



ANNUAL REPORT

DEPARTMENT OF THE
LEGISLATIVE COUNCIL

2018-19



Legislative Council

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16 October 2019

The Hon Shaun Leane, MLC
President of the Legislative Council
Parliament House
Spring Street
EAST MELBOURNE 3002

Dear Mr President

I have pleasure in forwarding to you my report to the Legislative Council on the operations of the Department of the Legislative Council for the year ended 30 June 2019.

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 2018-19.

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

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

The general election in November 2018 and the Opening of the 59th Parliament in December were a major focus for the department and its collaboration with other parliamentary departments, parliamentary parties, government and Government House. I thank my team for their coordination of the Opening of Parliament and I thank the Assembly and Parliamentary Services for their leadership, planning and performance of so many of the related activities.

The usual priority was given to the induction of new Members following an election, but this year it was marked by the election of an even larger and more diverse crossbench. Again, no party achieved a majority in the House and the welcome challenge for the department is that it must continue to increase its agility and responsiveness to all Members in an unpredictable political environment.

The retirement and defeat of Members of the 58th Parliament and election of new Members presents the most significant logistical exercise every four years and I am pleased to recognise the highly professional role played by the election coordination team, within the Department of Parliamentary Services.

Elections are also a time to pause and pay tribute to the contribution of retired and defeated Members and to acknowledge that the Parliamentary administration has a role and interest in the welfare of outgoing Members. It has been very satisfying that the administration, Presiding Officers and Former Members Association have collaborated in the interests of former Member welfare.

The House, before and since the election, experienced a number of significant legislative and procedural events that required implementation by the department.

The House adopted new Standing Orders in September 2018, following a report of the Procedure committee in September 2018. This was followed by the adoption of new Sessional Orders in early 2019, which, in part, reflected the changed political composition of the House.

Legislation passed both Houses in 2019, which made the most significant amendments to joint investigatory committees for decades.

The House once again referred many matters to the Council standing committees within a short time of the new Parliament commencing.

Legislation passed both Houses overhauling a Members standards and remuneration regime that had been in place for many years. The impact of this legislation has and will continue to be significant for Parliamentary Services and the two House departments for some time. From a Clerk of Parliaments perspective, the overhaul of the Register of Interests legislation led to a high priority of work geared towards interpreting the new legislation and providing guidance to Members.

The *Appropriation (Parliament 2019-2020) Act 2019* increased in the Council's funding after many years of discussion and reflection on appropriate funding for a 'House of review'. I would like to acknowledge the Government's preparedness to respond to these discussions and reflections and acknowledge the contribution of the Opposition and other parties in framing the discussion over recent years.

The commencement of the 59th Parliament saw the election of a new President, Mr Shaun Leane. I wish to pay tribute to the significant contribution of the outgoing President, Mr Atkinson and thank President Leane for the way in which he has embraced the role both inside and outside the chamber.

A new Parliament brings with it renewed strategic directions for the next four years and an opportunity for the Presiding Officers and parliamentary executive to identify priorities that will support Members to fulfil their roles as elected representatives; and uphold and strengthen the institution. I look forward to the continued focus on engaging with the Victorian community and

the community of Parliament, particularly the ongoing commitment we have to capacity strengthening for our twinned parliaments, Fiji, Nauru and Tuvalu. I similarly look forward to the Parliamentary administration's engagement with Victoria's First Peoples, based on a genuine investment in cultural awareness.

Andrew Young
Clerk of the Legislative Council

Departmental vision

BUSINESS OF THE DEPARTMENT

The business of the Department is to:

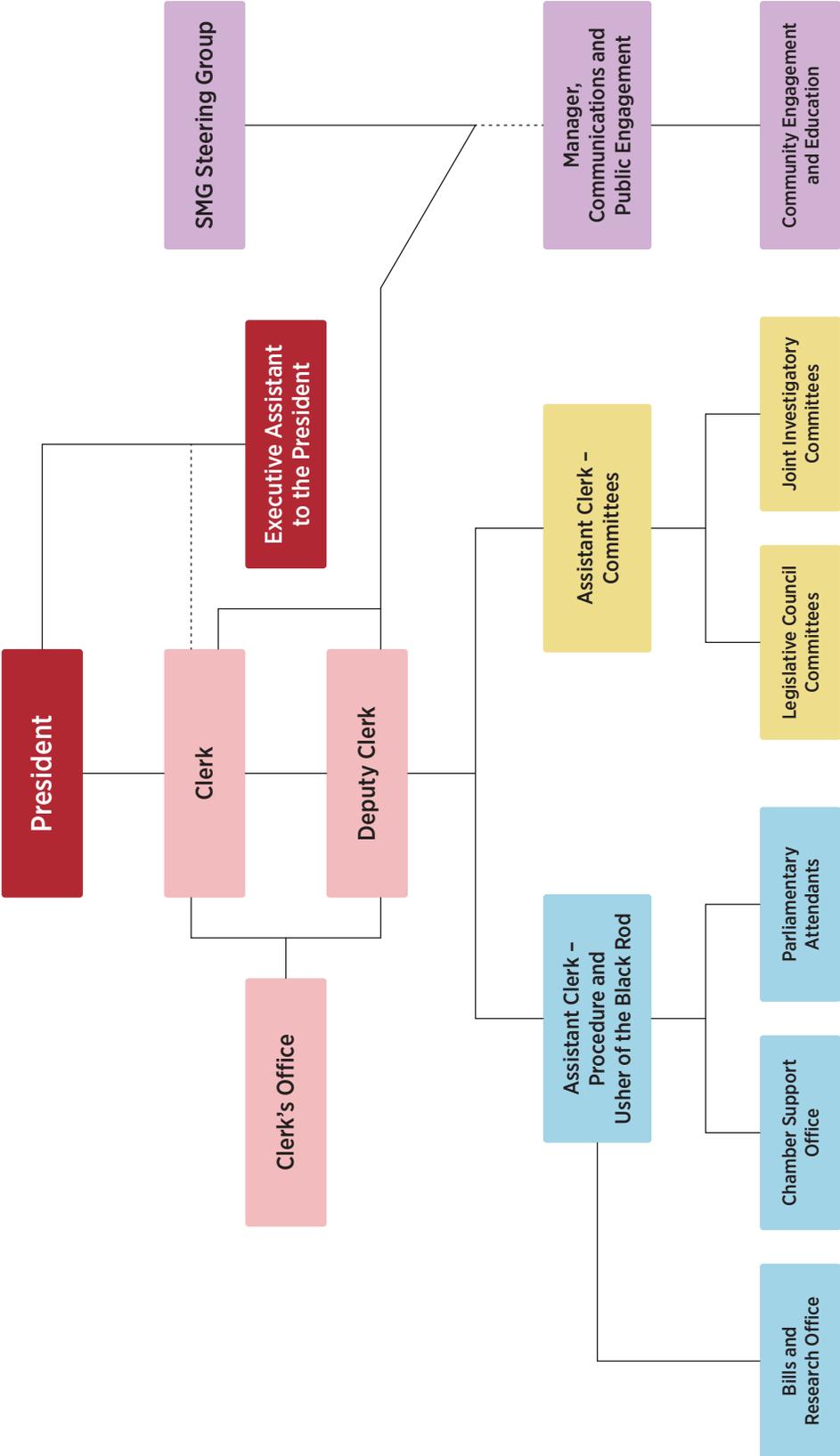
- provide procedural advice to Members of the Legislative Council
- provide support for Members in the instruction of private Members' bills and amendments to legislation
- process legislation
- prepare documentation required for sittings of the Legislative Council
- prepare records of the proceedings 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.

DEPARTMENT GOALS

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

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

Organisation chart 2018-19



59th Parliament

OPENING OF THE 59TH PARLIAMENT

The last sitting day of the 58th Parliament of Victoria was 20 September 2018, with the expiry of the Assembly and dissolution of both Houses occurring on 30 October 2018 as specified under s38 of the *Constitution Act 1975*. The election was held on 24 November 2018, with the Andrews Labor Government being returned with an increased majority in the Legislative Assembly.

The 59th Parliament was opened on Wednesday, 19 December 2018. After the Opening day, the sittings were suspended until early February 2019. Certain aspects of the Opening program were reinstated after being removed from the 2014 program. This included the formalities of all MPs greeting Her Excellency the Governor in the North Library, military fanfare trumpeters and a garden reception held in the presence of the Governor. Due to the timing of the Opening only a few days before Christmas holidays, it was not possible to have the Guard of Honour, military or police band and Vice-Regal salute for the Governor's arrival at Parliament House.

The day once again commenced with a Welcome to Country performed by Aboriginal Elder, Aunty Joy Wandin-Murphy in Queen's Hall in the presence of all MPs, VIPs and guests. At 11.00 am Members were summoned to their respective chambers for the commencement of formal proceedings which included the swearing in of Members by Commissioners appointed by the Governor. After Members were sworn in, both Houses proceeded to elect Presiding Officers. The Council elected the Hon Shaun Leane as President, while the Assembly elected the Hon Colin Brooks as Speaker. Proceedings were then adjourned until the arrival of the Governor.

At approximately 1.00 pm, Her Excellency, the Hon Linda Dessau AC, Governor of Victoria, arrived at the front steps of Parliament in the Vice Regal Car having been led by a mounted Police escort from Government House. The Governor was accompanied by her husband, Mr Anthony Howard QC, former County Court Judge. The Governor was greeted on the steps by the Usher of the Black Rod and then took part in a traditional Aboriginal smoking ceremony performed by Uncle Colin Hunter. As part of the smoking ceremony, the Governor was presented with a possum skin cloak. The Governor then proceeded to the Parliamentary Library where she attended a meeting of the Executive Council to approve the speech she was to

deliver and then met with the newly appointed Presiding Officers and all Members of Parliament.

At 2.00 pm, the fanfare trumpeters signalled the Governor's procession, led by the Usher of the Black Rod, through Queen's Hall, the Vestibule and into the Legislative Council Chamber. In accordance with historic Westminster practices, the Governor requested the attendance of the Speaker and Assembly Members in the Council Chamber. Once all 128 MPs were seated, the Governor presented her speech in the Legislative Council Chamber to all Members and other invited guests. After she had delivered the speech, she withdrew from the Chamber and the Houses again adjourned until 4.00 pm.

