the Council at the start of the 2016-17 financial year. Due to the High Court decision not to hear the *Ombudsman* matter and organisational change processes, the department did not fully spend the transferred monies.

The department completed the implementation of an organisational change process for Chamber support and associated areas of committees and a new position dedicated to bills, amendments and multi-disciplinary research. The rapidly changing nature of procedure and committees in the Council required a very adaptable, multi-disciplinary team of professional staff. We have created a number of hybrid positions tasked with serving

both chamber and committee requirements and I thank all staff for their contribution to both the review and implementation of change.

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).

I also note the announcement by Mr Ray Purdey of his intention to retire as Clerk of the Legislative Assembly and Clerk of the Parliaments. Ray is the second longest, current serving Clerk in Australia and New Zealand and his contribution to the Assembly and the whole of Parliament and the Commonwealth Parliamentary Association has been of the highest standard.

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:

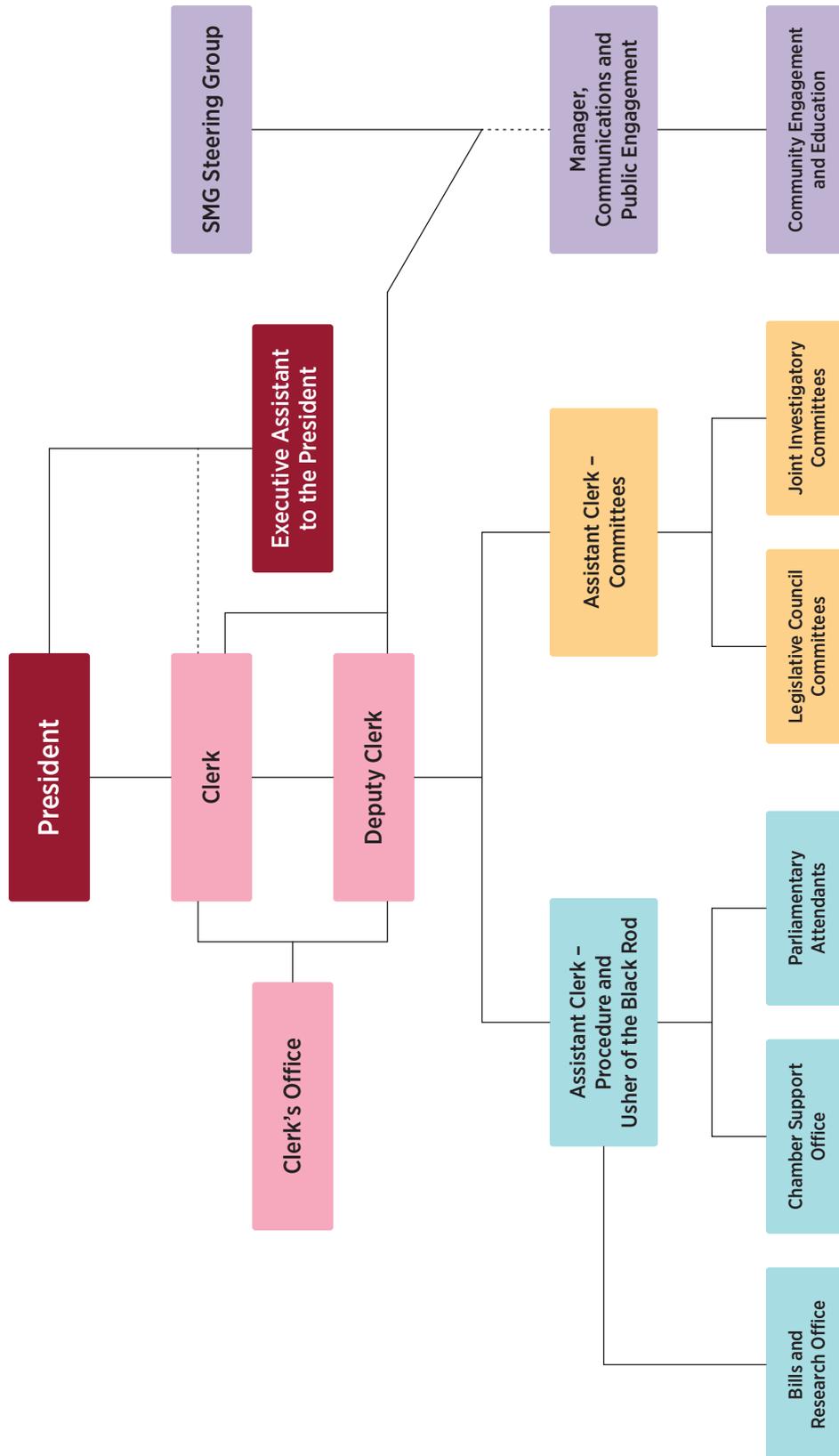
- provide procedural advice to members of the Legislative Council;
- provide support for members in the instruction of private members' bills and amendments to legislation;
- process legislation;
- prepare documentation required for sittings of the Legislative Council;
- prepare records of the proceedings 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 to the joint investigatory committees administered by the Legislative Council;
- provide operational support to members of the Legislative Council; and
- provide administrative support to the Clerk of the Parliaments and to members in relation to various statutory and compliance obligations.

DEPARTMENTAL 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. Built environment;
6. Security; and
7. Information and technology.

Organisation Chart 2016-17



Service Delivery

PROCEDURAL ADVICE

Private Members' Bills

There has been a noticeable increase, year on year during the 58th Parliament, in the number of private members' bills in the Council.

The increased number of cross-bench and minor party members is a contributing factor. However, the most significant reason is the change in process, in May 2015, whereby members seek drafting assistance from the Office of the Chief Parliamentary Counsel (OCPC) for a private members' bill through the Clerk's office, instead of the Premier's office as was previously the case.

While most private members' bill are drafted with OCPC assistance, members are still welcome to engage a private drafter. Where OCPC assistance is requested, however, members are first provided with assistance from a parliamentary officer in preparing drafting instructions.

During 2016-17 assistance with preparation of drafting instructions was provided for 11 bills, while not all of these were proceeded with, some were the subject of attempted introduction in the Assembly.

A number of private members' bills made significant progress through the House during the reporting period. Two were referred for inquiry by a Council standing committee and three were passed by the House, but were later defeated in the Assembly.

Statistics for private members' bills in the Council for 2016-17 are as follows:

Assistance provided for drafting instructions	11
Bills introduced	11
Bills passed	3
Bills defeated/withdrawn	2
Bills referred to a Committee	2
Bills on the Notice Paper	18
Bills not proceeded with	4
Bills in development	4

Production of Documents

At the end of the reporting period, a total of eight orders for the production of documents were made by the Council; 375 documents were provided in full, 37 documents were provided in part and executive privilege was claimed in full for three orders. There were no documents provided in the first half of the reporting period; all 412 documents were provided in the second half of the 2016-17 period.

The Government continued its practice of not opposing the establishing motions for the production of the documents. For three of the eight orders made in the 2016-17 period, the Government tabled an initial response claiming there was not sufficient time to respond to the resolution but would endeavour to do so as soon as possible. Due to the volume of the documents produced in response to the resolutions of the House, the Council has commenced publishing documents provided in full or in part on the Tabled Documents Database hosted on the Parliament website.

Procedure Committee

During the reporting period, the Procedure Committee met for three deliberative meetings.

The Committee presented a report to the Council on e-petitions, in response to a reference received in June 2016. The report recommended a mechanism for administering e-petitions in the Council, which the Council has since adopted and implemented (for more on e-petitions see Standing and Sessional Orders).

The Council referred one matter to the Committee in the 2016-17 reporting period, asking it to inquire into, consider and report on the establishment of an independent Parliamentary Commissioner for Standards in Victoria by 14 November 2017.

Standing and Sessional Orders

The Council agreed to new Sessional Orders 11-13 on 31 August 2016, which came into effect on 13 September 2016. The new Sessional Orders made various changes:

- Tuesday sittings begin at 12.00 pm (previously 2.00 pm) (Question Time on Tuesdays remains at 2.00 pm, meaning formal business, members'

statements, Ministers' statements, and government business all occur, or at least begin, before Question Time);

- the President interrupts business before the House at 6.30 pm on Tuesdays (previously 10.00 pm); and
- placing time limits on speeches during general business.

Members and department staff have had to adjust to the altered start and finish times, as well as the new order of business on Tuesdays. The result has been earlier finishes, but also less time to prepare for the sitting on a Tuesday morning.

Late in the previous reporting period, the Council agreed to implement e-petitions based on amendments to Standing and/or Sessional orders to be recommended by the Procedure Committee. The Committee reported on e-petitions on 24 November 2016, recommending a new Standing Order to govern e-petitions, to be implemented as a 12-month pilot. On 8 March 2017, the Council adopted the proposed Standing Order, to come into effect once an e-petition system was live on the Council website. This happened on 15 March 2017. From that date through to the end of the reporting period:

- 16 e-petitions were opened on the Council website; and
- three e-petitions were tabled in the Council.

