



DEPARTMENT OF THE
LEGISLATIVE ASSEMBLY

**ANNUAL REPORT
2018-19**



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ANNUAL REPORT

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LEGISLATIVE ASSEMBLY

2018-19



Legislative Assembly *of Victoria*

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14 October 2019

Hon Colin Brooks MP
Speaker of the Legislative Assembly
Parliament House
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Dear Speaker

I have pleasure in forwarding to you the Annual Report for the Department of Legislative Assembly for the year 2018–19.

Yours sincerely

A handwritten signature in blue ink that reads "B Noonan".

Bridget Noonan
Clerk of the Legislative Assembly



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Objectives and function

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

On 23 November 1855 Victoria's new Constitution Act was officially proclaimed, allowing the formation of responsible government. Elections for the 88 seats in the newly formed Legislative Assembly took place in Spring 1856. The House met for the first time in November 1856.

The Department of the Legislative Assembly was established soon afterwards to support the operations of the Legislative Assembly and has continued to provide support since then. Headed by the Clerk, officers of the Department support the Speaker and the work of the Chamber. In modern times the Department's work has extended to include significant responsibility in supporting the operations of committees, and in the provision of information and community engagement services.

STATEMENT OF CORPORATE INTENT

The Parliament of Victoria through its elected representatives is accountable to the Victorian community for the provision and conduct of representative government in the interests of Victorians.

The objective of all of the departments of the Parliament is to deliver apolitical, professional and innovative services to support our elected representatives and the Parliament as an institution.

We will deliver this support through operational business plans that are underpinned by the Parliament's strategic directions. The strategic directions of the 58th Parliament focused on the following overarching themes:

- Service Delivery
- Community Engagement
- Our People
- Security
- Information and Technology
- Built Environment
- Victoria in the Broader Community of Parliaments

A new strategic plan for the 59th Parliament was being finalised at the end of the reporting period and will guide the Department's work over the next four years.

Clerk's overview

This annual report explains the work of the Department of the Legislative Assembly for the last year, and I hope it is of interest to members, staff and the public. While parliamentary support work can be opaque, and often performed behind the scenes, Assembly staff understand that diminished public trust in institutions like Parliament threatens the relevance of the legislature's work. We are keen to make the work of Parliament, and the role we play in supporting it, more transparent and easily communicated to Victorians. Our annual report is part of that transparency, and we welcome feedback from members and the community on our operations.

Election years always bring changes. Most obviously, some members retire, or are defeated, and new members elected. I wish our retired and defeated members, and their staff, the best for whatever they choose to do next. Responding to feedback from members in the past, we worked with the Council to deliver a digital procedure guide to aid new member induction. We hope this has enabled members to be more self-sufficient in learning about parliamentary procedure.

Some of the changes in the 59th Parliament are—new sessional orders, updated standards legislation, a remuneration tribunal, new standing orders to govern Assembly committees, changes to the statutory committees model, moves to appoint a parliamentary integrity adviser, and expanded use of the video-on-demand service. Amidst the changes, there were some constants from the previous Parliament, as Hon Colin Brooks and Maree Edwards were returned as Speaker and Deputy Speaker.

With the Presiding Officers and other parliamentary departments, we closed 2018–19 by putting the finishing touches on a new strategic plan for the 59th Parliament. The plan focuses on the parliamentary departments providing services so that members can acquit their duties as parliamentarians. This requires some careful analysis on our part, because there is no single way to approach being a parliamentarian. It has sometimes been described as a 'job without a position description', and so we will need to continue to consult with members on common themes about how they work. As well as being responsive to the work needs of members, prudent resource management means we should also provide consistent and streamlined services. For the last year, the Clerk's Office has been holding regular, reasonably informal, feedback meetings with Assembly members on their experiences of our service delivery. This project has increased importance with Parliament's new strategic plan.

Assembly staff enjoy problem solving and exploring different ways of doing things, and they have done that during the last year. 2019–20 will draw on those talents again, as we work to implement the first determination of the remuneration tribunal, accommodate substantial buildings works throughout the main building, and deliver on the strategic objectives of equipping members with the information and tools they need to represent their communities. I thank my colleagues in the Council and Department of Parliamentary Services for their collaboration and work. Much departmental work is done behind the scenes and without fanfare, but we value it all the same.

Finally, I commend the Assembly's staff for the commitment and creativity they bring to their work.