Over 650 invited guests attended the event, including former Premiers and Presiding Officers, judges, religious leaders, the Chief Commissioner of Police, Federal Parliamentarians and Aboriginal representatives. The usual video coverage of the event occurred on large screens in Queen's Hall and was also streamed live on Parliament's Facebook page.

Following the Governor's speech and prior to the resumption of sitting at 4.00 pm, a reception was held in the Parliament gardens in the presence of the Governor and attended by MPs and invited guests. At approximately 3.30 pm, the Governor departed from the front steps in the presence of the President and Speaker. Both Houses resumed sittings at 4.00 pm with question time and other business.

On 24 June 2019, the President and the Speaker, together with Members and Clerks from both the Legislative Council and Legislative Assembly presented to the Governor, the Address of the Legislative Council and Assembly respectively in reply to the Governor's speech at the Opening of Parliament.

2018 STATE ELECTION — COMPOSITION OF THE LEGISLATIVE COUNCIL

The Victorian State election was held on 24 November 2018 and resulted in a return of the Government. The composition of the House has been consistently moving towards greater diversity in terms of political party representation and the newly elected 59th Parliament is no exception.

The Council's membership of 40 consists of Members from 11 political parties and one independent:

Australian Labor Party	18
Liberal Party	10
Derryn Hinch's Justice Party	2
Liberal Democrats Party	2
Animal Justice Party	1
Victorian Greens	1
Fiona Patten's Reason Victoria Party	1
Independent	1
Shooters, Fishers and Farmers Party Victoria	1
Sustainable Australia	1
The Nationals	1
Transport Matters Party	1

Five of these parties are represented in the Victorian Parliament for the first time.

In total, 14 Members were elected to the Council who were new to the Victorian Parliament. The Hon Jane Garrett was new to the Council having previously been a Member of the Legislative Assembly.

ELECTION OF A NEW PRESIDENT AND DEPUTY PRESIDENT

Opening Day saw the election of a new President and Deputy President for the 59th Parliament. Both positions were elected unopposed. The Hon Shaun Leane, a Government Member for the Eastern Metropolitan Region, was elected as the Council's 21st President. Mr Leane was first elected to the Council in 2006 and has served on a number of Joint Investigatory Committees and Council Select and Standing Committees. Mr Leane also served as Parliamentary Secretary to various portfolios between 2014 and 2018.

The Hon Wendy Lovell, an Opposition Member for the Northern Victoria Region, was elected as Deputy President. Ms Lovell was first elected to the Council in 2002 and served as Minister for Housing, Minister for Children and Early Development and Deputy Leader of the Government (Council) in the 57th Parliament.

Both positions were elected unopposed.

NEW MEMBERS INDUCTION

The 2018 election result saw 14 new Members elected to the Legislative Council. This significant turnover of MPs, many from minor parties, necessitated the conduct of a series of new Member induction training sessions focussing on a range of chamber procedural issues. The initial training was held on 18 December 2018 and provided a very broad introduction and preparation for the Opening of Parliament the following day. In February 2019, two further 3-hour sessions were held dealing with the sittings of the House and bills and amendments. A further training session in June provided an overview of parliamentary committees. Separate training was provided to the new Government Whip and Acting Chairs.

These induction sessions complimented broader parliament inductions for newly elected members provided by the Department of Parliamentary Services and Election Coordinator. Several lunch and learn sessions were also run by external agencies including IBAC, the Ombudsman and the Local Government Inspectorate.

Service delivery

PROCEDURAL ADVICE

Private Members' bills

Activity on private Members' bills over 2018-19 has been consistent despite the break between the end of the 58th and start of the 59th Parliaments.

While not as many bills progressed to introduction in the House compared to 2017-18, this is understandable given the current Parliament had only been sitting for 6 months as at 30 June. The number of requests for assistance in developing drafting instructions is indicative of the continued enthusiasm non-government Members have for this procedure.

With the influx of new Members in the 59th Parliament, extensive communication and discussions were undertaken with Members, particularly new crossbench Members, to educate and inform them on the process and what assistance and resources are available to them in pursuing a bill.

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

Statistics for all private Members' bills in the Council in 2018-19 are as follows:

Assistance provided for drafting instructions	9
Bills introduced	4
Bills passed by the Council	1
Bills defeated/withdrawn	0
Bills referred to a Committee	1
Bills on the Notice Paper	4
Bills not proceeded with	2
Bills in development	2

Production of documents

At the end of the reporting period, a total of six orders for the production of documents were made by the Council. This included one follow-up (or 'step 2') motion. While this is lower than the previous reporting period, it is much

higher than the most recent comparable period in 2014-15 that included the end and start of a Parliament where only one new order was made.

One order was made prior to the expiration of the 58th Parliament, with the remaining five made in the 59th Parliament. While the Government has generally not opposed initial documents motions, the House did divide on and subsequently defeat a motion relating to the production of Government advertising documents.

The practice of providing an initial response by way of correspondence from the Attorney-General continued during this reporting period. For five of the six orders made in 2018-19, the Government tabled an initial response claiming there was insufficient time to respond to the resolution, but that they would endeavour to do so as soon as possible. For one order made during this reporting period, the Government responded noting that an initial estimate found approximately 100,000 pages within the scope of the order and advised that it would cost approximately \$1.5 million and take up to four years to collate, consider and obtain advice in relation to the documents. This response also requested that the House agree to an amended order. This request was still under consideration by the House at the time of reporting.

In relation to documents provided in return to document orders in the 2018-19 period, 1,869 documents were provided in full and 152 documents were provided in part. A significant number of these documents were provided on the second last sitting day of the 58th Parliament, with 1,794 documents in full and 94 documents in part tabled that day.

Executive privilege was claimed over 248 documents in full during the reporting period. Documents are yet to be received in response to three orders made during this reporting period to which the Government has initially claimed insufficient time to respond by the due date.

The Council has continued its practice of publishing all returns to document orders on the Tabled Documents Database hosted on the parliament website. The volume of the documents produced has continued to be significant and most of the returns required multiple uploads to the database.

Procedure Committee

Towards the end of the 58th Parliament the Procedure Committee considered the Sessional Orders that had been in place and recommended to the House amendments to Standing Orders that brought in some of those Sessional Orders and made certain other changes. This review took place in August and September 2018 during which the Committee met twice and tabled a report in the second last sitting week of the Parliament. The Report and other changes to Standing Orders were considered in the final sitting week of the 58th Parliament.

The changes to Standing Orders recommended by the Committee in its report were adopted in full by the House (with some further amendments) and came into operation at the commencement of the 59th Parliament (see 'Standing and Sessional Orders' below).

Since the start of the 59th Parliament, the Procedure Committee has met on two occasions and discussed a variety of matters.

Standing and Sessional Orders

Standing Orders

On 18 September 2018, the Council agreed to a number of changes to the Standing Orders, which were recommended by the Procedure Committee, in addition to some further amendments proposed directly in the House.

The Sessional Orders adopted into Standing Orders included video on demand, constituency questions, four-minute division bells (increased from three-minutes), the ability of the President to order written responses to questions without notice and general business time limits. Sessional Orders relating to the membership of Council Standing Committees having regard to the proportionality of parties in the House and the election of chairs and deputy chairs were also adopted into Standing Orders.

Other changes to Standing Orders were made to improve the clarity and operation of the rules of proceedings. These included stipulating that the Chair of the Privileges Committee has a deliberative vote only and specifying that only the Minister with portfolio responsibility may dispose of an Adjournment matter by giving a response in the House. In addition, postponement of notices of motion was added to the list of procedural motions.

The new Standing Orders took effect from the first day of the 59th Parliament.

Sessional Orders

In March 2019, the House agreed to a number of Sessional Orders for the 59th Parliament. Some of these were in place in a similar form in the previous Parliament but did not become Standing Orders, while others are new.

Key changes and new procedures in place are:

- Changes to sitting hours, including the Council commencing at 12.00 noon on Tuesdays, rather than at 2.00 pm, and an automatic one-hour dinner suspension on Tuesdays and Thursdays at 6.30 pm. (unless otherwise ordered by the House).
- Consistent with last Parliament, only non-Government questions may be asked in Question Time. A two-minute Minister's statement may be given following every second question.
- Speaking time limits for various debates have been reduced, with lead speakers on most business items, including motions and second reading debates, being changed from 60 and 45 minutes to 30 minutes. A 90-minute total debate time applies for each General Business (non-government) motion. This does not apply to Private Member Bills.
- The number of Members on each Standing Committee has been changed and participating members may not be counted to form a quorum. Each Committee has the power to self-refer inquiries.

Other minor changes include the addition of petitions as an item that a Member may speak on during statements on reports and papers on a Wednesday, the reintroduction (from the previous Parliament) of the President being able to order a further written response to a question without notice and amendments to certain procedural processes.

The rules around video on demand have been relaxed and are now similar to those that apply in the Assembly, in that anyone can rebroadcast proceedings (not just a Member and their staff).

COUNCIL SITTINGS AND DOCUMENTATION

Sittings of the House

In 2018-19, the Council met for a total of 14 sitting weeks, which is the same number of weeks as that in the previous election period. The Council sat for four days (Tuesday to Friday) for four sitting weeks; three days (Tuesday to Thursday) for eight sitting weeks; two days

(Tuesday and Wednesday) for one sitting week and one day for the Opening of the 59th Parliament.

The Council sat for 43 days in 2018-19, sitting for a total of 377 hours and 3 minutes. The average length of each sitting day was 8 hours and 46 minutes (or 7 hours and 47 minutes, excluding breaks).

Pursuant to Standing Order 4.08, a Minister declared an extension of the sitting past the initial adjournment interruption on Tuesdays six times, on three Thursdays and on two Fridays. Further extensions were declared on four Tuesdays, two Thursdays and two Fridays.

The Council sat past midnight on one occasion where the House was already on the Adjournment. The House defeated a motion to extend past midnight on the last sitting day of the 58th Parliament.

The final sitting day of the 58th Parliament was Thursday, 20 September 2018 and the Opening of the 59th Parliament was held on Wednesday, 19 December 2018.

Council Business Group

The Council business group is chaired by the President and brings the parties together to discuss the organisation of business for the sitting week. The group is administratively supported by the Clerks and the President's Office. The group meets every Monday of a sitting week.