IT Services and the Chamber Support Office are working together to gather information that will inform the 12-month pilot review. In addition, the Chamber Support Office has taken on a changed role in administering e-petitions — for more see Breakdown of Business 2016-17.

COUNCIL SITTINGS AND DOCUMENTATION

Sittings of the House

In 2016-17, the Council met for a total of 17 sitting weeks. The Council sat for three days (Tuesday to Thursday) for 14 sitting weeks; one day (Tuesday) for one sitting week; two days (Wednesday and Thursday) for one sitting week; and on one occasion the Council used its ability to sit on a Friday making the last sitting week of 2016-17 a four day sitting week.

Sessional Order changes in August 2016 provided that the President interrupt business at 6.30 pm on Tuesdays. Previously, the President had interrupted at 10.00 pm on Tuesdays. Ministers used Standing Order 4.08 to declare extensions past 6.30 pm on 11 sitting Tuesdays.

Ministers used Standing Order 4.08 to extend sitting past 10.00 pm on two sitting Tuesdays and four sitting Thursdays and sat past midnight three times, though in no instance was a motion to extend beyond midnight passed – the House moved to the Adjournment debate in all three cases, one after a motion to extend was negated. On the single Friday sitting day, the Council sat until 7.47 pm after two extensions under Standing Order 4.08, and a motion agreeing to extend the sitting beyond 6.00 pm.

The Council sat on 49 days in 2016-17, sitting for a total of 441 hours and 2 minutes. The average length of each sitting day was 9 hours exclusive of meal breaks.

Council Business Group

The establishment of a Council business group was an initiative at the commencement of this 58th Parliament. The group continues to meet every Monday of a sitting week. 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.

Resignation of Member and new Members elected

One member of the Legislative Council resigned during the 2016-17 period and as a result of the resignation of the Hon Damian Drum in the previous financial year, two Joint Sittings were held in accordance with section 27A of the *Constitution Act 1975* to elect new members to hold the vacant seats.

After a Joint Sitting held on 12 October 2016, Mr Luke O'Sullivan was appointed and subsequently sworn in as a member of the Council on 13 October 2016.

The Hon Steven Herbert resigned on Tuesday, 2 May 2017, having represented the Northern Victoria Region from 2014 to 2017. After a Joint Sitting held on 7 June 2017, Mr Mark Gepp was appointed and subsequently sworn in as a member of the Council on 8 June 2017.

Allegations of misuse of Members' staff budget entitlements – Matter referred to the Ombudsman Case / Supreme Court Hearing and Subsequent Appeals

On 25 November 2015, the House resolved to refer a matter to the Victorian Ombudsman under section 16 of the *Ombudsman Act 1973*. In response, the Ombudsman expressed the uncertainty of her power to investigate and sought a ruling from the Supreme Court under section 27 of the *Ombudsman Act 1973*. The Attorney-General and the President at the direction of the Council joined the proceedings.

The matter was heard by the Hon Justice Cavanough in the Supreme Court of Victoria on Monday, 9 and Tuesday, 10 May 2016.

On Friday, 26 August 2016, the Hon Justice Cavanough handed down his decision determining that:

The Victorian Ombudsman has jurisdiction under section 16(2) of the *Ombudsman Act 1973* to conduct an investigation pursuant to the referral from the Legislative Council made on 25 November 2015.

On Thursday 22 September 2016, the Acting Attorney-General announced that the Government would appeal the decision of the Supreme Court in order to protect the architecture of Victoria's integrity regime. In the days following, the Attorney-General, on behalf of the State of Victoria, sought leave to appeal the judge's order. Subsequently, the Ombudsman and the President were automatically rendered the first and second respondents, respectively, to the proceedings. In response to this, on Wednesday 12 October 2016, the Council passed a further resolution directing the President to continue to act on behalf of the House in such proceedings and in any further appeals to contend and reaffirm the Ombudsman's jurisdiction.

The Attorney-General's application for leave was heard in full concurrently with the appeal itself on Wednesday 30 November 2016 before the Hon Chief Justice Warren AC, the Hon Justice Beach and the Hon Justice Ferguson JJA. On Friday 9 December 2016, the Court of Appeal concluded that leave was granted to appeal the matter, however the appeal would be dismissed as the Judge's construction of section 16(1) was correct.

On Thursday 5 January 2017, the Attorney-General sought leave to appeal the decision of the Supreme Court of Appeal to the High Court of Australia. Due to the application, the Ombudsman and President were again automatically rendered the first and second respondents, respectively. On Wednesday 5 April 2017, the High Court

published the result of the application dismissing the Attorney-General's bid to appeal the decision. There is no further recourse to be undertaken, as such the Ombudsman is investigating the matter and will report back to the House in due course.

During the course of all proceedings, the Clerk's Office and Chamber Support staff assisted the President and legal representatives with certain research material.

Parliamentary Publications

The department is responsible for the preparation and circulation of a number of parliamentary publications. In the 2015-16 reporting period the following documents were published and distributed:

Notice Paper (daily)	49
Minutes (weekly)	29
Minutes (daily proof)	49
Committee of the whole Council Supplement	29
Unanswered Questions on Notice Booklet	16
Adjournment Matters Awaiting Response Booklet	17
Procedure Bulletins February-June 2016 and August-December 2016	

The 10th Edition of the Rulings from the Chair is expected to be finalised during the beginning of the next reporting period.

SITTING STATISTICS

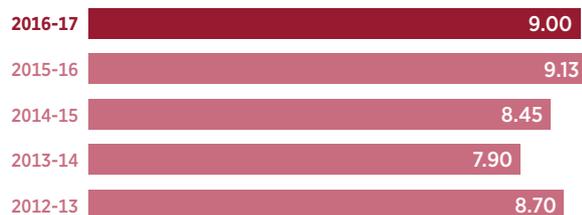
Sitting Days, Legislative Council, 2012-13 to 2016-17

2016-17	49
2015-16	54
2014-15	40
2013-14	51
2012-13	52

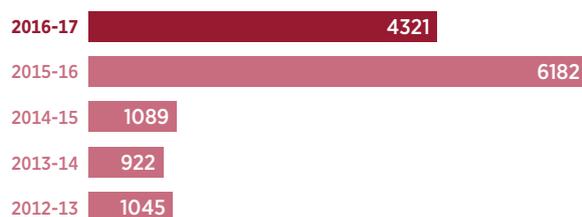
Sittings Hours, Legislative Council, 2012-13 to 2016-17

2016-17	441
2015-16	518
2014-15	347
2013-14	422
2012-13	458

Average Length of Daily Sittings (Hours) Exclusive of Meal Breaks, Legislative Council, 2012-13 to 2016-17



Questions on Notice processed by the Department of the Legislative Council 2012-13 to 2016-17



BREAKDOWN OF BUSINESS 2016-17

There was a significant increase in the workload for the Chamber Support Office in 2016-17.

- 50 sets of amendments were circulated and moved during Committee of the whole in the 2016-17 reporting period. 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.
- The Chamber Support Office continued to draft reasoned amendments and amendments to motions during the 2016-17 reporting period.
- The introduction of constituency questions in the 58th Parliament has added to the volume of work undertaken by the Chamber Support Office, however, the number of constituency questions decreased from 540 questions in 2015-16 to 475 questions in the current reporting period.
- During the 2016-17 reporting period 4,321 questions on notice were published in the Notice Paper, further to this 2,671 questions were reinstated (in part or in full) by order of the President. Subsequently, the number of answers to questions on notice was significantly higher than in 2015-16 with 8,359 answers tabled during the reporting period.
- 318 written responses to questions without notice were processed in this reporting period. 29 questions were directed by the President for further written

response, of which 27 further responses were processed. During the first six months of the reporting period the Government volunteered to provide a written response to a majority of questions asked, instead of answering the question in the House.

- Petitions tabled in this reporting period were a combination of paper petitions and e-petitions. In total there were 57 petitions presented to the House, three of which were e-petitions.
- As a result of the introduction of e-petitions in the Legislative Council there has been a change in the work undertaken in administering petitions. When only hardcopy petitions were allowed, staff occasionally guided members or the general public on petition wording, the bulk of time in processing petitions was spent in counting and checking signatures. While e-petitions do not require a signature count, staff are now involved in approving the grievance, action, and title of e-petitions before they are published to the Council's website for signatories to join. Staff also check signatory lists to ensure no duplicates or otherwise invalid signatures are present (there is also a software check for duplicate or invalid signatures), process e-petitions through their various stages on the Council's website, and finally create and print the e-petition for presentation to the Council. In addition to this, staff worked to establish the e-petition system with the Department of Parliamentary Services IT Unit.
- 522 adjournment matters were raised in the House and 526 responses were processed during the reporting period. In the 2015-16 reporting period 22 matters were responded to in the House; this number reduced to 11 in 2016-17.