Bridget Noonan
Clerk of the Legislative Assembly

Report on Output Measures

LEGISLATIVE ASSEMBLY

Output/Deliverables	Unit of measure	Target	Actual
Quantity			
Procedural references updated biannually	number	2	2
Regional visits to schools to conduct parliamentary role plays	number	5	6
Quality			
Bills and amendments processed accurately through all relevant stages in compliance with constitutional requirements and standing orders	per cent	100	100
Member satisfaction that advice is responsive, prompt, clear and objective	per cent	80	98 ¹
Teacher satisfaction with tours of Parliament for school groups	per cent	95	99
Timeliness			
Documents tabled within time guidelines	per cent	90	100
House documents available one day after sitting day	per cent	100	100
Online information relating to bills updated within one day	per cent	98	100
Cost			
TOTAL OUTPUT COST	\$ million	33.8	33.6

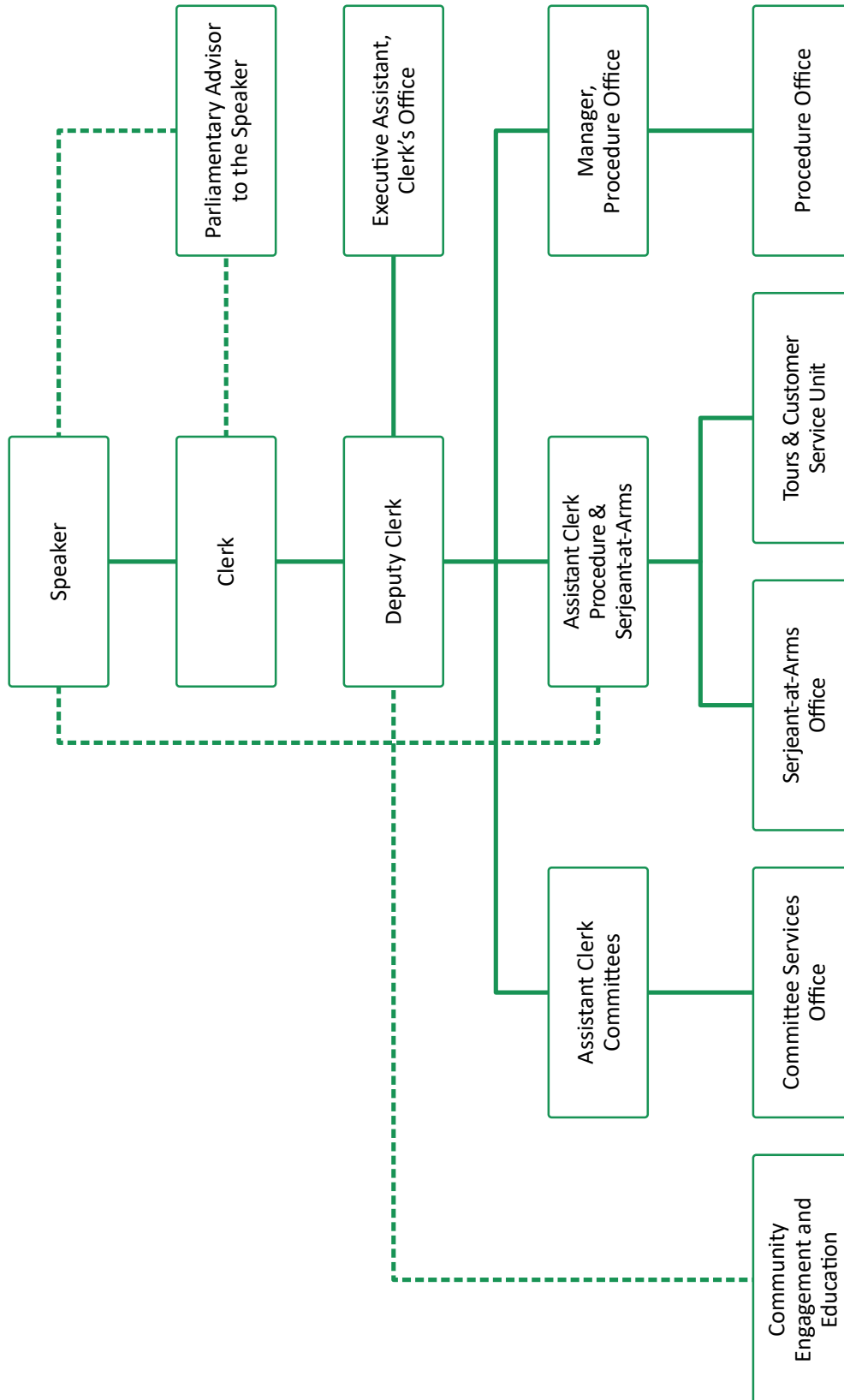
- 1 We take great pride in the timeliness and accuracy of advice given to members, and we are pleased with this result. However, there may be occasions where errors are made, resulting in member dissatisfaction, though we take care to prevent this. There can be circumstances where members may not be satisfied with the advice we give, despite its accuracy and timeliness. This is particularly the case where members wish to use parliamentary procedure as part of political tactics and we need to advise that their proposal or strategy is not allowable or procedurally correct. Taking into account the subjective nature of the target, we consider 80% to be a high benchmark.

JOINT INVESTIGATORY COMMITTEES

Output/Deliverables	Unit of measure	Target	Actual
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.

Organisation structure and corporate governance



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

The Speaker

The Speaker is the principal office holder in the Legislative Assembly. The main elements of the role are chairing meetings of the Legislative Assembly, representing the Assembly at State and other official occasions, responsibility as the administrative head of the Department and, jointly with the President, of the Department of Parliamentary Services.