Resignation of Member

The Honourable Philip Dalidakis resigned as a member of the Legislative Council effective from Monday, 17 June 2019, having represented the Southern Metropolitan Region since 29 November 2014. Mr Dalidakis had served as the Minister for Trade and Investment, Minister for Innovation and the Digital Economy and Minister for Small Business in the previous Parliament. He was elected as Chair of the Public Accounts and Estimates Committee during 2018-19. His seat had not been filled at the end of the reporting period.

Parliamentary publications

The Department is responsible for the preparation and circulation of a number of parliamentary publications. In the 2018-19 reporting period, the following documents were published and distributed:

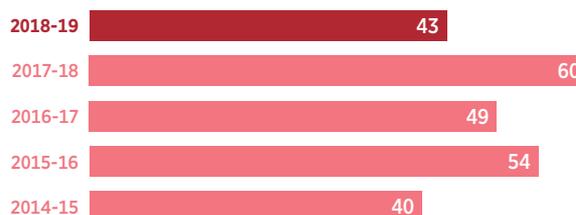
Notice Paper (daily)	44
Minutes (weekly)	14
Minutes (daily proof)	43
Committee of the whole Council Supplement	12
Unanswered Questions on Notice Booklet	14
Adjournment Matters Awaiting Response Booklet ¹	5
Procedure Bulletin February – June 2018 and July – September 2018	
Rulings from the Chair 1979-2018 13 th Edition	

¹ The Council ceased production of the Adjournment Matters Awaiting Response Booklet at the conclusion of the 58th Parliament.

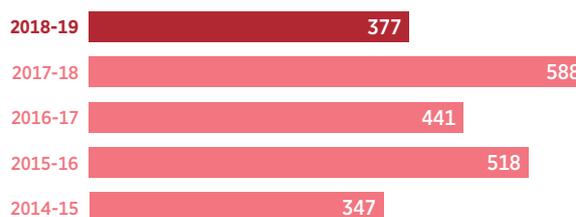
During the 2018-19 reporting period, the Chamber Support Office also finalised the index of the Minutes of the Proceedings and printed the Bound Volumes of the Minutes of the Proceedings and Notice Papers for the 57th Parliament

SITTING STATISTICS

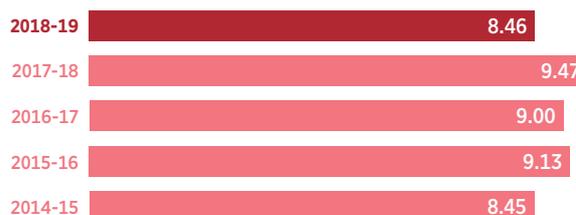
Sitting days, Legislative Council, 2014-15 to 2018-19



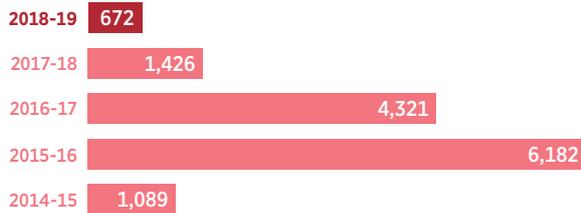
Sittings hours, Legislative Council, 2014-15 to 2018-19



Average length of daily sittings (hours) Legislative Council, 2014-15 to 2018-19



Questions on notice processed by the Department of the Legislative Council 2014-15 to 2018-19



BREAKDOWN OF BUSINESS 2018-19

The workload experienced by the Chamber Support Office in 2018-19 remained at a high level as noted in the previous reporting period, with some minor fluctuations in relation to specific tasks.

- 48 sets of amendments were circulated and moved during Committee of the whole in the 2018-19 reporting period. Additional amendments were prepared during this period, however were not proceeded with or are yet to be circulated. Staff worked closely with the Office of the Chief Parliamentary Council and members to make sure all amendments were ready and proofed in time for debate.
- Eleven Bills passed the Council with amendments during 2018-19, requiring the production and proofing of amendment schedules. For one of these Bills where Suggested and House amendments were made, the two separate schedules combined were 32 pages in length.
- Ten sets of amendments to motions and two reasoned amendments were drafted and moved during the reporting period. Additional amendments to motions that were not proceeded with were also drafted by the Chamber Support Office.
- 400 constituency questions were asked during 2018-19 and the Chamber Support Office processed 359 responses in the reporting period.
- Questions on notice have significantly decreased since the last reporting period and were also lower than the number asked in the last comparable reporting period in 2014-15. A total of 672 questions on notice were published in the Notice Paper in 2018-19 (compared to 1,089 in 2014-15). Further to this, 154 questions were reinstated (in part or in full) by Order of the President. A total of 939 answers to questions on notice were processed in 2018-19.
- The President ordered 194 written responses to questions without notice in 2018-19 of which 188

written responses were processed. Nine questions were directed by the President for a further written response, of which eight further responses were processed.

- E-petitions have continued to create a significant amount of work for the Chamber Support Office. There were a total of 87 e-petition requests in 2018-19, which is two more than the previous reporting period. Chamber Support staff are heavily involved with advising principal petitioners, the public and members over the life of an e-petition.
- There were 55 petitions presented to the House (a combination of both paper and e-petitions), with a total of 28,285 signatures.
- 412 adjournment matters were raised in the House and 347 responses were processed during the reporting period. 20 adjournment matters were discharged in the House in 2018-19.

COMMITTEE OFFICE

Changes to the Committee structure

The new Parliament brought significant change to the committee structure.

Amendments to the *Parliamentary Committees Act 2003* in late 2018 and early 2019 reduced the number of joint investigatory committees from nine to four. Joint investigatory committees comprise members of both Houses. These committees are administered by one House or the other. Council-administered joint committees saw the following changes:

- Two committees abolished: Economic, Education, Jobs and Skills; Environment, Natural Resources and Regional Development.
- Two committees effectively merged to create the Integrity and Oversight Committee: Accountability and Oversight and the Independent Broad-based Anti-corruption Commission Committee.

The Council now administers the following joint committees:

- Electoral Matters
- Integrity and Oversight.

The Council also re-established (with some new Sessional Orders relating to operational matters) its three standing committees in the 59th Parliament:

- Economy and Infrastructure (EIC)

- Environment and Planning (EPC)
- Legal and Social Issues (LSIC).

Sessional Orders

New Sessional Orders brought in for the 59th Parliament made minor changes to the operation of the standing committees:

- The 'pairs' of committees (legislation and references) were combined into one standing committee with the functions of both.
- EIC and LSIC consist of seven members; EPC consists of 10 members.
- Participating members no longer count towards forming a quorum of a committee.
- Enhanced arrangements for the remote participation of members in committee hearings and meetings (via audio/audio-visual link).

Re-assignment of Committee staff

In early 2019 the Assembly established a system of three standing committees under Assembly Standing Orders.

As a result of this, and the legislative changes described above, the Parliament re-assigned staff to the four remaining joint committees and the three new Assembly standing committees using re-assignment guidelines to both encourage movement of staff between committees and provide a transparent process. The re-assignment of committee staff included a comprehensive consultation process involving the Parliament's Organisation Development team and the Community and Public Sector Union. The re-assignments were completed by June 2019 and committee staff are now working for their new committees. Unfortunately, the overall reduction in the number of committees meant that there were not enough positions for all existing staff. As a result, positions for two long serving committee Executive Officers, one of whom was a Council employee, could not be found. They were declared surplus officers and have subsequently taken up the opportunity to retire.

Council committee staff were unaffected by this process.

Domestic committees

The Council has the following domestic committees in the 59th Parliament appointed by resolution for the duration of the Parliament to work on domestic matters or procedures of the House:

- Privileges Committee

- Procedure Committee.

Privileges

In 2018-19, the Legislative Council Privileges Committee conducted an Inquiry into matters relating to the misuse of electorate office staffing entitlements. The final report was tabled in August 2018. This is the first time that the modern form of the committee has met in the history of the Parliament. Previously, matters of privilege have been addressed by select committees on a case-by-case basis.

The inquiry examined whether certain members of the Legislative Council may have committed a contempt of Parliament under the *Members of Parliament (Register of Interests) Act 1978*. The inquiry was initiated based on findings of a Victorian Ombudsman's report of matters relating to misuse of electorate office staffing entitlements, which had been referred to the Ombudsman for investigation by motion of the Legislative Council.

Although privileges committees generally meet in private, the Committee agreed to hold a series of public hearings to allow the members and individuals named in the Ombudsman's report to respond on the record. The Committee held nine public hearings over four days at Parliament House.

Parliamentary Integrity Adviser

On 1 May 2019 both Houses agreed to a resolution establishing the position of Parliamentary Integrity Adviser. According to the resolution the Parliamentary Integrity Adviser will advise Members on ethical issues and integrity matters concerning the exercise of his or her role as a Member of Parliament. The Adviser will also provide education and training to Members and report to the Privileges Committees of both Houses on the performance of his or her role.

The resolution required the Privileges Committees to meet jointly to recommend a candidate for the role and to agree to the terms and conditions of appointment with the Presiding Officers. Accordingly the two Committees met in June 2019 to discuss the assignment.

Joint investigatory committees

Accountability and Oversight

In August 2018 the AOC tabled its report on the Inquiry into methodologies and outcomes from Victorian Ombudsman reports, tabled in August 2018. The Committee's report recommended greater accountability

by government departments, agencies and local councils when implementing recommendations made by the Ombudsman.

The work of the AOC ended with the expiration of the 58th Parliament. In addition, as a result of amendments to the *Parliamentary Committees Act 2003* (Vic) in 2019, the Integrity and Oversight Committee replaced the Accountability and Oversight Committee.

Economic, Education, Jobs and Skills

The Committee tabled its final report for the Inquiry into career advice activities in Victorian schools on 22 August 2018. The Committee's extensive consultations for this Inquiry included conducting an online survey asking young people, teachers and school career advisers to evaluate school career advice and offer ideas for improvement. The Committee concluded that career development in Victorian schools is not currently meeting the needs of students. Recommendations for reform include that schools employ qualified professionals to provide career development services, and that a coordinator at each of Victoria's Local Learning and Employment Networks provide schools with additional support. The Committee also made a number of recommendations aimed at improving career development for students facing disadvantage, as well as students in regional areas.

On 7 September 2017, the Committee received terms of reference to inquire into the efficacy of the Commonwealth Government's National Broadband Network rollout on regional communities. This inquiry was not commenced prior to the 2018 election.

The Committee was abolished by amendments to the *Parliamentary Committees Act 2003* (Vic) in early 2019.