STATUTORY COMPLIANCE

Members' Allowances

Changes to the Parliamentary Salaries and Superannuation (Allowances) Regulations 2013 were proposed by the government in April 2017. The first of a number of changes will be to the second residence and commercial transport allowances. These changes will come into place in the next reporting period, however a number of meetings were held with parliamentary and departmental staff to discuss the impending changes. Some work has been carried out by the three parliamentary departments to update the forms to ensure they will comply with the new requirements.

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. However, by arrangement between the Houses, the Department of the Legislative Council continues to maintain the Register of Members' Interests on behalf of the Clerk of the Parliaments.

During 2016-17, the following reports were prepared and tabled:

- Summary of Returns — June 2016;
- Cumulative Summary of Returns as at 30 September 2016;
- Summary of Primary Return — November 2016 and Summary of Variations notified between 2 September 2016 and 18 November 2016;
- Summary of Variations notified between 7 December 2016 and 28 April 2017; and
- Summary of Variations notified between 8 May and 19 June 2017.

Ordinary Return forms were sent to all Members of Parliament on 1 July 2016 and a summary of those returns, together with a Cumulative Summary as at 30 September 2016 were tabled in October 2016.

COMMUNITY ENGAGEMENT AND EDUCATION

YMCA Youth Parliament

The 31st YMCA Youth Parliament was conducted at Parliament House on 3, 4 and 6 July 2017 and while this would normally be reported in the next financial year's annual report all of the preparation and planning took place in June 2017.

It was the first time the Youth Premier was located in the Legislative Council, instead of the normal practice of a Premier being in the Legislative Assembly. Further, the 2017 Youth Parliament also included participants from Deaf Children Australia under the team 'Deaf Hood'. As a

further highlight, a participant from the Deaf Hood team won the award for best debater in the Legislative Council Chamber.

The Opening Ceremony was held in the Legislative Council Chamber and was officially opened by the 'Youth Governor', Ms Amanda Gailiss, who, along with participants, was joined at the ceremony by the Minister for Youth Affairs the Hon Jenny Mikakos MLC, other Members of Parliament, YMCA organisers, the Victorian Disability and Discrimination Commissioner and other guests.

Over the three days, Legislative Council members assisted as Acting Presidents during debates in the Legislative Council. These debates were conducted as consistently as practicable with parliamentary procedure and proceedings and were recorded by Hansard for a day in both the Council and Assembly. At the conclusion of the sittings, the "bills" were presented to the Minister for Youth Affairs, the Hon Jenny Mikakos at the closing ceremony in the Legislative Assembly Chamber.

The planning and conduct of the event was supported by the Assistant Clerk – Procedure and Usher of the Black Rod and Chamber Support Office staff with many other staff assisting during debates.

Open Day

Another very successful Open Day was held on Sunday, 19 March 2017. The Legislative Assembly took the lead with organising the event with support from the Assistant Clerk – Procedure and Usher of the Black Rod. A number of Parliamentary staff worked on the day hosting information displays on the work of Parliament and answering questions from visitors. The theme of this year's Open Day was '*Parliament House: The Next Chapter*' highlighting the modernisation of Parliament including technology and construction of the new members' offices building.

The Public Record Office Victoria, Victorian Ombudsman, the Victorian Auditor-General's Office and Museum of Australian Democracy at Eureka 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 via corporate membership and executive participation in the Australasian Study of Parliament Group (ASPG). The Victorian Chapter conducted four seminars at Parliament House during the reporting year:

- 13 September 2016 – ‘Analysis of the 2016 Australian Federal Election’. Presented by Mr Antony Green, ABC’s election analyst.
- 6 December 2016 – ‘The 2016 USA Election, President Trump: reasons to be not afraid’. Presented by Mr Timothy Lynch, Associate Professor in American Politics, University of Melbourne.
- 21 March 2017 – ‘Pathways to Politics for Women: Female Representation in Australian Politics’. Presented by Dr Andrea Carson, School of Social and Political Sciences, Melbourne University and co-ordinator of the Pathways to Politics for Women Program.
- 20 June 2017 – ‘The Independence of Parliament’. Presented by Mr Andrew Young, Clerk of the Legislative Council; and Mr Peter Lochert, Secretary, Department of Parliamentary Services, Parliament of Victoria.

Victoria University Law School

On Thursday 8 September 2016, the Clerk gave a lecture on parliamentary privilege to students studying for their Bachelor of Law or doing a double degree (one being law) at Victoria University, City Queen Campus, College of Law & Justice. Andres Lomp, Manager of Communications and Public Engagement, also attended to speak about community engagement.

The theme was ‘Reporting on Parliament: Parliamentary Privilege and Freedom of Speech’. While the focal points were on parliamentary privilege, freedom of speech and contempt of parliament through the centuries to present day, the presentation also delved into parliament’s growing engagement with the community through social media, the emerging issues and trends of social media in today’s technological age and media landscape, to how media and parliament work in practice on reporting on parliament and elections, not just politics.

Content Contributors’ Group

The Content Contributors’ Group (more recently known as the Victorian Parliament’s Annual Calendar Committee) 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 social media ideas.

JOINT INVESTIGATORY COMMITTEES

Accountability and Oversight

The Committee tabled a report in December 2016. The report examined the 2015-16 annual reports of the three agencies the Committee oversees — the Victorian Ombudsman, Freedom of Information Commissioner and Victorian Inspectorate, as part of the Committee’s review of the performance of these agencies.

As part of its current *Inquiry into education, training and communications initiatives of Victorian oversight agencies*, in May 2017 a delegation of the Committee travelled to Wellington and Auckland, New Zealand, to meet with equivalent oversight agencies and the parliamentary committee, government agencies, municipal councils, a not-for-profit organisation and a university academic. The Committee will also shortly commence its review of the 2016-17 annual reports of the oversight agencies.

The Committee is due to report to Parliament on both inquiries by December 2017.

Economic, Education, Jobs and Skills

The Committee worked on one inquiry during the reporting period, the *Inquiry into community energy projects*. This reference was received from the Legislative Assembly on 23 June 2016 and the terms of reference asked the Committee to investigate the benefits of community energy projects, how their uptake can be encouraged, whether they can be expanded beyond solar and wind power, and how challenges specific to metropolitan projects can be overcome. The Committee conducted extensive consultations, and visited regional Victoria, New South Wales, the United Kingdom, Germany and Denmark to review best practice models of community participation in the energy sector. The Committee will table its final report for this Inquiry early in the next reporting period.

During the reporting period, the Committee received a reference from the Legislative Council for an *Inquiry into fuel prices in regional Victoria*. The terms of reference require the Committee to inquire into pricing methodology and discrepancies between locations, tools and technologies that help motorists compare fuel prices, interstate best practice approaches to reduce prices, and the impacts of fuel prices on the community. The Committee will commence this inquiry in the next reporting period.

Environment, Natural Resources and Regional Development

The Committee worked on three inquiries during 2016-17. One inquiry was completed; the others will continue into 2017-18.

The final report for the *Inquiry into the control of invasive animals on Crown land* was tabled in June 2017. There was significant public interest in this inquiry, with 221 submissions received from a variety of stakeholders. Public hearings were held in Melbourne, Sale, Bright, Mansfield and Dunkeld and site visits were made in Tawonga and Cloverlea.

The final report contained 77 findings and 33 recommendations across a range of topics, including recommendations about the government's approach to managing invasive animals and the role of recreational hunting.

Submissions were sought for the *Inquiry into the sustainability and operational challenges of Victoria's rural and regional councils*. A total of 58 submissions had been received by 30 June 2017. The Committee also wrote to all rural and regional councils seeking data about recent years' financial performance. Hearings for this inquiry will commence early in the next reporting period.

In June 2017, the Committee self-referenced the *Inquiry into the management, governance and use of environmental water*. The Committee called for submissions in late June 2017. Public hearings are expected to take place during 2017-18, with tabling in 2018.

Independent Broad-based Anti-corruption Commission

The Committee continued to review the *Protected Disclosure Act 2012* (Vic), drawing on wideranging research and evidence and applying best-practice principles to identify possible improvements. Hearings for the review continued into 2017. In June 2017, the Committee tabled a report containing 22 recommendations covering the law and processes on making, assessing and investigating disclosures about improper conduct in the public sector; the protection of whistleblowers from reprisals; and the provision of compensation and other assistance to whistleblowers.