The current Speaker, the Hon Colin Brooks MP, was elected on 7 March 2017, having represented the Electorate of Bundoora since 2006. He was re-elected on 19 December 2018.

Clerk of the Legislative Assembly

Bridget Noonan joined the Department in 1999 to work in the Procedure Office, and subsequently worked in a number of roles within the Office. She was appointed Assistant-Clerk Committees in 2006, Assistant Clerk Procedure & Serjeant-at-Arms in 2011, and became Deputy Clerk in 2013. In September 2017, Bridget was appointed as Acting Clerk and became Clerk in January 2019. Bridget has a Bachelor of Arts (Hons) from Melbourne University.

Chamber Officers

Robert McDonald, Deputy Clerk. Robert re-joined the Department in August 2013 as Assistant Clerk Procedure & Serjeant-at-Arms, having previously worked in the Procedure Office from 2004 to 2007. Robert was Manager, Chamber Support in the Legislative Council from 2007 to 2011 and Secretary to the Legislative Council Standing Committee on Economy and Infrastructure from 2011 to 2013. In November 2017, Robert was appointed Deputy Clerk. Robert has a Bachelor of Laws (Hons) and Bachelor of Science from Melbourne University.

Vaughn Koops, Assistant Clerk Procedure & Serjeant-at-Arms. Vaughn joined the joint investigatory committees as a research officer in 2003, and from 2005 worked as executive officer to five joint committees prior to his appointment as Assistant Clerk Committees in 2014. He was appointed Assistant Clerk Procedure and Serjeant-at-Arms in July 2016. Vaughn has a Bachelor of Arts and Master of Arts (1st class Hons) from Auckland University and a Doctor of Philosophy from Melbourne University.

Paul Groenewegen, Assistant Clerk Committees. Paul joined the Department in 2009 in the newly created position of Manager, Tours and Customer Service Unit. In January 2018, Paul was appointed Assistant Clerk Committees. Paul has a Bachelor of Arts from La Trobe University and a Graduate Certificate in Management from Swinburne University of Technology.

BRANCH ROLES

Clerk's Office

The Clerk's Office is responsible for the general management of the Legislative Assembly. This includes the provision of expert policy, procedural and corporate management advice to the Speaker. In addition, the Office is responsible for advising members on matters relating to the operation of the Legislative Assembly and its committees.

Separate to the advisory role is the requirement of the Clerk and the Office to record the decisions and proceedings of the Legislative Assembly, and to ensure the passage of legislation is in accordance with legislative and procedural requirements. The Office also coordinates the arrangements for visiting parliamentary delegations.

Committee Office

The *Parliamentary Committees Act 2003* sets out the functions and powers of joint investigatory committees. Joint investigatory committees comprise members of both Houses, and are administered by one House or the other. Committees administered by the Department of the Legislative Assembly in the 58th Parliament were:

- Electoral Matters Committee;
- Family and Community Development Committee;
- Law Reform, Road and Community Safety Committee;
- Public Accounts and Estimates Committee; and
- Scrutiny of Acts and Regulations Committee.

The passing of the Parliamentary Committees Bill 2019 on 7 March 2019 amended the *Parliamentary Committees Act 2003* and abolished the Family and Community Development Committee and the Law Reform, Road and Community Safety Committee. The Public Accounts and Estimates Committee and the Scrutiny of Acts and Regulations Committee remain administered by the Legislative Assembly and the Electoral Matters Committee is now administered by the Legislative Council.

On 7 March 2019, three new Legislative Assembly standing committees were established under changes to standing orders agreed to by the House. These committees are:

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

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

- Privileges Committee—to consider issues relating to members' parliamentary rights and immunities and requests for right of reply;
- Standing Orders Committee—to review the procedural rules of the House.

The role of the Committee Office includes coordinating and supervising the operation of the parliamentary committees administered by the Legislative Assembly, briefing the Speaker 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.

Serjeant-at-Arms' Office

The Office of the Serjeant-at-Arms is, by custom, a long-established high profile position recognised in Westminster-style Parliaments. The position has existed in Victoria since the establishment of the first Legislative Assembly in 1856. As Principal Executive Officer to the Speaker, the role includes responsibility for ceremonial events; member services including Parliament House accommodation, allowances and travel; and the security of the Chamber.

In addition, the Office provides accreditation for all media representatives operating within Parliament.

The Assistant Clerk Procedure & Serjeant-at-Arms also undertakes procedural research and project management, and assists at the table on sitting days and with the production of House documents.

Tours and Customer Service Unit

Reporting to the Assistant Clerk Procedure & Serjeant-at-Arms, the Unit conducts community

engagement programs such as public tours and presentations to school groups. With a major focus on programs for school children, including at VCE level, staff give presentations and deliver role plays both at Parliament House and by attending schools in metropolitan and regional Victoria. Staff also deliver specialist tours at Parliament House, including an architecture tour, an art tour, and an express photographic tour. In addition, the Unit provides mail and other support services including support to the Chamber on sitting days.