Environment, Natural Resources and Regional Development

The Government tabled a response to the Committee's Inquiry into the Management, Governance and Use of Environmental Water on 19 December 2018. The Government stated that it supported four of the five recommendations, with the remaining recommendation supported in principle.

A response to the Committee's earlier Inquiry into the Sustainability and Operational Challenges of Victoria's Rural and Regional Councils was tabled on 4 June 2019. Of the 14 recommendations in the report, the Government indicated that it fully or partially supported nine, did not support three and that two recommendations were under review.

The Committee was abolished as part of the changes to the *Parliamentary Committees Act 2003* (Vic) in early 2019.

Independent Broad-based Anti-corruption Commission

In addition to its regular oversight work during the year, the Committee tabled two reports. The first report, tabled in September 2018, was on the Committee's Inquiry into the external oversight of police corruption and misconduct in Victoria. This report reviewed a broad range of concerns regarding the assessment, referral and investigation by IBAC and Victoria Police of complaints against police. The Committee made 69 recommendations to improve the current system. For example, the Committee recommended that, unless there are exceptional circumstances, IBAC investigate all cases of serious police misconduct and set up a dedicated Police Corruption and Misconduct Division to do so.

The second report, tabled in November 2018, reviewed the work of the IBAC Committee in the 58th Parliament. The report examined the Committee's regular oversight work, its key inquiries into whistleblower protection and police oversight and its development of an innovative framework for monitoring IBAC's performance. Further, anticipating proposed legislative reforms, the report recommended that the committee responsible for oversight in the 59th Parliament review the issue of follow-the-dollar powers for IBAC, use the IBAC Committee's framework for the performance audit of IBAC in 2020 and monitor the adoption and implementation of that Committee's police oversight recommendations.

The work of the IBAC Committee ended with the expiration of the 58th Parliament. Further, as a result of amendments to the *Parliamentary Committees Act 2003* (Vic) in 2019, the Integrity and Oversight Committee has replaced the IBAC Committee.

Integrity and Oversight

The Integrity and Oversight Committee (IOC) is a new committee. It was established in 2019 under the *Parliamentary Committees Act 2003* (Vic). The IOC replaces two former committees in the last Parliament, the Independent Broad-based Anti-corruption Commission Committee and the Accountability and Oversight Committee. It exercises the functions of these previous committees in addition to new jurisdiction and power. The IOC has a range of oversight functions with respect to the IBAC, Office of the Victorian Information Commissioner (OVIC), Victorian Inspectorate (VI) and the Victorian Ombudsman (VO).

In general terms, the IOC monitors and reviews the performance of these agencies. This includes examining a range of reports produced by these agencies and reporting to Parliament on matters requiring its attention. It also includes inquiries into particular issues related to these agencies, such as issues relating to the prevention, exposure and investigation of corruption, misconduct and maladministration in the public sector (including Victoria Police).

The IOC can also investigate complaints about the Information Commissioner and OVIC and will be required to assess, handle and arrange for the investigation of 'public interest disclosures' (whistleblower complaints) about the VI. The Committee also examines a range of complaints about other integrity agencies as part of its monitoring and review functions.

The IOC has a legislated role (including a veto power) with respect to the appointment of the IBAC Commissioner, Victorian Inspector and Compliance Officers of the Victorian Independent Remuneration Tribunal.

Finally, the IOC has obligations to review the annual plans and budgets of IBAC, the VO and the VI and engage auditors to undertake performance audits of these agencies.

As a new committee, in the latter half of 2018-19 the IOC was establishing its secretariat structure and its framework for performing the duties required of it under the Act, including monitoring and reviewing agency reports, activities and the implementation of oversight agency recommendations by public sector bodies.

Council standing committees

Economy and Infrastructure

The Economy and Infrastructure Committee fulfilled its reporting obligations on Inquiries received during the previous reporting period by May 2018.

During the 58th Parliament the Committee had an ongoing reference to investigate and report on infrastructure projects every six months. A fifth report, updating previous reports and providing a general overview of infrastructure related spending and activities during the whole parliament, was drafted but not ultimately tabled due to the state election.

Following the election, members were appointed to the Committee on 21 March 2019.

The Committee received an Inquiry into the *Commercial Passenger Vehicle Industry Act 2017* Compensation Scheme on 20 February 2019. The Committee called for submissions with a closing date of 28 June 2019 and received 313 submissions. Public hearings were held on 19 June with further hearings scheduled for the next reporting period. The reporting date for the Inquiry is 30 October 2019.

An Inquiry into the Impact of Animal Rights Activism on Victorian Agriculture was received on 1 May 2019. The Committee called for submissions with a closing date in the next reporting period. The reporting date for the Inquiry is 28 November 2019.

On 5 June 2019 the Committee received two further inquiries, one into Melbourne's Free Tram Zone (due to report within 12 months) and an Inquiry into the Increase in Victoria's Road Toll (due to report by 1 December 2019).

Environment and Planning

In the 2018-19 reporting period, the Environment and Planning Committee undertook three inquiries. The first was an ongoing inquiry into Rate Capping Policy, which the committee had been undertaking throughout the 58th Parliament. It had tabled four reports and the fifth was due to be tabled by September 2018. The draft report was prepared however the 58th Parliament expired before the report could be tabled.

In May 2018, the Legislative Council referred to the committee an inquiry into the proposed long term lease of the land titles and registry functions of Land Use Victoria. The terms of reference required the committee to report its findings and recommendations by 7 August 2018. The committee received 70 submissions and held 4 days of hearings between 6 June and 5 July 2018.

The report, containing 8 findings and 14 recommendations, was tabled on 7 August 2018.

On 6 March 2019, the Legislative Council referred to the committee an inquiry into the current circumstances in municipal and industrial recycling and waste management. In addition to the final reporting date of 13 August, the terms of reference required an urgent interim report as deemed necessary by the committee. The tabling date was amended by motion in the House and the final report is now due by 29 November 2019, with the interim report due by 29 August 2019.

To this stage, the committee has received 701 submissions to the inquiry, and has held 25 hearings over 6 hearing days.

Legal and Social Issues

In the 2018-19 period, the Committee received four references.

On 2 May 2019, the Legislative Council agreed to a motion to refer an inquiry into the need for a legislated spent convictions scheme in Victoria to the Committee. The Council required the Committee to report on how such a scheme should be designed, including the types of criminal records that should and should not be capable of becoming spent, the mechanism by which convictions become spent, and the need to balance the interests of offenders and victims.

On 28 May 2019, the Committee self-referred an inquiry into firearms prohibition, in particular the *Firearms Amendment Act 2018 (Vic)*. The purpose of the inquiry is to investigate whether Prohibition Orders can be strengthened to reduce the amount of illegal firearms in the community, particularly those held by criminal organisations.

On 30 May 2019, the Committee received terms of reference for an inquiry into the use of cannabis in Victoria. The Committee is to examine the best ways to protect public health in relation to the use of cannabis, including preventing access by young people, and assess the health and social impacts of cannabis use on people who use cannabis, their families and carers.

On 7 June 2019, the Legislative Council agreed to a motion to refer an inquiry into homelessness in Victoria to the Committee. The Council required the Committee to report on the current state of homelessness in Victoria and how it is changing, as well as reporting on the social, economic and policy factors that influence homelessness and related services.

Committee Services Office

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

Business Plan Projects

Appearing at a Committee Hearing Video

Attending a committee public hearing to provide evidence can be quite a daunting prospect for many members of the public. Potential participants may find the idea of talking to members of parliament as quite nerve-wracking. Parliament House can be intimidating for those who haven't visited the building before and finding 55 St Andrews Place is not always easy.

In an effort to put members of the public who have been requested to provide evidence at ease, committee staff members, with the assistance of the Hansard Broadcasting Unit, produced an online video to demonstrate and explain what to expect when attending a public hearing. A cross section of the Parliament's staff appeared in the video clip which can be found on the Committees web page. The video has been extremely well received and all members of the public who have been asked to provide evidence at a public hearing will be provided with a link to the video so they can watch it before they attend.

Staff Development

The expiration of Parliament and the election period provided an opportunity for staff development. A number of committee staff were able to go on secondment to other parts of the Parliament or to other organisations, such as the Senate, the Ombudsman Victoria, the Department of Premier and Cabinet, and the History Teachers Association of Victoria. Staff who took the opportunity to undertake a secondment found the experience invaluable and have taken what they learnt and used it to improve their own work practices.

A large number of committee staff were also seconded to assist the Department of Parliamentary Services before and after the election. This involved auditing equipment and facilities at electorate offices and providing information to outgoing and incoming members.

The election period also provided the chance for some professional development and team building activities that took place outside of the regular working environment. Tours were organised at the Public Records Office Victoria and the Victorian Supreme Court for committee staff. These experiences gave staff the opportunity to learn a little more about institutions that are extremely relevant to the work of Parliament, whilst also allowing them to engage with their colleagues in a different environment.

Refurbishment of Committees Work Area Stage 3

The refurbishment of the committees work area located on Level 3 of 55 St Andrews Place is a project that has been taking place over the past three years. The project provides committee staff with a more OH&S compliant and purpose built work environment in line with their requirements. This includes sit/stand work stations and remodelling the area to allow for a better use of natural light.

Stage 3 of this plan commenced in November 2018. It included the refurbishment of the work areas of two committees, a new meeting room large enough to accommodate committee meetings, the redesign and redevelopment of the Committee Services Office and renovating quiet rooms to improve acoustics, lighting and accessibility.

Subject to capital funding we anticipate that the final stage of the renovation will be able to be completed during the 2019-20 financial year.

STATUTORY COMPLIANCE

Register of Members' interests

Under the *Members of Parliament (Register of Interests) Act 1978*, Members were required to provide details of their interests. This information was 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 were also able to lodge variations to their interests at any time during the year. This information was contained in a register, maintained by the Clerk of the Parliaments, currently the Clerk of the Legislative Council.

Under the *Members of Parliament (Register of Interests) Act 1978*, the following reports were prepared and tabled:

- Summary of Returns — June 2018.
- Cumulative Summary of Returns as at 30 September 2018.
- Summary of Primary Returns — January 2019 and Summary of Variations notified between 24 September 2018 and 4 February 2019.

On Tuesday, 19 March 2019, the Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Bill 2019 (VIRTIPS Bill) received Royal Assent. This Bill amends the *Members of Parliament (Register of Interests) Act 1978*, which is now called the *Members of Parliament (Standards) Act 1978*.