The Committee also travelled to Europe and Hong Kong to gain an understanding of overseas responses to corruption, the measurement of the performance of anti-corruption agencies, the operation of whistleblowing regimes and the oversight of complaints about police.

In November 2016, as part of the Committee's ongoing monitoring and oversight functions, the Committee tabled its report on the performance of the Independent Broad-based Anti-corruption Commission and the Victorian Inspectorate for 2015-16. The report gives an overview of IBAC and the Victorian Inspectorate's activities and the challenges of identifying, investigating, exposing and preventing corruption and other misconduct. The report also reviewed their compliance with relevant laws and identified a number of ways that their overall performance might be improved.

At that time, the Committee also began to develop a framework for monitoring the performance of IBAC more systematically. As the Committee has been operating for five years, it thought it timely to develop a systematic framework for the regular and rigorous monitoring of IBAC based on best-practice principles. The Committee intends to table a report in September 2017.

In June 2017, the Committee commenced background work for a self-referenced *Inquiry into the external oversight of police corruption and misconduct in Victoria*. The terms of reference include the Committee's examination of the current system of oversight, an assessment of the 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.

COUNCIL COMMITTEES

Economy and Infrastructure

In 2016-17 the Committee tabled five reports in the Legislative Council.

- On 15 September 2016, the Committee tabled its report on the *Inquiry into the Road Safety Road Rules 2009 (Overtaking Bicycles) Bill 2015*. The Inquiry evaluated a minimum passing distance rule for motorists overtaking cyclists. The Committee received 172 submissions and heard from 22 sets of witnesses at four days of hearings in Melbourne. The government provided a response to the report on 23 March 2017.
- The *Inquiry into Domestic Animals Amendment (Puppy Farms and Pet Shops) Bill 2016* was self-referenced by the Committee on 25 October 2016. The Inquiry looked at the likely effect of the bill on Victorian dog breeders and the availability of both pet and working dogs. The Committee heard from 18 stakeholder groups during three days of hearings and was briefed by the Minister for Agriculture and her Department. The final report was tabled on 6 December 2016. The Government response to the Bill was tabled on 6 June 2017.

- On 24 May 2016, the Committee self-referenced an *Inquiry into ride sourcing services*. The Committee received 2439 submissions (with two sets of pro forma submissions) and heard from 26 stakeholder groups over six days of hearings. The report was tabled on 23 March 2017.
- The Committee has an ongoing reference to inquire into infrastructure projects. The third report was tabled on 25 May 2017 with four recommendations to government.
- On 9 May 2017, the Committee received the *Inquiry into the Commercial Passenger Vehicle Industry Bill 2017*. The Committee did not call for submissions for this inquiry, but the Committee's deliberations were informed by submissions and hearings from its previous Inquiry into Ride Sourcing Services. To supplement that evidence the Committee heard from twelve stakeholder groups at two days of hearings. The Committee tabled a report on 8 June 2017. A response to the report was provided twelve days later on 21 June 2017.

During the reporting period the Committee also received three further references.

On 17 August 2016, the Legislative Council agreed to a motion to refer the *Inquiry into the RSPCA Victoria*. The report is due by 22 August 2017.

On 8 February 2017, the Committee received a reference from the Legislative Council to look into the potential benefits of widespread uptake of electric vehicles in Victoria. The report is due by 14 December 2017.

On 10 May 2017, the Committee self-referenced the *Inquiry into VicForests Operations*. The report is due by 31 August 2017.

Environment and Planning

During 2016-17 the Environment and Planning Committee held 111 public hearings, including 39 in regional Victoria and received 3081 submissions.

The Environment and Planning Committee tabled six reports during 2016-17:

- *Inquiry into rate capping policy* – Third Report (report required every six months) tabled 8 December 2016 and Fourth Report tabled 20 June 2017. The Committee continued to examine the Government's implementation of its rate capping policy.
- *Inquiry into the Environment Protection Amendment (Banning Plastic Bags, Packaging and Microbeads) Bill 2016* – Final Report tabled on 8 June 2017. The

Committee received a referral from the Council on 31 August 2016 to examine a Bill proposing a ban on plastic bags.

- *Inquiry into the Owners Corporations Amendment (Short-Stay Accommodation) Bill 2016* – Final Report tabled on 8 June 2017. The Committee received a reference from the Council on 9 November 2016 to examine proposed new laws to address problems arising from unruly parties in short-stay accommodation in apartment blocks.
- *Inquiry into fire season preparedness* – Interim Report tabled on 8 December 2016 and Final Report tabled 22 June 2017. The Committee self-referenced a wide-ranging Inquiry on 3 May 2016 examining the State's readiness for fire seasons and related matters.

Legal and Social Issues

In the 2016-17 period, the Committee tabled two reports in the Legislative Council.

On 24 February 2016, the Legislative Council agreed to a motion to refer the *Inquiry into the retirement housing sector* to the Committee. The purpose of the Inquiry was to examine existing legislation relating to retirement housing, in particular recommendations for reform of retirement housing legislation to ensure it reflects the diversity of retirement housing types and includes proper consumer protections and dispute resolution procedures. The Committee was also asked to consider the option to appoint a Retirement Housing Ombudsman.

The Committee received 766 submissions, heard from 90 witnesses at seven public hearings and travelled to Adelaide for a one day study trip. It tabled its Final Report on 7 March 2017 and made 15 recommendations. The Government is due to provide a response in mid-September 2017.

On 21 February 2017, the Legislative Council referred the *Inquiry into the Freedom of Information Amendment (Office of the Victorian Information Commissioner) Bill 2016*. The Committee heard from seven witnesses at two public hearings. The Committee agreed it would report in the same way as previous Committee Inquiries with equally short timeframes: a summary of the key issues raised; a complete transcript of evidence presented to the Inquiry; and no recommendations. It tabled its Final Report on 21 March 2017.

During the reporting period, the Committee also received two further references.

On 10 November 2016, the Legislative Council agreed to a motion to refer the *Inquiry into youth justice centres in Victoria*. The report is due on 6 September 2017.

On 22 February 2017, the Legislative Council referred the Drugs, Poisons and Controlled Substances Amendment (Pilot Medically Supervised Injecting Centre) Bill 2017 to the Committee. The report is due on 5 September 2017.

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 restructure Victoria's fire services, and to 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 is the second select committee established in the 58th Parliament (the first having examined the proposed lease of the Port of Melbourne in 2015).

The Select 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 as Deputy Chair. The Committee was required to provide a report to the Parliament by 8 August 2017 – the next sitting week following the establishment of the Select Committee.

COMMITTEE SERVICES OFFICE

Digital records management

During 2016-17, a working group of committee staff was established to investigate strategies to manage committee electronic records. Currently all committee records are archived in hard copy, which involves the Parliament transferring dozens of boxes of paper records to the Public Record Office Victoria (PROV) at the end of each Parliament.

Committees are now conducting more and more of their activities electronically, including receiving e-submissions, correspondence and other evidence in electronic format. Rather than printing all these documents for archiving purposes, the working group is exploring whether committee records can be transferred to PROV electronically in the future.

Stakeholder database

With the assistance of the Parliament's IT unit, the parliamentary committees have established a new Sharepoint database for recording and managing stakeholder information during committee inquiries.

Previously, each of the committees used their own system for stakeholder management. Some used spreadsheets and some used databases. To ensure consistency, and assist staff who work with different committees, a new database has been developed in Sharepoint. The new system records stakeholder information, tracks the receipt, acceptance and publishing of submissions and also sends email notifications to the stakeholders advising them of the status of the submission.

The database also automatically includes a link to a stakeholder feedback survey as part of the email notification. This allows stakeholders to provide feedback to the Parliament on the committee process and the interactions they have had with committee staff. This information is then used to further improve committee procedures and the services we provide.

Report publishing

Over the past 12 months, committee staff have worked on a project to publish committee reports in a more accessible format. Currently, committee reports are published online in PDF format, and also in hard copy. However, PDF reports are not fully accessible to all users.

The Parliament aims to make its content available to the widest possible audience by complying with Level A of the W3C Web Content Accessibility Guidelines (WCAG). After discussions with other parliaments and government agencies, a decision was made to explore publishing committee reports in HTML format. This will enable users who use software, such as screen readers, to access the reports more easily, and will also make reports easier to download and read on mobile devices.

Procedural Resources

Following a full review and re-write of the Committee Procedures Manual in 2016, the Committee Services Office (CSO) have implemented a regular review process to ensure chapters remains up to date. Each month one of the Committee Executive Officers or Secretaries reviews a chapter and recommends changes if needed. As the Procedure Manual is published electronically, new editions can be released regularly ensuring it stays current. In May 2017, the manual was reissued

incorporating updates to the first six chapters. Another version will be issued early in the second half of 2017 with updates to the remaining six chapters.