Procedure Office

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

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

Community Engagement and Education Unit

In conjunction with the other departments, the Community Engagement and Education Unit coordinates the delivery of community engagement activities across the Parliament in accordance with the community engagement strategy, provides communications services across the Parliament, delivers education resources in the community, and supports the CPA's twinning activities. The Unit is supported by staff from across the parliamentary departments.

REPORT ON ACTIVITIES

Service Delivery

CHAMBER ACTIVITIES—59TH PARLIAMENT

2018 Election results

A total of 13 members indicated their intention to retire at the 2018 election and one indicated her intention to stand as a candidate for the Legislative Council. In addition to this, 10 members were defeated, resulting in 24 new members of the Legislative Assembly for the 59th Parliament.

The incumbent Labor Government was returned with an increased majority, winning 55 of the 88 seats in the Legislative Assembly (Labor held 45 seats prior to the election). The Liberal Party won 21 seats (down from 30), the Nationals won 6 (down from 7), and the Australian Greens maintained 3 seats in the Assembly, losing the seat of Northcote and gaining Brunswick.

At the end of the 58th Parliament, three independents sat in the Legislative Assembly, although two of these were members who resigned from their parties during the parliamentary term. In the 59th Parliament, three candidates who stood as independents were elected.

Opening of Parliament and Address-in-Reply

The Government requested the Opening of Parliament for Wednesday 19 December 2018. This was not unexpected, as all three Openings since the change to fixed term parliaments with November elections had been held in December. However, coordinating an Opening only weeks after an election is challenging, particularly when some Council members were only declared elected the week before.

The three parliamentary departments undertook significant planning prior to and following the election period, in anticipation of a late December Opening. Once the Government announced the date, invitations were issued and final arrangements were put in place. Staff from the three departments also worked with the parties and Presiding Officers to ensure all members were allocated an office in Parliament House or the Annex for the first sitting day.

Some aspects of a traditional Opening returned that had not been included in the 2014 program. This included all members of Parliament greeting Her Excellency the Governor in the North Library prior to her speech and a

garden reception held in the presence of the Governor afterwards. The Governor addressed members of both Houses of Parliament just after 2.00 pm, and following her address the Houses suspended for the reception and resumed proceedings at 4.00 pm. When the Assembly resumed a formal motion was moved thanking the Governor for her speech, called the Address-in-Reply. Debate on the motion provided a chance for new members to make their inaugural speeches in the Chamber.

After the Opening day, the House adjourned until early February 2019. Members contributed to the debate on the Address-in-Reply over a number of sitting weeks and the House agreed to the motion in May. On 24 June 2019, the President and Speaker, along with the Clerks and members, attended Government House to present each House's Address-in-Reply to the Governor's Speech to the Governor. This was the first time the Address-in-Reply from both Houses had been jointly presented to the Governor.

Changes to the committee system

Significant changes were made to parliamentary committees for the 59th Parliament. Since 1982, joint investigatory committees have been a major part of Victoria's parliamentary committee system, initially starting with five committees, growing to as many as 12, and reducing to nine by the end of the 58th Parliament.

The first change was initiated on 19 December 2018, the opening day of the new Parliament, when the Government introduced a bill to merge the Independent Broad-based Anti-corruption Commission Committee and the Accountability and Oversight Committee into one committee to be known as the Integrity and Oversight Committee. Further reform came on 5 February 2019 when the Government introduced the Parliamentary Committees Amendment Bill 2019. The Bill abolished the Family and Community Development Committee, the Law Reform, Road and Community Safety Committee, the Environment, Natural Resources and Regional Development Committee and the Economic Education Jobs and Skills Committee. When these bills both passed, the number of joint committees was reduced from nine to four.

Reform of the committee structure for the 59th Parliament was completed when the House agreed to a motion on 7 March 2019 to amend Legislative

Assembly standing orders. The motion established three new Assembly standing committees: Economy and Infrastructure, Environment and Planning and Legal and Social Issues. Interestingly, these three new committees took the same names as the three long-established Legislative Council Standing Committees.

The net result was an overall reduction in the number of committees by two, with the joint investigatory committees reduced from nine to four, and the establishment of three new Legislative Assembly standing committees. In March and April 2019, the House appointed members to all committees.

Sessional orders

Following the Opening of Parliament, the Assembly adopted new sessional orders in early February 2019. Sessional orders are rules of the Assembly that add to, vary or amend the standing orders. While the standing orders are permanent rules, sessional orders only last for a session.

For the most part, the sessional orders replicate those in place for the previous Parliament, with 'family friendly' hours for sitting days remaining in place, and constituency questions also returning. The biggest change for the new Parliament is the introduction of Sessional Order 12, which changes the way that suspensions are served when members are ordered to withdraw from question time. Under the new sessional order, if a member is ordered by the Speaker to withdraw from the House during question time, the period of that suspension must be wholly served during question time. The practical application of the new sessional order is that when members incur a suspension during question time, depending on the length of the suspension (generally ordered in 30 minute increments, up to a maximum of 90 minutes), and the time at which they were ordered to withdraw, the suspension period may carry over to two or possibly three consecutive question times.