On Tuesday, 26 March 2019, the Members of Parliament (Standards) Regulations 2019 (the Regulations), made under the *Members of Parliament (Standards) Act 1978* (the Act), were given Governor In Council approval. These regulations prescribe the forms of return to be completed by Members of Parliament to lodge their register of interests. These forms are Schedule 1 – Primary Return and Schedule 2 – Ordinary Return.

On 28 March 2019, the Clerk of the Parliaments emailed all Members a copy of the Primary Return form together with detailed guidance notes to assist Members in meeting their disclosure obligations. An updated guidance was reissued on 4 April 2019.

Section 17(1) of the Act required all current Members to lodge a Primary Return with the Clerk of the Parliaments by Wednesday, 17 April 2019. The Act then required the Clerk of the Parliaments to table the returns within 14 days of the return being submitted or on the next sitting day. On this occasion, the next scheduled sitting day for the Legislative Assembly was Monday, 8 May, while the Legislative Council was Tuesday, 7 May 2019. The tabled documents were a collation of all Primary Returns submitted by Members, rather than a Summary of Returns as was previously the case.

Under the *Members of Parliament (Standards) Act 1978*, the following reports were prepared and tabled:

- *Members of Parliament (Standards) Act 1978 — Register of Interests — Returns submitted by members of the Legislative Assembly – Primary returns 17 April 2019.*
- *Members of Parliament (Standards) Act 1978 — Register of Interests — Returns submitted by members of the Legislative Council — Primary returns 17 April 2019.*

Under sections 2 and 18 of the Act, all Members whose last return was a Primary Return must submit an Ordinary Return to the Clerk of the Parliaments by 28 July 2019 (i.e. within 28 days after 30 June 2019). All information disclosed in the Ordinary Return should relate to the return period, being the period between the date of the Primary Return in April 2019, and 30 June 2019 (section 2 of the Act). This means Members must lodge their Ordinary Return to the Clerk of the Parliaments by 4.00 pm on Monday, 29 July 2019. On Thursday, 20 June 2019, the Clerk of the Parliaments emailed all Members the Ordinary Return form together with guidance notes to assist Members in completing their return.

Remuneration Tribunal

The *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019* (VIRTIPS Act) was passed in early 2019 to update and streamline the parliamentary salaries and allowances framework for MPs. One of the significant provisions in this Act is the establishment of the Victorian Independent Remuneration Tribunal. The establishment of the Tribunal brings Victoria into line with other Australian jurisdictions in using a remuneration tribunal or equivalent to set the value of MP salaries and allowances, previously achieved by legislation.

The Tribunal is constituted as a fully independent body and is not subject to the direction or control of a Minister or any other person. Among other things, the Tribunal is empowered to:

- determine the base salary of MPs, including annual adjustments (not in excess of the Commonwealth base salary)
- determine the value of additional salaries paid to MPs who are office holders
- set the value of work-related parliamentary allowances, including travel, paid to MPs
- set the value of the Electorate Office and Communications (EO&C) Budget
- set the value of executive salaries in the public service.

The Tribunal must undertake comprehensive remuneration reviews every four years and make a new determination on salaries and allowances within the first six months of each new Parliament. The Tribunal also has the power to issue binding guidelines about the proper use of allowances and the EO&C Budget.

Additionally, the Tribunal has certain functions relating to MP superannuation arrangements, including a review of existing superannuation arrangements within the first 18 months of the operation of the Act.

Since establishment, officers from the Legislative Council, Legislative Assembly and Department of Parliamentary Services have been meeting regularly with the Tribunal secretariat to conduct briefings and discuss the EO&C Budget and parliamentary allowances.

The Tribunal's first determination, which includes a review of existing salaries and allowances and sets the value of the EO&C Budget at not less than \$20,000, is due to take effect in mid-September 2019 (181 days after Royal Assent).

COMMUNITY ENGAGEMENT, EDUCATION AND COMMUNITY OF PARLIAMENTS

Implementation of our community engagement strategy continued as a priority, with business units across the three parliamentary departments helping to deliver events, education initiatives, news and information services, and community based activities.

Several thousand people attended a series of community events at Parliament House. This year we trialed a broader program of events that linked to community festivals and city-wide activities. Our most popular events included our public tours for Open House Melbourne in July, our Open Day celebrating Cultural Diversity Week in March, and our community day celebrating Law Week in May. Those events enabled us to partner with a range of other organisations, such as the City of Melbourne, the Victorian Multicultural Commission, AMES Australia, the Victoria Law Foundation and the Victorian Electoral Commission. As well as attracting up to two thousand people at each of these major events, our social media coverage of them resulted in more than 100,000 engagements (including likes, shares and comments).

Following a successful trial last year, we implemented a professional development program for teachers focusing on the teaching of parliament within the civics and citizenship curriculum and for legal studies. Fifty-seven sessions were delivered to more than 200 teachers in metropolitan and regional centres, assisting them to better understand the curriculum and the parliamentary information and resources available to teach that curriculum.

Other education initiatives included a lecture series for more than 400 Victoria University students, the Parliament Prize competition for high school students, new resources including lesson plans and two schools conventions. In addition, senior secondary students were invited to participate in our annual Deakin Oration as part of efforts to broaden the range of educational activities we offer schools.

Our social media following increased significantly during the year, as shown in the table below:

Parliament of Victoria Social Media (at 30 June 2019)

Channel	30 June 2018 following	30 June 2019 following	Increase	Increase (%)
Facebook	37,870	52,150	14,280	38
Instagram	930	2,674	1,744	187
LinkedIn	4,080	5,755	1,675	41
Twitter	5,700	6,139	439	8
YouTube	750	1,024	274	37

We used Facebook Live to stream tours and events, including for the first time segments from the opening of the new Parliament in December 2018. The videos created from those live streaming activities were viewed thousands of times on Facebook.

There was a 4 per cent increase in subscribers to our news alert service, growing to 1,750 subscribers. In addition, we had many hundreds of subscribers to news alerts covering specific committee inquiry topics.

Youth engagement remained an important focus with a number of initiatives based on a 'by youth, for youth' approach. We engaged youth associates to work on youth-related projects, including an enhanced youth focus for our social media. Students from the Deakin University's Freelancing Hub researched a student leadership program that we could trial as a pilot. We also commenced a new project with the Foundation for Young Australians through which young Victorians are being provided with an opportunity to share with parliamentarians their perspectives on issues of interest to them. A number of these projects will continue in 2019-20.

Engaging with culturally and linguistically diverse communities was also a focus of attention for us. We held consultations with community representatives on ways we can best engage with diverse communities, engaged multilingual community guides to assist visitors at our Open Day, and for the first time made self-guided tour information available in several languages via mobile technology. We will continue those engagement processes in the year ahead.

With our first ever community engagement strategy finishing at the end of 2018, we also developed an updated strategy for 2019-22. That strategy builds on the work over the past four years and identifies priorities for community engagement over the next four years.

YMCA Youth Parliament

Youth Parliament is an annual event run by the YMCA Victoria with support from all three parliamentary departments. The 32nd YMCA Youth Parliament was held on 2, 3 and 5 July 2018 and included over 120 participants representing 20 teams throughout the state.

The week commenced with a formal Opening Ceremony where the Youth Governor, James Abbott, officially declared proceedings open. The ceremony was attended by all Youth parliamentarians, YMCA organisers, the Minister for Youth and Shadow Minister for Youth. During the three days of debates, a number of MPs volunteered their time to act as President in ensuring debates were conducted as consistently as practicable with parliamentary procedures and proceedings. At the conclusion of debates, the Bills were presented to the Minister for Youth in a closing ceremony in the Assembly Chamber.

During the first half of 2019, planning was underway for the 33rd YMCA Youth Parliament to be held in the first week of July 2019. Full details of the event will be reported in the Department's 2019-20 annual report.

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

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:

- **23 July 2018** – IBAC's First Five Years - In the first five years, IBAC investigated and exposed serious corruption in state government agencies and local councils, as well as serious police misconduct. Mr Alistair Maclean, IBAC's Chief Executive Officer presented on the challenges and achievements during the foundation years, and highlighted future opportunities.
- **3 September 2018** – Convenience voting in Victoria - The explosion in the number of electors casting their votes early at Victorian elections since the 2000s (and in Australia more generally) has raised important questions about the practical and normative implications of convenient forms of voting. Dr Narelle Miragliotta shared the findings from their

broad ranging study, conducted in conjunction with Paul Thornton-Smith from the VEC, exploring how convenience voting in Victoria is perceived and experienced from the perspective of the main stakeholders: parties, electoral officials and voters.

- **18 March 2019** – Reflections of a former Chief Justice - the Hon Marilyn Warren AC, former Chief Justice of the Supreme Court and Lieutenant-Governor of Victoria, spoke about her experience from moving from a long and distinguished career in law to being the first female Victorian Supreme Court judge in 1998.
- **4 June 2019** – The 2018 Victorian Election - ABC's Election Analyst, Mr Antony Green spoke about the 2018 Victorian State Election.

ANZACATT – Parliamentary Law, Practice and Procedure course

The Clerk participated as a presenter at the University of Tasmania's Parliamentary Law, Practice and Procedure (PLPP) course for parliamentary officers from Australia and New Zealand, at the University of Tasmania (UTas) Hobart in June 2019. PLPP is a course that ANZACATT contracts to UTas to provide at the standard of a Masters of Law unit. One Legislative Council staff member is a student of the 2019 course.

Victoria University Law School

On Monday, 30 July (two sessions), Monday, 27 August and Monday, 1 October 2018, four workshops were conducted for Victoria University First Year Law students on parliamentary law and legislative processes. In the first half of 2019, these were followed by four workshops on Thursday, 28 February (two sessions), and Friday, 1 March (two sessions). The workshops were presented by the Parliament of Victoria with the assistance of the Department of Premier and Cabinet. Arrangements were made by the Communications and Public Engagement Office. Over 420 students attended across the eight workshops. This collaboration is the first of its kind in Australia, where an Australian parliament works with a university to offer a program to complement their study modules. In this case the study of the Victorian Parliament, its processes and operations, with the emphasis on providing a practical application as well as carrying academic merit. Following positive feedback received from students and the continuing success of the workshops, three further sessions are scheduled for 29 July, 7 October and 8 November.