Sit-stand desks

In May and June 2017, the CSO refurbished two committee work areas on Level 3 of 55 St Andrews Place with sit-stand desks as part of a pilot project aimed at improving ergonomic conditions. Committee work involves lengthy periods of desk-based work, such as research and writing, so the project aimed to reduce prolonged sitting and break sedentary behaviour. With health professionals now labelling sitting as the 'new smoking' there has been a push towards improving workplace health, and improving ergonomics is an essential component.

Staff development

As part of the department's focus on staff development and training, a number of activities were undertaken during the last 12 months for committee staff. Three procedural refreshers were conducted by the Assistant Clerks Committees, with the assistance of a Committee Research Officer, on the topics of committee procedure, evidence and reports. Two inquiry debriefs were also held, where Committee Executive Officers and Secretaries briefed other committee staff on the conduct of their inquiry and any challenges they experienced. In June 2017, an electorate officer engagement session was held for electorate officers who work for committee members to familiarise them with committee procedures. An agreement has also been reached with the NSW Parliament to establish a staff exchange program. This will see Victorian committee staff visit the NSW Parliament and NSW committee staff visit the Victorian Parliament during the second half of 2017 to learn about each other's committee systems, share experience and provoke ideas to improve committee practices and procedures.

Corporate Governance

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 2016-17, the department assisted in arrangements for the reception for the following visitors and delegations:

Thursday 25 August 2016 – The Presiding Officers hosted a farewell luncheon for the outgoing Victorian Consul-General of Egypt, Mr Khaled Rizk. Arrangements for this visit were made through the President's Office.

Thursday 25 August 2016 – First Official Call on the Presiding Officers by the Ambassador of Greece, Her Excellency Mrs Ekaterini Xagorari. In attendance was the Clerk of the Legislative Council. Arrangements for this visit were made through the President's Office.

Monday 29 August 2016 – The Presiding Officers hosted a dinner in honour of a visit by a leadership delegation of Officers from the United States National Conference of State Legislatures (NCSL) led by the immediate Past NCSL President, The Hon Curt Bramble. Arrangements for this visit were made through the Clerk of the Legislative Assembly's Office.

Wednesday 7 September 2016 – First Official Call on the Parliament by the Ambassador of the United Arab Emirates, His Excellency Dr Obaid Al Hairi Salem Al Ketb. In attendance were the Deputy Speaker and Deputy President on behalf of the Presiding Officers, and the Clerk of the Legislative Council. Arrangements for this visit were made through the President's Office.

Thursday 8 September 2016 – The Speaker hosted a morning tea for a delegation from Shandong Provincial Government led by the Vice Governor of Shandong Province, Mr Xia Geng. They were accompanied by Mr Zhao Jian, Consul General China, Mr Wang Xiaojia, Commercial Counsellor, Ms Han Bing, Consul (Consul General's Assistant), and Hon Ken Smith, Honorary Citizen Shandong and Jiangsu Provinces and President Australia China Business Council (Vic). The Clerks of the Legislative Council and Assembly, and three

Members of the Victorian Parliament were in attendance. Arrangements for this visit were made through the Speaker's Office.

Wednesday 14 September 2016 – First Official Call on the Presiding Officers by the Victorian Consul-General of China, Mr Zhao Jian. In attendance was the Clerk of the Legislative Assembly, and the arrangements for this visit were made through the Speaker's Office.

Wednesday 5 October 2016 – Visit by a delegation from the National Assembly of Turkey, led by the Speaker of the Grand National Assembly of Turkey, The Hon Ismail Kahraman. The Presiding Officers hosted a morning tea which was attended by the Turkish Ambassador, His Excellency, Ahmet Vakur Gökdenizler, and Victorian Consul-General, Mr Mehmet Küçüksakalli. Arrangements for this visit were made through the President's Office.

Monday 10 October 2016 – First Official Call on the Presiding Officers by the Victorian Consul-General of Egypt, Mr Mohamed Fakhry. In attendance was the Clerk of the Legislative Assembly, and the arrangements for this visit were made through the Speaker's Office.

Wednesday 12 October 2016 – First Official Call on the Presiding Officers by the Victorian British Consul-General, Mr Chris Holtby. In attendance was the Clerk of the Legislative Council, and the arrangements for this visit were made through the President's Office.

Wednesday 12 October 2016 – Commonwealth Parliamentary Association Attachment Program by The Hon Ruveni Nadalo, Deputy Speaker of the Fiji Parliament. Mr Nadalo met with the Clerks and Presiding Officers and received various briefings. The attachment was arranged through the Clerk of the Legislative Assembly's Office.

Friday 14 October 2016 – The President hosted a meeting with Her Excellency, Mrs. Nabila Makram Adelchahid Wassef, Egyptian Minister of State for Immigration and Egyptian Expatriates Affairs. The Minister was accompanied by the Ambassador of Egypt, His Excellency Mr Mohamed Khairat, and Victorian Consul General of Egypt, Mr Mohamed Fakhry. Arrangements for this visit were made through the President's Office.

Monday 17 October 2016 – The Presiding Officers hosted an afternoon tea for a delegation of members from Chubu Association of Corporate Executives from

Victorian's sister-state of Aichi Prefecture, Japan. Arrangements for this visit were made through the President's Office.

Friday 21 October 2016 – The Presiding Officers held a luncheon in honour of a visiting delegation from Gyeonggido Provincial Assembly in South Korea, led by the Chairman, Mr Jung, Ki-yul. Arrangements for this visit were made through the President's Office.

Thursday 27 October 2016 – Official call on the Presiding Officers by the Ambassador of Hungary, His Excellency, Dr Attila Gruber. The Ambassador was accompanied by Mr Peter Bakonyi, Victorian Honorary Consul for Hungary and Ms Rita Vágó, Trade Commissioner of the Consular Office of Hungary. Arrangements for this visit were made through the Speaker's Office.

Wednesday 23 November 2016 – Official call on the Presiding Officers by the Ambassador of China, His Excellency Mr Cheng Jingye. The Ambassador was accompanied by Mr Zhao Jian, Victorian Consul-General of China. In attendance was the Clerk of the Legislative Council, and the arrangements for this visit were made through the President's Office.

Monday 30 January 2017 – Professional Development Attachment Program by Ms Tonia Grannum, Clerk of Procedural Services, Ontario Legislative Assembly as part of the partnership agreement between the Victorian and Ontario Parliaments. Ms Grannum met with the Clerks and Presiding Officers and received various briefings. The attachment was arranged through the Clerk of the Legislative Assembly's Office.

Friday 3 February 2017 – Visit by the Chairman of the of Hungarian Parliament's Committee on Foreign Affairs, Mr Zsolt Nemeth. Mr Nemeth was accompanied by the Hungarian Ambassador, His Excellency Dr Attila Gruber, and Victorian Honorary Consul for Hungary, Mr Peter Bakonyi. Arrangements for this visit were made through the President's Office.

Monday 6 February 2017 – The Presiding Officers hosted a luncheon in honour of the Ambassador of Norway, Her Excellency Ms Unni Kløvstad, The Victorian Honorary Consul of Norway, Mr Tomm Paulsen, and the Deputy Clerk of the Legislative Council were in attendance, and the arrangements for this visit were made through the President's Office.

Wednesday 8 February 2017 – The Presiding Officers and Clerks hosted a visit by The Hon Joy Burch, Speaker, and Mr Tom Duncan, Clerk of the ACT Parliament for

discussions on Parliamentary procedure. Arrangements for this visit were made through the Clerk of the Legislative Assembly's Office.

Wednesday 8 February 2017 – First Official Call on the Presiding Officers by the Ambassador of Turkey, His Excellency Ahmed Vakur Gökdenizler. The Ambassador was accompanied by the Victorian Consul General of Turkey, Mr Mehmet Kucuksakalli, and the arrangements for this visit were made through the Speaker's Office.

Tuesday 14 February 2017 – Official Call on the Presiding Officers by the High Commissioner of India, His Excellency Dr A.M Gondane, accompanied by the Victorian Consul-General of India, Ms Manika Jain. In attendance was the Clerk of the Legislative Assembly, and the arrangements for this visit were made through the Speaker's Office.

Thursday 2 March 2017 – The President hosted a meeting with a delegation from the regional government of the Province of Calabria, Italy, led by the President of the Calabria Region, Mr Mario Oliverio. The delegation was accompanied the Victorian Consul-General of Italy, Mr Marco Cerbo. Arrangements for this visit were made through the President's Office.

Monday 6 March 2017 – The President hosted a farewell luncheon for the outgoing Victorian Consul-General of Japan, Ms Keiko Haneda. In attendance was the Deputy Consul-General, Mr Takeshi Tanabe, and the Clerk of the Legislative Council. Arrangements for this visit were made through the President's Office.