The tabling of proclamations fixing operative dates of Acts by the Clerk was also incorporated into the sessional orders (Sessional Order 16). Prior to the 59th Parliament, it was Assembly practice to allow for the tabling of these proclamations through a resolution passed at the start of each Parliament.

Sitting date changes

The Government released its planned 2019 sitting dates for the Legislative Assembly shortly before the Opening of the 59th Parliament in December 2018. This schedule is

only indicative of the actual sitting schedule, but in recent years variations from the planned schedule have been rare.

However, this year the sitting schedule was changed significantly due to the calling of a federal election for May 2019. Budget Day had originally been scheduled for 30 April 2019, but on 18 April 2019 the Premier announced that the date for handing down the Victorian Budget would be postponed until after the federal election. The Premier also announced that the Government would alter the sitting schedule through April and May. The sitting day previously set aside for presentation of the Budget, Tuesday 30 April, was extended into a sitting week from Tuesday 30 April to Thursday 2 May. Two sitting weeks in May were removed (7 to 9 May and 21 to 23 May), and another sitting week was scheduled—with the Legislative Assembly sitting Monday 27 May to Wednesday 29 May, and the Legislative Council sitting Tuesday 28 May to Thursday 30 May.

Changes to the sitting pattern are not procedurally complex, as each Thursday of a sitting week a sitting of the House motion is moved to formally set the next sitting date. However, the decision that the Legislative Assembly would sit on Monday 27 May was a little more complicated. The standing orders and 59th Parliament sessional orders only provide an order of business for sittings on Tuesdays to Fridays, so the Legislative Assembly had to pass a resolution setting out an order of business for a Monday. The House agreed to treat the Monday sitting as though it were a Tuesday, the Tuesday sitting as a Thursday with adjournment at 7.00 pm, and Wednesday as a regular Wednesday, but with an adjournment at 5.00 pm.

Changes to the sitting weeks and the date for the Budget also substantially affected the hearings schedule for the Public Accounts and Estimates Committee (PAEC). The PAEC generally conducts estimates hearings over around 10 days during business hours. On this occasion however, the PAEC resolved to undertake a compressed estimates hearings schedule, over six days of hearings with extended hours (four days of 12 hours or more), commencing from Friday 31 May and concluding Friday 14 June. Difficulties were encountered when the Council sat on Friday 7 June, one of the days scheduled for hearings, as the *Parliamentary Committees Act 2003* prevents joint committees meeting while the Houses are sitting without permission from the sitting House. In the end the hearings commenced at 8.30 am, were suspended at 9.30 am when the Council commenced its sitting, and recommenced after the Council had adjourned at 1.00 pm.

Parliamentary Integrity Adviser

A motion to establish a parliamentary integrity adviser was still on the notice paper, awaiting debate, when the 58th Parliament expired. Accordingly, the motion lapsed. Early in the 59th Parliament, the Leader of the House gave notice of a new motion to establish an adviser, which was similar to the motion that had earlier lapsed. The House debated, and agreed to, the motion in May 2019. The Council agreed to an equivalent motion, as the adviser is intended to provide advice to members of both Houses, and will be appointed under the authority of both Houses.

In moving the motion, the Leader of the House advised that the trigger for doing so was that the bill to establish the independent remuneration tribunal and reform the members' code of conduct—discussed elsewhere in this report—had been passed. In debate on that legislation, members indicated that the adviser was the third part of the new accountability regime—an independent remuneration and budget approval model; a new code of conduct; and an integrity adviser.

Once appointed, the adviser will have responsibility for providing independent, confidential and non-binding advice to members on personal matters and ethical issues concerning the exercise of their role as a member of Parliament. The adviser may be asked for advice on the application of legislation or other parliamentary guidelines relevant to the work of members of Parliament, the use of members' entitlements, and the declaration of potential conflicts of interest. The resolution places a focus on the adviser providing training for members on Parliament's standards and integrity system. Given the updated code of conduct, and an entirely new scheme for remuneration and allowances, this is timely.

The motion requires the privileges committees of both Houses, meeting jointly, to recruit and recommend for appointment a parliamentary integrity adviser. According to the resolution, the committees are due to make a recommendation early in the next reporting period.

Condolence motions and announcements

Under Standing Order 42, the House marks the death of former members with a condolence motion or an announcement by the Speaker. The House can also acknowledge the deaths of public figures and significant events through a motion or statements by leave.

The House discussed and agreed to condolence motions for the Hon Bill McGrath and the Hon Bill Landeryou. The Speaker announced the deaths of three former members:

Bernard Dunn, James McCabe and Giovanni Sgro. The Speaker also announced the death of Detective Senior Sergeant Victor Kostiuik, a police veteran who died during a police memorial ride.

In March 2019, the Legislative Assembly agreed to a motion offering its deep and sincere condolences to the families, friends and loved ones of the innocent victims whose lives were tragically taken in the Christchurch mosques terror attack. On 30 April 2019, the House passed a similar motion in relation to the Sri Lankan bombings on Easter Sunday. On the same day, members made statements by leave in honour of two lifesavers who died while rescuing a tourist near Port Campbell.