Content Contributors' Group

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

Twinning

The Victorian Parliament is twinned with the Parliaments of Fiji, Nauru and Tuvalu. As part of our commitment to enhancing parliamentary democracy in our region, our twinning program with these three South Pacific parliaments was an important focus throughout the year. There was a high level of activity with the Fiji Parliament, and some advisory support to the Parliaments of Nauru and Tuvalu. As a result of the reputation our Parliament has developed in parliamentary capacity building and strengthening, we also responded to requests for assistance from other Pacific parliaments.

As well as building parliamentary capacity, we have provided opportunities for our own members and staff to enhance their skills and broaden their experience, while at the same time enhancing relationships within our immediate region.

At a whole of parliament level, we supported ten professional development activities with the Fiji Parliament, with a particular focus on building capacity in corporate services. Workshops and training programs were provided in strategic planning, information technology, asset management, library services, community engagement and committee research. A workshop was arranged for parliamentary whips and we also contributed to an induction program for Fiji parliamentarians following the November 2018 election in Fiji. Evaluation forms completed by participants in these projects indicated a high level of satisfaction with and the usefulness of the learning that was provided. The Australian High Commission in Fiji advised that there is a very positive view in Fiji about the support provided to the Fiji Parliament by the Victorian Parliament under the twinning program.

For the Nauru and Tuvalu Parliaments we arranged a visit program for the Nauru Speaker in November 2018 and provided ongoing advisory support to both parliaments, with a view to undertaking some capacity building projects in 2019-20.

The activities and projects undertaken in 2018-19 included the following:

- Committee Executive Officer Dr Christopher Gribbin joined a team of international advisers to provide budget analysis research for the Fiji Parliament from 27 June to 6 July 2018.
- Two Fiji committee staff undertook an attachment at the Victorian Parliament from 23-27 July 2018 focusing on committee processes and research.
- Three Fiji research staff undertook an attachment at the Victorian Parliament from 6-10 August 2018 focusing on library, committee and procedural research.
- Two Fiji IT officers undertook an attachment at the Victorian Parliament from 20-24 August 2018 focusing on IT strategy and systems.
- Two Fiji corporate services staff undertook an attachment at the Victorian Parliament from 27-31 August 2018 focusing on asset management.
- Communications manager Andres Lomp facilitated a three day workshop in Fiji from 25-27 September 2018 involving staff of the Fiji Parliament, to develop their draft community engagement strategy for 2019-22.
- Peter Lochert (Secretary, Department of Parliamentary Services), Charu Saxena (Chief Financial Officer), Annemarie Burt (Manager, Chamber Support Office) and external consultant John Viljoen (Director, Dexis Strategic) attended the Fiji Parliament the first week in October to assist the Fijian Parliament with Corporate/Strategic Planning for the next three years.
- Participation in the Fiji Parliament's induction program for its new members from 3-7 December 2018 by Wayne Tunnecliffe, former Clerk of the Legislative Council, and former member Martin Dixon.
- Two day program at the Victorian Parliament for a Fiji committee staff member from 21-22 March 2019 prior to participation at the Inter-Parliamentary Study Program in Canberra.
- Whips workshop conducted at the Victorian Parliament from 20-22 May 2019 with whips from Fiji, Victoria and New Zealand and a facilitator from the United Nations Development Programme (former Nova Scotia Member of Parliament Kevin Deveaux).

We also included Pacific parliamentary staff in a community engagement masterclass that we arranged in Melbourne in November 2018 for parliamentary staff from Australian parliaments.

To promote our twinning program to the Victorian community, we have posted regularly to our social media a range of information, photographs and videos about our activities with Pacific parliaments. For our 2019 Parliament House open day held in March we included in one of the displays some videos from Fiji parliamentary staff who spoke about the professional development programs they have undertaken with us. Those videos were also posted to Facebook and achieved more than 80,000 views in Victoria and Fiji. For that open day, which was held as part of Victoria's Cultural Diversity Week, we also invited the Fijian Community Association of Victoria to showcase their cultural traditions on the front steps of Parliament House in recognition of our special relationship with the Fiji Parliament.

The twinning program is made possible through the support that we receive from the Department of Foreign Affairs and Trade and the United Nations Development Programme (UNDP), as well as assistance from the Australian Parliament.

Other capacity building activities

As a result of our ongoing work in the Pacific region, the Victorian Parliament has been approached by the UNDP to undertake some other projects and activities beyond our immediate twinning relationships. In 2018-19 the activities have included the following:

- Department of Parliamentary Services Secretary Peter Lochert undertook a UNDP-sponsored mission to Tonga from 1 to 8 September 2018 to assist with a scoping study on the construction of a new parliament building for Tonga, following the destruction of the previous building by Cyclone Gita in February 2018.
- Three day attachment at the Victorian Parliament from 4-6 December 2018 for the public information officer of the Congress of the Federated States of Micronesia.
- Three day professional development program for three Hansard staff from the Tongan Parliament from 7-11 December 2018.

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 2018-19, the

Department assisted in arrangements for the reception for the following visitors and delegations:

Tuesday 31 July 2018 – The Presiding Officers hosted an official call from the Ambassador of Poland, His Excellency Mr Michał Kołodziejcki. The Ambassador was accompanied by the Victorian Honorary Consul of Poland, Mr George Luk. Arrangements for this visit were made through the Speaker's Office.

Monday 20 August 2018 – The Presiding Officers hosted a farewell afternoon tea for the outgoing Victorian Consul-General of Turkey, Mr Mehmet Küçüksakallı. Arrangements for this visit were made through the President's Office.

Wednesday 22 August 2018 – First Official Call on the Presiding Officers by the Ambassador of Afghanistan, His Excellency Mr Wahidullah Waissi. Arrangements for this visit were made through the Speaker's Office.

Thursday 23 August 2018 – Visit by a delegation from New Zealand's Parliament's Social Services and Community Committee, led by the Chair of the Committee, Mr Gareth Hughes MP. The Presiding Officers hosted an official luncheon in their honour. This visit was arranged by the International and Parliamentary Relations Office, Parliament of Australia, in conjunction with the Speaker's Office.

Wednesday 29 August 2018 – The President hosted a meeting with a delegation from DKI Jakarta Provincial Legislative Council, led by the Deputy Chairperson, Mr Mohamad Taufik. The delegation also received a briefing by the Parliamentary Chief Financial Officer on the Parliamentary budget system. Arrangements for this visit were made through the President's Office.

Tuesday 11 September 2018 – Official Call on the Presiding Officers by the Ambassador of Italy, His Excellency Mr Stefano Gatti. In attendance was the Victorian Consul-General of Italy, Mr Pierluigi Trombetta, and the arrangements for this visit were made through the President's Office.

Thursday 13 September 2018 – First Official Call on the Presiding Officers by the United States Consul-General, Mr Michael Kleine. In attendance was the Vice Consul, Mr Jim Findley, and the Clerk of the Legislative Council. The arrangements for this visit were made through the President's Office.

Wednesday 10 October 2018 – The President hosted a meeting with the Ambassador of Chile, His Excellency Mr Patricio Powell, and the Victorian Consul-General of Chile, Mr Felipe Cousiño. The arrangements for this visit were made through the President's Office.

Wednesday 24 October 2018 – The President hosted a meeting with a delegation from China's National People's Congress Committee, led by Deputy Director Social Law Department of Legislative Affairs Commission, Mr Chen Jialin. Arrangements for this visit were made through the President's Office.

Thursday 1 November 2018 – The President hosted a meeting with Ghana's High Commissioner to Australia, His Excellency Edwin Nii Adjei. Arrangements for this visit were made through the President's Office.

Friday 16 November 2018 – Visit by the Deputy Clerk of the House of Representatives of the New Zealand Parliament, Mr Rafael Gonzalez-Montero. Arrangements for this visit were made through the Clerk of the Legislative Council's Office.

Monday 26 November 2018 – Visit by a delegation from the Legislative of Ireland, led by the Deputy Speaker, Pat the Cope Gallagher TD. The President hosted a meeting with the delegation and took them on a tour of the Parliament Building. Arrangements for this visit were made through the President's Office.

Monday 26 November 2018 – Official Call on the President from Australia's Ambassador Designate to Ethiopia, Mr Peter Doyle. Arrangements for this visit were made through the President's Office.

Wednesday 28 November 2018 – The Presiding Officers hosted a lunch for the Hon Cyril Buraman MP, Speaker of Nauru Parliament, and Ms Ann-Marie Cain, Clerk of Nauru Parliament. The Clerk of the Legislative Assembly and Deputy Clerk of the Legislative Council were in attendance. Arrangements were made through the Clerk of the Legislative Council's Office.

Monday 14 January 2019 – The Presiding Officers hosted a meeting with the outgoing Victorian Consul-General of China, Mr Zhao Jian. The arrangements for this visit were made through the Speaker's Office.

Thursday 21 February 2019 – Official Call on the Presiding Officers by the Ambassador of Japan, His Excellency Mr Reiichiro Takahashi. In attendance was the Victorian Consul-General of Japan, Mr Kazuyoshi Matsunaga, Mr Hiroyuki Saruhashi, First Secretary, Mr Katsushi Horigome, Political and Economic Consul, and Ms Laura Hughes, Political and Economic Analyst. The arrangements for this visit were made through the President's Office.

Saturday 23 February 2019 – The President met with the Japanese Parliamentary Vice-Minister for Foreign Affairs, Mr Norikazu Suzuki. The Vice-Minister was accompanied by the Victorian Consul-General of Japan, Mr Kazuyoshi

Matsunaga, and Mr Hiroyuki Saruhashi, First Secretary to the Vice-Minister. The arrangements for this visit were made through the President's Office with the assistance of the Japanese Consulate General.

Monday 18 March 2019 – First Official Call on the Presiding Officers by the Consul-General for Malta, Mr Mario Farrugia Borg. In attendance was the Consulate General Secretary, Ms Miriam Cassar. The arrangements for this visit were made through the President's Office.

Friday 22 March 2019 – The Presiding Officers hosted a meeting with the outgoing Victorian Consul-General of Sri Lanka, Mr W.G.S. Prasanna. The Consul-General was accompanied by the Consul, Ms Nilusha Dilmini, and the arrangements for this visit were made through the President's Office.

Wednesday 3 April 2019 – The President hosted a courtesy call with the Consul-General for Egypt, Mr Mohamed Fakhry. The arrangements for this visit were made through the President's Office.