Tuesday 7 March 2017 – The President hosted a meeting over morning tea for the Rt Hon The Lord Laming, CBE DL House of Lords. In attendance was the Clerk of the Legislative Council and select Members of the Victorian Parliament. Arrangements for this visit were made through the President's Office.

Tuesday 7 March 2017 – Official Call on the President by the Ambassador of the Philippines, Her Excellency Minda Calaguian Cruz. The Ambassador was accompanied by Victorian Consul-General of the Philippines, Mr Felix Pintado. In attendance was the Clerk of the Legislative Council, and the arrangements for this visit were made through the President's Office.

Monday 3 April 2017 – Official call on the Presiding Officers by the Ambassador and Head of Delegation of the European Union to Australia and New Zealand, His Excellency Mr Sem Fabrizi. In attendance was the Clerk of the Legislative Council, and the arrangements for this visit were made through the President's Office.

Thursday 6 April 2017 – Visit by a delegation from the Gauteng Provincial Government, South Africa led by Mr Ismail Vadi, Member of the Executive Committee for Roads and Transport. The Presiding Officers hosted an official luncheon in their honour which was attended by Mr Stephen Brown, Assistant Director DFAT Canberra. Arrangements for this visit were made through the Speaker's Office.

Monday 10 April 2017 – Official call on the Presiding Officer by the High Commissioner of Pakistan, Her Excellency Mrs Naela Chohan. In attendance was the Clerk of the Legislative Council, and arrangements for this visit were made through the President's Office.

Friday 28 April 2017 – The President hosted a meeting with the Ambassador of Afghanistan, His Excellency Wahidullah Waissi. Arrangements for this visit were made through the President's Office.

Friday 5 May 2017 – The Presiding Officers hosted a meeting with the Ambassador of Cuba His Excellency Mr Jose Montano and Mr Germán Ferrás Álvarez, the Director of the Asia-Oceania Region, International Relations Department of the Central Committee of the Community Party of Cuba. Arrangements for this visit were made through the President's Office.

Monday 8 May 2017 – Visit by a delegation from the Maharashtra Legislature in India, led by the Chairman, The Hon Shri Ramraje Naik-Nimbalkar. The Presiding Officers hosted an afternoon tea in honour of the delegation which was attended by Mr Rakesh Malhotra, Consul & Head of Chancery at the Victorian Consulate General of India. Arrangements for this visit were made through the Speaker's Office.

Monday 22 May 2017 – The President hosted a lunch for a delegation from the Government of Canelones in Uruguay, led by Mr Julio Filippini, General Director of the Investment Promotion Agency. The lunch was attended by the Mr Alfredo Talluad, Australian Honorary Consul in Uruguay and Mr Hector Esteban Melgarejo, Second Secretary at the Embassy of Uruguay. Arrangements for this visit were made through the President's Office.

Tuesday 23 May 2017 – First Official Call on the Presiding Officers by the Victorian Consul-General of Japan, Mr Kazuyoshi Matsunaga, accompanied by the Deputy Consul-General, Mr Takeshi Tanabe. In attendance was the Clerk of the Legislative Council, and the arrangements for this visit were made through the President's Office.

Friday 26 May 2017 – Visit by a delegation from the Internal and Judicial Affairs Committee of the National People's Congress of China, led by the Chairman,

Mr Zhao Zhengyong and accompanied by the Victorian Consul-General, Mr Zhao Jian, and Counsellor from Embassy of China, Mr Tang Jian. Arrangements for this visit were made through the President's Office.

Friday 26 May 2017 – The President hosted a meeting with the Ambassador of Croatia, His Excellency Dr Damir Kusen, and the Victorian Consul-General of Croatia, Mr Dubravko Belavic. Arrangements for this visit were made through the President's Office.

Monday 5 June 2017 – First Official Call on the Presiding Officers by the Ambassador of Egypt, His Excellency Mr Mohamed Khairat. In attendance was the Clerk of the Legislative Assembly, and the arrangements for this visit were made through the Speaker's Office.

Thursday 8 June 2017 – Visit by the former President of Romania, His Excellency Professor Emil Constantinescu. In attendance was Ambassador of Romania, Her Excellency Mrs Nineta Barbulescu. Arrangements for this visit were made through the President's Office.

Thursday 15 June 2017 – First Official Call on the Presiding Officers by the High Commissioner of Singapore, His Excellency Mr Kwok Fook Seng. In attendance was the Clerk of the Legislative Council, and the arrangements for this visit were made through the President's Office.

Tuesday 20 June 2017 – First Official Call on the Presiding Officers by the High Commissioner of Fiji, His Excellency Mr Yogesh Punja. The High Commissioner was accompanied by the Victorian Honorary Consul, Mr Reg Hodgson, and the Fiji Trade Commissioner, Mr Zarak Khan. In attendance was the Clerk of the Legislative Assembly, and the arrangements for this visit were made through the President's Office.

Wednesday 21 June 2017 – First Official Call on the Presiding Officers by the Ambassador of the Netherlands, Her Excellency Mrs Erica Schouten. In attendance was the Clerk of the Legislative Assembly, and the arrangements for this visit were made through the Speaker's Office.

Thursday 22 June 2017 – The President hosted a lunch for Her Excellency, Dr Farah Al-Siraj MP, Member of the Council of Representatives, Iraqi Parliament. The arrangements for this visit were made by the Department of Foreign Affairs and Trade in conjunction with the President's Office.

Friday 23 June 2017 – Visit by a delegation from the Parliament of India. The visit was arranged by the Department of Foreign Affairs and Trade in conjunction with the Speaker's Office.

Sister State Delegations

During 2016-17, the Parliament received two delegations from Victoria's sister-state of Busan, South Korea. The first of these was a delegation comprised of members from the Busan Metropolitan Council's Welfare and Environmental Committee, led by the Chair, Mr Lee Jin Su. The delegation visited Wonthaggi on 23 September to tour the Victorian Desalination Plant and received a briefing from the plant's management. In the evening, the Presiding Officers hosted an official dinner at Parliament House in honour of the delegation.

The second delegation from Busan Metropolitan City, led by Mr Suh Byung Soo, Mayor of Busan was hosted by the Department of Premier and Cabinet from 28 to 31 March 2017. The Presiding Officers held an official luncheon in honour of the delegation which was attended by the Clerks of the Legislative Council and Assembly. The arrangements for this visit were made through the President's Office.

Jiangsu, China

Parliament hosted a delegation from Victoria's sister-state Province of Jiangsu, China led by The Hon Mr Gong Pixiang, Vice-Chairman of the Standing Committee of Jiangsu Provincial People's Congress from 2 to 4 November 2016.

On 2 November 2016, the Presiding Officers hosted an official dinner in honour of the delegation at Parliament House, attended by the Consul-General of China, Mr Zhao Jian, the Clerks of the Legislative Council and Assembly, and the Co-Chairs and Secretary of the Parliamentary Chinese Friendship Group.

The following day the delegation returned to Parliament for a tour and official call on the Presiding Officers, attended by the Clerks and Consul-General. The visit concluded with an informal dinner, hosted by the Presiding Officers. In attendance was the Deputy Clerk of the Legislative Council, the Assistant Clerk of Committees for the Legislative Assembly, Ms Jenny Bloomfield State Director of DFAT, and Ms Cheryl Harris from Invest Victoria.

Australian Political Exchange Council Delegation

During 2016-17, the Parliament hosted two delegations under the auspices of the Australian Political Exchange Council. The first of these was a delegation from the Philippines on 13 October 2016. The delegation were given a tour of the building, briefed by the Clerk of the Legislative Council on the three levels of government in

Australia, observed Question Time in both Houses and attended a lunch in their honour hosted by the Presiding Officers. This was the 10th delegation to Australia by the Philippines under the auspices of Australian Political Exchange Council.

The second delegation of young political leaders from New Zealand visited the Parliament on 24 November 2016. 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, observed Question Time in the Legislative Assembly and attended a lunch in their honour hosted by the Presiding Officers. This was the 11th delegation to Australia by New Zealand under the auspices of Australian Political Exchange Council.

National Conference of State Legislatures (NCSL) leadership delegation

The Parliament hosted a leadership delegation from the United States National Conference of State Legislatures. (NCSL) from 28 to 30 August 2016. The delegation was led by the immediate past NCSL President, Senator Curt Bramble, and consisted of US legislators and staff. The visit served to foster beneficial relations and exchanges of best practices between the two countries. The delegation received a briefing from the Secretary of Department of Parliamentary Services, a tour of Parliament House, observed Question Time in both Houses, and attended an official dinner in their honour, hosted by the Presiding Officers.