New numbering system for amendments

Early in the 59th Parliament, the House adopted a new system for numbering within amended bills. The Assembly's previous practice was that a Speaker had ordered a bill that was not consecutively numbered to be withdrawn. This caused an issue late in the 58th Parliament, when the Council returned a bill to the Assembly with an amendment to add a new clause 19A. As this was alphanumeric numbering, not consecutive, it was not permitted in the Assembly. To overcome this issue, the House suspended standing orders and practices of the House to enable it to consider the amendment.

During the election period, Assembly and Council staff had discussions with the Office of the Chief Parliamentary Counsel about the best way to deal with amendments in future. By not allowing alphanumeric numbering in bills, extensive renumbering was often required when clauses were added or deleted. While the clerks have some powers to renumber under standing orders, much of this renumbering was done by the Houses using consequential amendments. This often created lots of additional amendments for the Houses to consider and added complexity for drafters preparing the amendments. It was also confusing for members and the public who often had to sift through lots of technical amendments to find the substantive changes.

The result of the discussions was a recommendation from the Clerk to the Speaker, Leader of the House and Manager of Opposition Business that the Assembly change its practice to allow alphanumeric numbering. This recommendation was accepted, and the Assembly passed a motion stating that it would no longer consider a bill to be irregular for the purposes of Standing Order 60 if the clauses are not numbered consecutively due to clauses being inserted or omitted by an amendment in either House. This has the benefit

of reducing the consequential renumbering required, and saves time drafting, checking and considering amendments. It has also made the consideration of amendments clearer for members. Now that there are fewer technical amendments, members can focus on the substantive changes proposed.

CHAMBER ACTIVITIES—58TH PARLIAMENT

Documents tabled under SO 171

The House may call for documents, and SO 171 sets out how that can be achieved. This procedure is rarely used in the Assembly, but in March 2018, the House ordered various planning documents to be produced. The Government provided the documents in September 2018. Tabling and processing these documents raised several procedural issues.

As the standing orders do not provide for tabling on a non-sitting day, the Government moved the motion to allow the documents to be lodged with the Clerk on a non-sitting day and they would be deemed to be tabled. The motion also ordered the documents to be published, ensuring the release was protected by parliamentary privilege.

On the morning of Monday 3 September 2018, 32 boxes of documents were delivered for tabling. No additional hardcopies or digital copies were provided so in order to enable members and the public to access the documents, they were made available for inspection in the Clerk's office during business hours. Staff then started the job of scanning the documents and progressively loading them onto the Parliament's tabled documents database. We estimate there are approximately 160,000 pages of documents. The next day, a sitting day, the documents were tabled in the House. This required all boxes to be in the Chamber during formal business when they were officially tabled by the Clerk.

The next evening it became clear that the 32 boxes inadvertently included several documents containing the personal details of individuals. The Speaker made the decision to remove the documents from the online database. However, as the documents had been tabled, they were still public and could be inspected.

On 6 September 2018, the House agreed to a motion giving the Speaker the power to remove from the Assembly's records any private and confidential documents, brought to the Speaker's attention, that did not relate to the House's order for the documents. This resulted in requests to inspect the documents and

subsequently requests to remove some documents. The Speaker and the Clerk then had to review each request and decide accordingly. This process took several weeks. The remaining documents are now part of the Assembly's records.

No confidence motion

In August 2018, the Assembly debated the first no confidence motion in the Government since 1989. It was the first motion to be considered by the Assembly since the Constitution was amended to set out a formal process for the consideration of no confidence motions, including that agreeing to such a motion could lead to a general election.

It was important to ensure that the requirements of the Constitution were met so that if the motion did pass it would be effective, and not open to legal challenge. We provided advice on:

- the wording of the motion;
- the requirements for giving notice of the motion;
- how precedence would be given to the motion under the standing orders and when exactly the motion should be moved;
- the scope of the debate, particularly whether imputations could be made;
- if/how the motion could be adjourned, given it had precedence;
- whether a closure motion could be moved;
- what would happen if the motion passed;
- how the motion differed from no confidence motions in individual ministers or other members; and
- statistics and other background information on previous no confidence motions.

After nearly six hours of debate and extending the sitting day, the House defeated the no confidence motion 33 votes to 49.

Referral to Ombudsman

For the first time in the Assembly's history, the Assembly referred a matter to the Ombudsman for investigation. The motion required the Ombudsman to investigate allegations of irregularities with printing invoices submitted by current and former Liberal Party members.

Consideration of the motion involved some interesting procedural matters. When the Deputy Premier gave

notice of the motion, the Speaker first had to decide if it was in order. The Court of Appeal had recently considered the scope of referrals to the Ombudsman, and determined that Parliament could refer 'any matter' to the Ombudsman, not just matters relating to government administration. Therefore, the topic of the motion was in order. The motion also named individual members. Given it was a substantive motion, this was allowed, but the Speaker used his power under SO 141 to direct the motion to be amended to refer to current members by their title, not by name.