Friday 5 April 2019 – The President hosted a courtesy call with the Consul-General for China, Mr Long Zhou. The arrangements for this visit were made through the President's Office.

Thursday 11 April 2019 – The President hosted a courtesy call with the Consul-General for the Republic of Korea, Mr Kim Sunghyo. The arrangements for this visit were made through the President's Office.

Wednesday 22 May 2019 – The Presiding Officers hosted a meeting with the outgoing Victorian Consul-General of India, Mr Rakesh Malhotra. The arrangements for this visit were made through the President's Office.

Thursday 13 June 2019 – First Official Call on the Presiding Officers by the Consul-General for Pakistan, Mr Sardar Adan Rashid. The arrangements for this visit were made through the Speaker's Office.

Wednesday 26 June 2019 – First Official Call on the Presiding Officers by the Consul-General for Sri Lanka, Mr Kapila Fonseka. In attendance were the Consuls, Ms Nilusha Dilmini and Ms Diana Perera. The arrangements for this visit were made through the President's Office.

Corporate governance

DEPARTMENTAL MANAGEMENT AND PLANNING

Presiding Officer's travel

The President attended the 49th Presiding Officers and Clerks Conference in Wellington from 8 to 13 July 2018.

The President's travel and accommodation costs amounted to \$4,379.11.

Members' Client Survey

The annual Members' Client Survey was opened to members in 27 May 2019 and closed on 14 June 2019.

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 40% in 2017-18. In relation to joint investigatory committees 30% 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.

Governance Officer

As a direct response to the Parliament of Victoria's 2017 Governance Review, the Clerk of the Parliaments appointed a part-time Governance Officer who commenced in April 2019. The role enhances collaboration and communication between the different governance groups and across the three departments.

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 (from the Attendant Group) on the Occupational Health and Safety Committee. The Usher of the Black Rod was the Chair of the Committee until February 2019.

The Committee worked actively both at the practical level of resolving occupational health, safety and welfare matters brought before it by departmental representatives, at the policy development level and as a conduit for the dissemination of related information to other staff. Seven formal Committee meetings were held during 2018-19.

SECURITY

Security Management Board

The Parliament's Security Management Board was established in response to increasing awareness of issues relating to the 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 & Electorate Properties Unit (SEPU). The Board has proven to be of value in providing an advisory role to the Presiding Officers.

Visitor management at Parliament House

The three Parliamentary departments continued to work collaboratively on improving visitor management and security within the Parliament precincts. Specifically, the Usher of the Black Rod, together with the Serjeant-at-Arms in the Assembly, and staff within the Security & Electorate Properties Unit met regularly to discuss a number of security related issues. Key focus throughout the reporting period was on security infrastructure works in Spring Street and the front carriageway, further improvements to visitor sign-in procedures and wearing of lanyards, and development of an Incident Management System for the Parliament. For more details on Parliament's security projects during the reporting period, see the Department of Parliamentary Services annual report.

PROFESSIONAL AND PERSONAL DEVELOPMENT

Presiding Officers and Clerks Conference

The 49th Presiding Officers and Clerks Conference was hosted by New Zealand Parliament's House of Representatives from 8 to 13 July 2018.

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 then President of the Victorian Legislative Council, the Hon Bruce Atkinson MLC, presented a paper titled "*The Council and the Crossbench: Balance of power in the 58th Parliament and the changing face of the Victorian Legislative Council*".

The 50th Conference of Presiding Officers and Clerks will be hosted by the Queensland Parliament in Brisbane, from 8 to 13 July 2019.

ANZACATT Professional Development Seminar

The Tasmanian Parliament hosted the 2019 Australian and New Zealand Association of Clerks-at-the-Table (ANZACATT) Professional Development Seminar. The theme was Parliamentary Sovereignty: A law unto itself.

Among the topics discussed were:

- Witnesses and strangers in Parliamentary proceedings
- Parliament House as a public building
- Privilege flashpoints in the House and in Committees
- Parliament and the courts and Parliament and the Executive

Other presentations and discussions held over the three day seminar included a panel discussion titled The Death of the Media Gallery, a debate on whether unicameralism is superior to bicameralism and a Clerks panel discussing the challenges they have experienced over the past year.

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 the Westminster parliaments. In addition, several attendees from overseas jurisdictions provided valuable insight and perspectives on the similarities and differences between their jurisdictions and ours.

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

The Clerk's office continues to assist with the administration of the new website for ANZACATT and is grateful for the continued guidance and assistance of the DPS IT unit. The website is used by all Australian and New Zealand parliaments to share information and assist each other with procedural and professional development.

Clerk's travel

The Clerk attended the 2018 Parliamentary Law, Practice and Procedure (PLPP) Course in Hobart, Tasmania from 28 June to 1 July 2018, as well as the 49th Presiding Officers and Clerks Conference in Wellington, New Zealand from 8 to 13 July 2018. He also attended the 2019 Biennial Clerks Meeting during the margins of the Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) Seminar in Hobart, Tasmania from 24-25 January 2019.

The Clerk's travel and accommodation costs amounted to \$6,305.62.

FINANCE

Legislative Council budget

The 2019-20 appropriation bill for the Parliament, which was passed in both Houses in June 2019, included a substantial increase in funding for 2019-20 year and forward estimates. This was the most significant increase in appropriation for the Council and followed some years of discussions about appropriate funding to carry out the function of a House of review, able to properly resource Council committee inquiries and increasing private Member demands.

The Council had relied on more than one occasion on the willingness of Presiding Officers to transfer funds between parliamentary appropriations, pursuant to the *Financial Management Act 1994*.

The 2019 legislation, which significantly reduced the number of joint investigatory committees (funded by a separate appropriation in the annual Parliament appropriation bill) and the establishment of a new standing committee system in the Assembly provided an opportunity to further the discussions about the Council's budget and realign appropriations accordingly.

Appendix A

Role of the Legislative Council staff

Clerk's Office

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

Clerk of the Parliaments

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

Chamber Support Office

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

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

Attendant staff

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

Committee Office

The department is now responsible for administering two of the Parliament's four Joint Investigatory Committees — Electoral Matters and Integrity and Overnight — following changes to the *Parliamentary Committees Act 2003* (Vic)

in early 2019. 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, the Privileges Committee and any other select and standing committees which may be appointed by the Legislative Council. The support services provided by the Committees' Office include the provision of financial resources and adequate and competent staff, the analysis of evidence and the presentation of reports to Parliament. The Assistant Clerk – Committees is responsible to the President for the oversight of the operations of those committees and their secretariats whose role is to provide administrative, research, procedural and budgetary support.

President's Office

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

Appendix B

Comparative workforce data as at 30 June 2019

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 (head count)	FTE (head count)
37	33	4	35.4	2.31

Table 2: Detail of employment levels

	2019			2018		
	Ongoing		Fixed term and casual employees	Ongoing		Fixed term and casual employees
	Employees	FTE	FTE	Employees	FTE	FTE
	(head count)	(head count)	(head count)	(head count)	(head count)	(head count)
Gender						
Male	20	19.8	0	17	17	0
Female	17	15.6	2.31	18	18	3.9
TOTAL	37	35.4	2.31	35	35	3.9
Age						
Under 25	0	0	0.71	0	0	0
25-34	8	7.8	0	8	8	0.9
35-44	7	6.8	1.6	8	8	3
45-54	11	10.4	0	11	11	0
55-64	10	9.4	0	7	7	0
Over 65	1	1	0	1	1	0
TOTAL	37	35.4	2.31	35	35	3.9
Classification						
VPS 1	0	0	0	0	0	0
VPS 2	6	6	0	6	6	0
VPS 3	8	6.6	0	8	8	1.5
VPS 4	4	4	0.71	4	4	0
VPS 5	7	6.8	1.60	6	6	2.4
VPS 6	10	10	0	9	9	0
STS	0	0	0	0	0	0
Executive	2	2	0	2	2	0
TOTAL	37	35.4	2.31	35	35	3.9

Appendix C

Members of the Legislative Council – 59th Parliament as at 30 June 2019

Region	Name	Party
Eastern Metropolitan Region	Mr Bruce Atkinson	LIB
	Mr Rodney Barton	TMP
	Hon Shaun Leane	ALP
	Ms Sonja Terpstra	ALP
	Hon Mary Wooldridge	LIB
Eastern Victoria Region	Ms Melina Bath	NAT
	Mr Jeffrey Bourman	SFFP Vic
	Hon Jane Garrett	ALP
	Hon Edward O'Donohue	LIB
	Ms Harriet Shing	ALP
Northern Metropolitan Region	Mr Nazih Elasmr	ALP
	Hon Jenny Mikakos	ALP
	Mr Craig Ondarchie	LIB
	Ms Fiona Patten	FPRV
	Dr Samantha Ratnam	VG
Northern Victoria Region ^(a)	Mr Mark Gepp	ALP
	Hon Wendy Lovell	LIB
	Ms Tania Maxwell	DHJP
	Mr Tim Quilty	LDP
	Hon Jaclyn Symes	ALP

Region	Name	Party
South Eastern Metropolitan Region	Hon Gavin Jennings	ALP
	Mr David Limbrick	LDP
	Hon Gordon Rich-Phillips	LIB
	Hon Adem Somyurek	ALP
	Dr Tien Kieu	ALP
Southern Metropolitan Region	Ms Georgie Crozier	LIB
	Vacant ¹	ALP
	Hon David Davis	LIB
	Mr Clifford Hayes	SA
	Ms Nina Taylor	ALP
Western Metropolitan Region	Dr Catherine Cumming	IND
	Mr Bernie Finn	LIB
	Mr Cesar Melhem	ALP
	Ms Ingrid Stitt	ALP
	Ms Kaushaliya Vaghela	ALP
Western Victoria Region	Mr Stuart Grimley	DHJP
	Mrs Beverley McArthur	LIB
	Mr Andy Meddick	AJP
	Hon Jaala Pulford	ALP
	Hon Gayle Tierney	ALP

Party	Members	
ALP	Australian Labor Party	17 ¹
LIB	Liberal Party	10
NAT	The Nationals	1
AJP	Animal Justice Party	1
DHJP	Derryn Hinch's Justice Party	2
IND	Independent	1
LDP	Liberal Democrats Party	2

Party	Members	
RV	Fiona Patten's Reason Victoria Party	1
SA	Sustainable Victoria	1
SFFP Vic	Shooters, Fishers and Farmers Party Victoria	1
TMP	Transport Matters Party	1
VG	Victorian Greens	1
TOTAL		39¹

¹ The Hon Philip Dalidakis resigned as a Member of the Legislative Council on 17 June 2019. Mr Dalidakis represented the Southern Metropolitan Region (the vacancy resulting from his resignation had not been filled as at 30 June 2019).