Parliament of Kenya study tour delegation

The Presiding Officers and Clerks hosted a visit by a delegation representing the Parliamentary Service Commission (PSC) from the Parliament of Kenya led by the Speaker of the National Assembly & Chair of the PSC, The Hon Justin Muturi, from 22 to 24 November 2016. The delegation was accompanied by His Excellency Mr Isaiya Kabira, High Commissioner for Kenya.

The delegation received high level briefings from the heads of the Parliamentary departments on parliamentary administration and management and attended a welcome lunch and official dinner in their honour hosted by the Presiding Officers.

DEPARTMENTAL MANAGEMENT AND PLANNING

Presiding Officer's Travel

During 2016-17 the President travelled overseas on four occasions to Fiji, Tonga, Africa, and South Korea.

The President's travel and accommodation costs amounted to \$19,896.80.

The Presiding Officers and Clerk of the Legislative Assembly made an official visit to the Fiji Parliament from 6 to 9 July 2016, for discussions with the Fiji Speaker Dr Jiko Luveni about the twinning program between the two parliaments.

The President attended the 47th Presiding Officers and Clerks Conference in Tonga from 9 to 14 July 2016.

From 16 July to 10 August 2016, the President led a delegation to Ethiopia, Rwanda, Botswana, and South Africa comprising himself, two Members from the Legislative Council and two Members from the Legislative Assembly. The official programme for Ethiopia was organised through the Ethiopian Embassy in Canberra in conjunction with the Australian Embassy in Addis Ababa and the Speaker of the House of Federation. In Rwanda, the delegation was hosted by the Right Hon Speaker of the Chamber of Deputies, Parliament of Rwanda. The meeting programme for Botswana was organised by the Speaker of the National Assembly. The delegation travelled to Johannesburg to participate in the official programme organised with assistance of the Australian High Commission, Pretoria.

The meeting programmes focused on the particular country's policies, programs and initiatives and explored opportunities for future exchanges in Parliamentary knowledge and experience.

From 4 to 10 September 2016, the President travelled to South Korea as a guest of the Korean Foundation Invitation program for Distinguished Guests in Governmental and Legislative Affairs. The program provided a unique opportunity to share knowledge and expertise with a select group of distinguished international guests and to participate in informative discussions on the geopolitics of the Korean Peninsula and the role of international society.

Members' Client Survey

The annual Members' Client Survey was opened to members in mid-May 2017 and closed in early June 2017. 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), 33% of Council members responded to the survey compared to 38% in 2015-16.

In relation to joint investigatory committees 43% 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 Assistant Clerk – Procedure and Usher of the Black Rod was the Chair of the Committee throughout the reporting period.

The Committee worked actively 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. Ten formal Committee meetings were held during 2016-17.

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 once during the reporting period and includes the Presiding Officers, Department Heads, Assistant Clerk – Procedure and Serjeant-at-Arms, Assistant Clerk – Procedure and Usher of the Black Rod, Victoria Police representatives and the Manager of the Security and Electorate Properties Unit. The Board has proven to be of value in providing an advisory role to the Presiding Officers.

Visitor Management at Parliament House

The Parliament continues to address the operational risks in having a large number of visitors attend Parliament House and move within the building while balancing the need for Parliament House to remain open and publicly accessible in the current security environment.

During the reporting period, various improvements to visitor management systems took place including trialling an automated visitor management system to record accurate and immediate visitor onsite data and to process visitors with minimal time. Further visitor management projects included continued work on public/private separation and access infrastructure and developing further training and security awareness programs for staff.

Security Operations Group

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

PROFESSIONAL AND PERSONAL DEVELOPMENT

Presiding Officers and Clerks Conference

The 47th Presiding Officers and Clerks Conference was hosted by the Legislative Assembly of Tonga in Nuku'alofa from 11 to 13 July 2016. The theme for the conference was *'Navigating together the challenges for modern parliaments'*. 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 Hon Bruce Atkinson MLC, presented a paper titled *'The Ombudsman, the Supreme Court, and the role of the Presiding Officer as the House's representative in court proceedings'*.

The 48th Conference of Presiding Officers and Clerks will be hosted by the New South Wales Parliament from 2 to 7 July 2017.

ANZACATT Professional Development Seminar (23-25 January 2017, Queensland)

Queensland Parliament hosted the 2017 Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) Professional Development Seminar. The theme was *'Tradition v Innovation: Managing the tension'* and three members of staff attended on behalf of the Legislative Council.

Among the topics discussed were:

- Identifying best practice within parliamentary procedure and administration
- Connecting IT and parliamentary procedure
- Innovation in parliamentary engagement with the community
- Change management
- Recognising value in the past

A particular highlight was the inaugural 'Clerk-ish Dilemmas' role-play that had parliamentary officers assuming the roles of imaginary Clerks, Presidents, Premiers, Speakers and Members and having to react to a number of hypothetical situations and challenges thrown at them.

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 the UK, Wales, Canada, USA and others provided valuable insight and perspective on the similarities and differences between their jurisdictions and ours.

ANZACATT President (Toronto, Ontario)

The Clerk, in his capacity as President of the Australia and New Zealand Association of Clerks at-the-Table, attended the Association of Clerks-at-the-Table in Canada (ACATT) Professional Development Seminar in Toronto, Ontario, from 1 to 5 August 2016. The Clerk gave a 2015-16 jurisdictional presentation at the seminar. In attendance were Clerks and Secretaries from most of the provincial legislatures and the national legislature in Canada, as well as representatives from the UK and Scottish parliaments.

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 Brisbane in January 2017.

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.

FINANCE

Legislative Council Budget

The Legislative Council budget is prescribed by law in the annual appropriation (Parliament) bill. It is an operating budget for the department to cover all staff salaries and on costs, supplies, rent and other operating expenses for chamber operations, President's office, protocol events and committee inquiries. The budget is exclusive of members' salaries and electorate and other allowances that are separately funded.

In 2016-17 the appropriation and forward estimates for the Legislative Council were inadequate to meet the demands of members and committees in a House of review. The appropriation for the Council included a \$405,000 increase in base funding, but this only goes some way to arresting the preceding ten year deterioration in base funding. More importantly, the lack of funding in forward estimates hinders the ability to plan the staffing of the department in a sustainable manner that meets the increasing service requirements of members and committees.

The department was able to meet expenses and make contingencies for Court costs due to the Presiding Officers approving a one year transfer of funds from joint committees to the Council (in accordance with s 31 of the *Financial Management Act 1994*). The assistance of the Presiding Officers in terms of this transfer and, along with the Department of Parliamentary Services, their ongoing discussions with the Treasurer to achieve more sustainable funding are appreciated.

Appendix A

Role of the Legislative Council Staff

Clerk's Office

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

Chamber Support Office

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

Committees' 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 57th 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 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 2017

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
37	35	2	36.8	2.81

Table 2: Detail of employment levels

	2017			2016		
	Ongoing		Fixed term and casual employees	Ongoing		Fixed term and casual employees
	Employees (head count)	FTE	FTE	Employees (head count)	FTE	FTE
Gender						
Male	18	17.8	1	15	15	4.8
Female	19	19	1.81	17	16.4	3.34
TOTAL	37	36.8	2.81	32	31.4	8.14
Age						
Under 25	1	1	0	2	2	0
25-34	8	7.8	1.81	7	6.4	4.14
35-44	9	9	1	8	8	3
45-54	12	12	0	10	10	0
55-64	6	6	0	4	4	1
Over 64	1	1	0	1	1	0
TOTAL	37	36.8	2.81	32	31.4	8.14
Classification						
VPS 1	0	0	0	0	0	0
VPS 2	6	6	0	6	6	0
VPS 3	11	11	0	11	11	1
VPS 4	2	2	1	2	1.4	0.94
VPS 5	7	6.8	1.81	4	4	4.2
VPS 6	9	9	0	7	7	2
STS	0	0	0	0	0	0
Other	2	2	0	2	2	0
TOTAL	37	36.8	2.81	32	31.4	8.14

Appendix C

Members of the Legislative Council – 58th Parliament as at 30 June 2017

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

(a) The Hon Damian Drum resigned as a Member of the Legislative Council on 26 May 2016. Mr Drum represented the Northern Victoria Region. Mr Luke O'Sullivan was sworn in as a Member of the Legislative Council on 13 October 2016.

The Hon Steven Herbert resigned as a Member of the Legislative Council on 6 April 2017. Mr Herbert represented the Northern Victoria Region. Mr Mark Gepp was sworn in as a Member of the Legislative Council on 8 June 2017.