In preparing for the debate, the clerks and Speaker also considered what amendments might be moved and what amendments would be in scope. Ultimately, the only amendment moved was to omit words, so no ruling was required.

The motion passed unamended and the Speaker wrote to the Ombudsman to inform her of the Assembly's referral. The Ombudsman has not yet reported back to Parliament on this investigation.

COMMITTEE ACTIVITIES

Joint Investigatory Committees

Electoral Matters Committee

Inquiry into civics and electoral participation in Victorian state parliamentary elections

The Electoral Matters Committee tabled its report on the inquiry into civics and electoral participation in Victorian state parliamentary elections on 8 August 2018. The Victorian Electoral Commission responded to the Committee's report on 12 October 2018, supporting (fully or in part) 20 of the recommendations in the report. Two recommendations were supported in principle, one was noted and three were not supported. The VEC stated that it needed to give further consideration to four recommendations. The Government responded separately to three recommendations, fully supporting one and supporting two in principle.

2018 Victorian state election briefing

On 17 September 2018, the Committee received a comprehensive briefing from the VEC on progress towards the implementation of the 2018 Victorian state election.

Following changes to committees for the 59th Parliament, the Electoral Matters Committee is now administered by the Legislative Council.

Family and Community Development Committee

The Committee tabled its final report on the inquiry into perinatal services in the previous financial year on 20 June 2018 and did not undertake any inquiries during the current financial year.

The Committee held its final meeting on 20 August 2018.

Law Reform, Road and Community Safety Committee

Inquiry into the VicRoads' Management of Country Roads

On 23 November 2016, the Committee received a reference from the Legislative Council to inquire into the effectiveness of VicRoads' management of country roads, and report to Parliament by 30 November 2017. The Committee did not commence work on this inquiry until November 2017 as it was still conducting the inquiry into drug law reform.

The terms of reference required an examination of VicRoads' funding model and its lack of effectiveness for country Victoria, the lack of consultation with regional communities, and the option of dismantling VicRoads and creating two specific bodies for country roads and metropolitan roads. The Committee received 335 submissions from a broad range of stakeholders, including individual members of the community, local councils, government agencies and departments, community representative groups, advocacy groups and organisations.

Due to time constraints, there was limited opportunity to undertake a comprehensive inquiry before the end of the 58th Parliament. The Committee tabled an interim report on 26 July 2018, and recommended that the inquiry be referred to the appropriate committee in the 59th Parliament for full investigation.

Inquiry into the Crimes Amendment (Unlicensed Drivers) Bill 2018

On 20 June 2018, the Legislative Council referred the Crimes Amendment (Unlicensed Drivers) Bill 2018 to the Committee for inquiry and report by 22 August 2018. The reporting date was later extended to 18 September 2018 due to the Committee completing the Inquiry into VicRoads' Management of Country Roads.

The bill aimed to create new offences for causing serious injury or death while driving unlicensed. The purpose of the inquiry was to closely examine the bill, and help inform its consideration by the Legislative Council.

The Committee did not advertise a formal call for submissions, although it received two submissions. A day of public hearings were held where the Committee heard evidence from individuals, legal academics and Victoria Police.

The Committee tabled its report on 18 September 2018. It comprised four key findings about the implications of the bill if implemented and any unintended consequences, and a recommendation that the issue be considered further by the Department of Justice and Regulation.

Public Accounts and Estimates Committee

The Committee continued its work on behalf of the Parliament to scrutinise public administration and finance to improve outcomes for the Victorian community in 2018–19.

Inquiry into the 2018–19 Budget Estimates

The inquiry into the 2018–19 Budget Estimates examined the 2018–19 budget strategy and analysed the major aspects of the budget, including the plans for revenue, output expenditure, debt and asset investment.

The Report on the 2018–19 Budget Estimates presented the Committee’s findings on the assumptions, plans and estimates set out by the Government in the 2018–19 budget and the forward estimates period to 2021–22. The Committee made a total of 21 recommendations and the report was tabled in September 2018. Of the 20 recommendations to Government, 19 were either supported or supported in principle by the Government.

Visiting delegations

The Committee hosted a three-day visit by the Vietnamese National Assembly’s Finance and Budget Affairs Committee and the World Bank in August 2018. The primary objectives of the study visit were to:

- enhance participant knowledge and understanding of the objectives and business processes employed by effective public accounts and estimates committees; and
- gain some insight into the culture of accountability.

End of term report

The Committee of the 58th Parliament produced an end of term report. The report sets out the highlights of that Parliament including the positive outcomes of Committee recommendations to Government.

Financial audit of the Victorian Auditor-General’s Office

Each year the Committee oversees the financial audit of the Victorian Auditor-General’s Office (VAGO). In 2016, the Parliament appointed Nexia Melbourne to conduct the financial audit of VAGO for three years, with the appointment expiring in 2018. Due to the timing of the formation of the Committee in the 59th Parliament with members appointed on 21 March 2019, the Committee expedited the 2019 financial audit of VAGO by renewing the audit services of Nexia Melbourne for one year.