Appendix D

Selected statistics relating to sittings of the Legislative Council 2014-15 to 2018-19

	2014-15	2015-16	2016-17	2017-18	2018-19
Number of days House met	40	54	49	60	43
Number of hours House met	347 hrs, 11 mins	518 hrs, 16 mins	440 hrs, 41 mins	587 hrs, 43 mins	377 hrs, 3 mins
Average number of hours per sitting day	8 hrs, 27 mins	9 hrs, 36 mins	9 hrs, 2 mins	9 hrs, 47 mins	8 hrs, 46 mins
Bills dealt with					
Initiated in LC	16	12	11	8	7
Received from LA	58	88	76	67	50
Passed without amendment	52	70	52	46	30
Passed with amendments	5	15	15	23	11
Defeated	3	1	3	4	3
Lapsed	12	0	0	0	39
Withdrawn	0	0	1	3	0
Ruled out of Order	0	0	0	0	0
Sets of amendments circulated	26	45	52	87	48
Bills considered in Committee of the Whole	32	37	42	62	38
Questions on notice processed	1,089	6,182	4,321	1,426	672
Written (and further written) responses ordered to questions without notice	60	239	349	381	194
Petitions tabled	28	88	58	82	55
Signatories to petitions	24,180	59,543	37,593	29,941	28,285
Papers tabled	1,529	1,434	1,717	1,571	1,292
Annual reports	324	375	312	334	364
Statutory Rules	202	165	154	170	158
Planning scheme amendments	433	416	371	380	314
Proclamations	49	55	47	46	33
Other (including special reports, parliamentary committee reports, etc.)	386	423	833	641	423
Production of documents orders made					
Orders made ¹	9	7	8	11	5
Documents produced in full	14	53	375	184	1,869
Documents produced in part ²	45	442	37	64	152

1 Initial orders only. Follow-up ('step 2') resolutions excluded.

2 These documents were provided with redactions, claiming Executive privilege.

Appendix E

Statistics relating to Committees administered by the Legislative Council as at 30 June 2019

Committee activity	Standing Committees ⁷			Joint investigatory Committees ⁷				Domestic Committees	
	EI	EP	LSI	AO	EEJS	ENRRD	IBAC	Privileges	Privileges
Deliberative meetings ¹	4	3	4	1	1	0	0	16	0
Public hearings ²	1	3	2	0	0	0	0	9	0
Visits/inspections ³	0	0	0	0	0	0	0	0	0
Reports presented ⁴	0	1	0	1	1	0	2	1	1
Submissions received ⁵	376	669	17	0	0	0	0	0	0
Inquiries received ⁶	4	1	4	0	0	0	0	1	1

1 Includes Subcommittee meetings. Does not include minutes taken for public hearings or site visits/inspections.

2 Includes closed hearings. Each witness or group of witnesses appearing before the committee is counted separately. For instance, 1 day of committee hearings with 5 witness groups appearing would equate to 5 different public hearings for the purposes of the statistics.

3 Number of sites visited. If the committee visits 3 different sites in one day, it counts as 3 site visits. Overseas trips are included and counted as 1, irrelevant of how many meetings and site visits.

4 Includes interim reports.

5 Does not include supplementary submissions.

6 Inquiries received from the Houses or self-referred.

7. EI Economy and Infrastructure
 EP Environment and Planning
 LSI Legal and Social Issues
 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 2019

2017-18 Actual \$	Expenditure	2018-19 Budget \$	2018-19 Actual \$
2,599,924	Staff salaries, allowances and overtime	2,959,600	2,820,500
771,369	Subsidiary expenses ¹	894,200	915,310
652,275	General expenses	823,200	621,408
39,476	Parliamentary printing	138,000	33,644
16,500	Auditor-General's Office audits	16,500	19,000
4,079,544	TOTAL - DEPARTMENTAL	4,831,500²	4,409,862

- 1 Subsidiary expenses include long service leave and recreation leave provision, payroll tax, employer superannuation, WorkCover contributions and fringe benefits tax.
- 2 This figure includes the following sources of funds –
- \$4.613m – from *Appropriation (Parliament 2018-2019) Act 2018*
 - \$0.016m – Special Appropriation pursuant to *Audit Act 1994*
 - \$0.202m – Special Appropriation as per s 94 of *Constitution Act 1975*

Legislative Council – Members – Special Appropriations

2017-18 Actual \$	Expenditure	2018-19 Budget \$	2018-19 Actual \$
11,655,325	Members' salaries and allowances	12,112,807	12,782,028
-	Members' contributory superannuation	2,906,000	-
11,655,325	TOTAL - Members	15,018,807	12,782,028
15,734,869	TOTAL	19,850,307	17,191,890³

- 3 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 2018-19.

Appendix G

Legislative Council Major Outputs and Performance Measures as at 30 June 2019

Major Outputs/Deliverables Performance Measures	Unit of measure	Target	Actuals
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 ¹	per cent	80	95
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	95	95
Cost			
TOTAL OUTPUT COST	\$ million	19.8	17.6
		(4.832)²	(4.410)²

- 1 This measure is based on a confidential survey of the Legislative Council members. The target has been exceeded due to a higher level of member satisfaction with the services provided in an environment where there are numerous procedural and committee inquiries.
- 2 These amounts are the department's operating funds to achieve outputs.

Appendix H

Joint investigatory committees expenditure statement as at 30 June 2019

2017-18 Actual \$	Joint investigatory committee	2018-19 Budget \$	2018-19 Actual \$
364,507	Accountability and Oversight Committee ²	396,600	314,420
-	Auditor-General investigation ⁴	-	-
-	Auditor-General's Office audit costs	-	-
1,505,315	Committee Services Office ³	2,787,560	1,223,168
365,843	Economic, Education, Jobs and Skills ²	400,200	308,457
387,282	Electoral Matters ¹	418,000	443,790
221,982	Environment, Natural Resources & Regional Development ²	374,250	206,881
417,813	Family and Community Development ¹	435,700	242,046
368,339	Independent Broad-based Anti-corruption Commission ²	429,314	499,801
474,401	Law Reform, Road and Community Safety Committee ¹	410,900	264,586
1,067,812	Public Accounts and Estimates ¹	1,133,300	984,280
488,476	Scrutiny of Acts and Regulations ¹	665,176	543,554
-	Integrity and Oversight	-	228
5,661,770	TOTAL	7,451,000	5,031,211

- 1 Committees administered by the Legislative Assembly: Electoral Matters; Family and Community Development; Law Reform, Road and Community Safety Committee; Public Accounts and Estimates; Scrutiny of Acts and Regulations.
- 2 Committees administered by the Legislative Council: Accountability and Oversight Committee; Economic, Education, Jobs and Skills, Committee; Environment, Natural Resources and Regional Development Committee and the Independent Broad-based Anti-corruption Commission Committee.
- 3 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.
- 4 Specific funding provided for one-off investigation referred by both Houses.

Appendix I

Major Outputs - Joint Investigatory Committees as at 30 June 2019

Major Outputs/Deliverables Performance Measures	Unit of measure	Target	Actuals
Quantity			
Reports tabled per annum	number	15	24 ¹
Quality			
Committee members satisfied that advice about procedure, research and administration is responsive, clear, objective and prompt	per cent	80	87 ²
Inquiries conducted and reports produced in compliance with procedural and legislative requirements	per cent	95	100 ³
Timeliness			
Reports tabled in compliance with procedural and legislative deadlines	per cent	95	100 ⁴
Cost			
TOTAL OUTPUT COST	\$ million	7.7	7.5

- 1 The number of reports tabled can vary depending on the inquiries referred to committees by the Houses or Governor in Council. For 2018-19, the number of reports tabled was higher than anticipated due to several committees completing inquiries and tabling their reports prior to the end of the 58th Parliament.
- 2 This measure was based on a confidential survey in May 2019 of joint investigatory committee members. Due to the sometimes political nature of committee work, members may not always be satisfied with advice even when it is accurate. For 2018-19, members' satisfaction with the quality and responsiveness of committees' advice has exceeded expectations.
- 3 This figure is a credit to the procedural knowledge of our committees' staff.
- 4 This figure is a credit to the business processes in the committee office.

Appendix J

Parliamentary committee inquiries administered by the Legislative Council as at 30 June 2019

Committee	Inquiry name	Tabled
Accountability and Oversight	Inquiry into methodologies and outcomes from Victorian Ombudsman reports tabled in the Parliament	22 August 2018
Economic, Education, Jobs and Skills	Inquiry into NBN Rollout in Regional Victoria	Lapsed: 30 October 2018
	Inquiry into Career Advice Activities in Victorian Schools	22 August 2018
Economy and Infrastructure	Inquiry into the increase in Victoria's road toll	To be tabled
	Inquiry into expanding Melbourne's free tram zone	To be tabled
	Inquiry into the Impact of Animal Rights Activism on Victorian Agriculture	To be tabled
	Inquiry into the <i>Commercial Passenger Vehicle Industry Act 2017</i> Reforms	To be tabled
Environment and Planning	Inquiry into the Proposed Long Term Lease of Land Titles and Registry Functions of Land Use Victoria	7 August 2019
	Inquiry into Recycling and Waste Management	To be tabled
Independent Broad-based Anti-corruption Commission	The work of the IBAC Committee of the 58 th Parliament: a reflection	5 September 2018
	Inquiry into the external oversight of police corruption and misconduct in Victoria	4 September 2018
Legal and Social Issues	Inquiry into a Legislated Spent Convictions Scheme	To be tabled
	Inquiry into Firearms Prohibition Legislation	To be tabled
	Inquiry into the Use of Cannabis in Victoria	To be tabled
	Inquiry into Homelessness in Victoria	To be tabled
Procedure	Review of the Standing Orders (58 th Parliament)	7 September 2018
Privileges	Inquiry into Matters Relating to the Misuse of Electorate Office Staffing Entitlements	23 August 2018
	Appointment of a Parliamentary Integrity Adviser	To be tabled

Appendix K

Disclosures made under the *Protected Disclosure Act 2012*

For the period 1 July 2018 to 30 June 2019, no disclosures were made