Appendix D

Selected statistics relating to sittings of the Legislative Council 2012-13 to 2016-17

	2012-13	2013-14	2014-15	2015-16	2016-17
Number of days House met	52	51	40	54	49
Number of hours House met	453 hrs 40 mins	422 hrs 10 mins	347 hrs 11 mins	518 hrs 16 mins	440 hrs 41 mins
Average number of hours per sitting day	8 hrs 43 mins	7hrs 59 mins	8 hrs 27 mins	9 hrs 36 mins	9 hrs 2 mins
Bills dealt with					
Initiated in LC	6	26	16	12	11
Received from LA	83	82	58	88	76
Passed without amendment	81	90	52	70	52
Passed with amendments	4	1	5	15	15
Defeated	3	2	3	1	3
Lapsed	0	0	12	0	0
Withdrawn	1	7	0	0	1
Ruled out of Order	0	0	0	0	0
Sets of amendments circulated	32	28	26	45	52
Bills considered in Committee of the Whole	48	43	32	37	42
Questions on notice processed	1,045	922	1,089	6,182	4,321
Written (and further written) responses ordered to questions without notice	N/A	N/A	60	239	349
Petitions tabled	81	38	28	88	58
Signatories to petitions	32,903	34,571	24,180	59,543	37,593
Papers tabled	1,653	1,707	1,529	1,434	1,717
Annual reports	327	337	324	375	312
Statutory Rules	192	176	202	165	154
Planning scheme amendments	507	460	433	416	371
Proclamations	62	55	49	55	47
Other (including special reports, Parliamentary Committee reports, etc.)	565	679	386	423	833
Production of documents orders made^(a)	11	3	9	7	8

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

Appendix E

Statistics relating to Committees administered by the Legislative Council as at 30 June 2017

Committee Activity	Legislative Council							
	Standing/Select Committees ^(e)				Joint Investigatory Committees ^(e)			
	EI	EP	LSI	FSB	AO	EEJS	ENRRD	IBAC
Deliberative meetings ^(a)	16	26	19	1	8	9	13	16
Public hearings ^(b)	83	93	81	0	0	51	46	4
Visits/inspections ^(c)	0	0	6	0	1	8	2	1 OS Trip
Reports presented	5	6	2	0	1	0	1	2
Submissions received ^(d)	2530	3028	131	275	0	99	5	5

(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 2017

2015-16 Actual \$	Expenditure	2016-17 Budget \$	2016-17 Actual \$
2,587,184	Staff salaries, allowances and overtime	2,535,500	2,238,954
1,064,969	Subsidiary expenses ^(a)	960,200	707,637
842,000	General expenses	980,300	575,725
62,574	Parliamentary printing	61,000	43,335
12,500	Auditor-General's Office audits	16,500	16,500
4,569,227	TOTAL – Departmental	4,553,500^(b)	3,582,151

Legislative Council – Members – Special Appropriations

2015-16 Actual \$	Expenditure	2016-17 Budget \$	2016-17 Actual \$
9,256,764	Members' salaries and allowances	14,662,000	11,260,023
-	Members' contributory superannuation	-	-
9,256,764	TOTAL – Members	14,662,000	11,260,023
13,825,991	TOTAL	19,215,500	14,842,174^(c)

- (a) Subsidiary expenses include long service leave and recreation leave provision, payroll tax, employer superannuation and WorkCover contributions.
- (b) This figure includes the following sources of funds –
 \$3.737m – *Appropriation (Parliament 2016-17) Act 2016*
 \$0.200m – Special Appropriation pursuant to s 94, *Constitution Act 1975*
 \$0.017m – Special Appropriation pursuant to s 17, *Audit Act 1994*
 \$0.600m – Transfer of funds from joint investigatory committees pursuant to s 31, *Financial Management Act 1994*
- (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 2016-17.

Appendix G

Legislative Council Major Outputs and Performance Measures as at 30 June 2017

Major Outputs/Deliverables Performance Measures	Unit of Measure	Target	Actual
Procedural Support, Documentation Preparation and Provision of Information for Council			
Quantity			
Procedural references updated biannually	number	2	2
Quality			
Bills and amendments processed accurately through all relevant stages and other business of the House conducted according to law, Standing and Sessional Orders	per cent	100%	100%
Member satisfaction with accuracy, clarity and timeliness of advice ^(a)	per cent	80%	82%
Timeliness			
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%
Cost			
Total output cost	\$ million	16.6 (4.554) ^(b)	15.8 (3.582) ^(b)

(a) Based on Members' Survey, May 2017.

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

Appendix H

Joint Investigatory Committees Expenditure Statement as at 30 June 2017

2015-16 Actual \$	Joint Investigatory Committee	2016-17 Budget \$	2016-17 Actual \$
323,925	Accountability and Oversight ^(b)	375,095	306,616
504,057	Auditor-General investigation ^(d)	-	-
-	Auditor-General's Office audit costs	380,000	304,400
1,328,892	Committee Services Office ^(c)	1,891,299	1,054,468
337,778	Economic, Education, Jobs and Skills ^(b)	465,613	405,981
354,822	Electoral Matters ^(a)	470,345	397,939
759,967	Environment, Natural Resources and Regional Development ^(b)	418,628	297,520
455,390	Family and Community Development ^(a)	584,178	522,301
339,886	Independent Broad-based Anti-corruption Commission ^(b)	472,140	421,160
317,531	Law Reform, Road and Community Safety ^(a)	449,742	284,148
1,001,387	Public Accounts and Estimates ^(a)	1,041,786	945,393
504,169	Scrutiny of Acts and Regulations ^(a)	602,174	517,876
6,227,804	TOTAL	7,151,000	5,457,803

- (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 2017

Committee	Inquiry name	Tabled
Accountability and Oversight	Report into Victorian oversight agencies 2015-16	6 December 2016
	Inquiry into education, training and communications initiatives of Victorian oversight agencies	Self-referenced: 6 June 2016
Economic, Education, Jobs and Skills	Inquiry into fuel prices in regional Victoria	Received: 14 September 2016
	Inquiry into community energy projects	Received: 23 June 2016
Economy and Infrastructure	Inquiry into the RSPCA Victoria	Received: 17 August 2016
	Inquiry into electric vehicles	Received: 8 February 2017
	Inquiry into infrastructure projects	Third report tabled: 25 May 2017 Reports six-monthly
	Inquiry into the Road Safety Road Rules 2009 (Overtaking Bicycles) Bill 2015	15 September 2016
	Inquiry into the Domestic Animals Amendment (Puppy Farm and Pet Shop) Bill 2016	6 December 2016
	Inquiry into ride sourcing services	23 March 2017
	Inquiry into the Commercial Passenger Vehicle Industry Bill 2017	8 June 2017
	Inquiry into VicForests Operations	Received: 10 May 2017
Environment, Natural Resources and Regional Development	Inquiry into the control of invasive animals on crown land	20 June 2017
	Inquiry into the sustainability and operational changes of Victoria's rural and regional councils	Received: 6 May 2015
	Inquiry into the management, governance and use of environmental water	Self-referenced: 5 June 2017
Environment and Planning	Inquiry into rate capping policy	Third report tabled: 8 December 2016 Fourth report tabled: 20 June 2017 Reports six-monthly
	Inquiry into the 2015-16 fire season preparedness	Interim report tabled: 8 December 2016 Final report tabled: 22 June 2017
	Inquiry into the Environment Protection Amendment (Banning Plastic Bags, Packaging and Microbeads) Bill 2016	8 June 2017
	Inquiry into the Owners Corporations Amendment (Short-Stay Accommodation) Bill 2016	8 June 2017
Fire Services Bill Select Committee	Inquiry into the Firefighters' Presumptive Rights Compensation and Fire Services Legislation Amendment (Reform) Bill 2017	Received: 21 June 2017

Committee	Inquiry name	Tabled
Independent Broad-based Anti-corruption Commission	The performance of the independent Broad-based Anti-corruption Commission and the Victorian Inspectorate 2015/16	24 Nov 2016
	Review of Protected Disclosures	6 June 2017
	Inquiry into the external oversight and investigation of police corruption and misconduct in Victoria	Self-referenced: 19 June 2017
Legal and Social Issues	Inquiry into the retirement housing sector	2 March 2017
	Inquiry into the Freedom of Information Amendment (Office of the Victorian Commissioner) Bill 2016	21 March 2017
	Inquiry into Youth Justice Centres	Received: 10 November 2016
	Inquiry into the Drugs, Poisons and Controlled Substances Amendment (Pilot Medically Supervised Injecting Centre) Bill 2017	Received: 22 February 2017

Committee	Tabled
Accountability and Oversight	1
Economic, Education, Jobs and Skills	0
Economy and Infrastructure	5
Environment, Natural Resources and Regional Development	1
Environment and Planning	6
Fire Services Bill Select Committee	0
Independent Broad-based Anti-corruption Commission	2
Legal and Social Issues	2
TOTAL	17



Appendix J

Disclosures made under the *Protected Disclosure Act 2012*

For the period 1 July 2016 to 30 June 2017, no disclosures were made.