Inquiry into the 2019–20 Budget Estimates

The Victorian Government released the 2019–20 budget on 27 May 2019 and the Committee held hearings with all ministers, Parliament’s Presiding Officers, the Auditor-General and senior departmental officials in May and June 2019. The hearings ran over 55 hours and continued the timed questioning procedure introduced in the 58th Parliament. The Committee’s review and analysis of the 2019–20 budget papers, hearing transcripts, and responses to questions on notice and Committee questionnaires to departments and agencies, will inform the upcoming report, due to be tabled around October 2019.

The Committee also co-hosted its annual state budget briefing with the Department of Treasury and Finance at Parliament House on 29 May 2019. The function was well attended by members of Parliament and their staff.

Review of the Auditor-General’s Annual Plan

The Auditor-General’s Annual Plan provides the Parliament with a comprehensive overview of the proposed financial and performance audit program for the Victorian public sector, over a forward three-year period. In accordance with section 73 of the *Audit Act 1994*, the Committee must consider, and may comment on, the Auditor-General’s draft annual plan before the start of each financial year. The consultation process for the Auditor-General’s 2019–20 Annual Plan occurred between April and June 2019. The Auditor-General tabled the plan in Parliament on 27 June 2019.

Committee Membership

The first Chair of the committee in the 59th Parliament, Hon Philip Dalidakis MLC, resigned from the Committee and Parliament on 17 June 2019. A new Chair, Lizzie Blandthorn MP, was subsequently elected.

Parliamentary Budget Officer

The Parliamentary Budget Officer (PBO) presented the Report of PBO Operations for the 2018 Victorian general election to the Committee in March 2019. This was the first such report prepared by the PBO. Under section 23 of the *Parliamentary Budget Officer Act 2017*, the PBO is also required to prepare an operational plan in consultation with the Committee for each financial year. The consultation process for the PBO's 2019–20 Operational Plan occurred in June 2019. The PBO will table his plan in Parliament in early July 2019.

Scrutiny of Acts and Regulations Committee

Review of bills, regulations and legislative instruments

The Committee tabled 15 Alert Digests during 2018–19, in which it reviewed and reported on 61 bills and two Acts. The Committee, through the Regulation Review Subcommittee, also reviewed 190 statutory rules and 52 legislative instruments. The Committee tabled the Annual Review 2017, Regulations and Legislative Instruments in August 2018 and will table the Annual Review 2018, Regulations and Legislative Instruments early in the 2019–20 financial year.

Statute Law Revision Bill 2018

On 21 February 2018, the Legislative Council referred the Statute Law Revision Bill 2018 to the Committee for inquiry, consideration and report. The Committee tabled its report on 1 March 2019.

Legislative Assembly Standing Committees

Environment and Planning Committee

The Environment and Planning Committee is a new committee, established for the first time in the 59th Parliament. Its functions are to inquire into and report on any proposal, matter or thing connected with the Department of Environment, Land, Water and Planning and related agencies.

The House appointed members to the Committee on 21 March 2019 and it received the following references on 1 May 2019:

- an inquiry into what urban, rural and regional communities in Victoria are doing to tackle climate change and how the Victorian Government could support these, for consideration and report no later than 30 June 2020;
- an inquiry into the current and future arrangements to secure environmental infrastructure, particularly

parks and open space, for a growing population in Melbourne and across regional centres, for consideration and report no later than 31 December 2020.

Economy and Infrastructure Committee

The Economy and Infrastructure Committee is also new for the 59th Parliament. Its functions are to inquire into and report on any proposal, matter or thing connected with the Department of Education and Training; the Department of Jobs, Precincts and Regions; the Department of Transport; and the Department of Treasury and Finance and related agencies.

The House appointed members to the Committee on 21 March 2019 and it received the following references on 1 May 2019:

- an inquiry into the social and economic benefits of seeking to place disadvantaged jobseekers into sustainable employment, for consideration and report no later than 30 June 2020;
- an inquiry into disabled learners' access to TAFE, for consideration and report no later than 31 December 2020.

Legal and Social Issues Committee

The Legal and Social Issues Committee is the third of the newly established Assembly Standing Committees. Its functions are to inquire into and report on any proposal, matter or thing connected with the Department of Health and Human Services; the Department of Justice and Community Safety; and the Department of Premier and Cabinet and related agencies.

Members were appointed to the Committee on 21 March 2019 and it received the following references on 28 May 2019:

- an inquiry into early childhood engagement of culturally and linguistically diverse communities, for consideration and report no later than 30 June 2020;
- an inquiry into support services and responses to the issue of historical forced adoptions in Victoria, for consideration and report no later than 31 December 2020.

DEPARTMENTAL ACTIVITIES

2018 State election activities

We are fortunate to have fixed term elections, which allow us to plan well in advance for all the activities

related to the closure of one parliament and the opening of the next. Preparation for the election held on Saturday 24 November 2018 started early in 2018. A project plan was compiled both for the Legislative Assembly, and for the parliament as a whole. The Assembly project team and the whole of parliament steering group met regularly as part of a collaborative approach and to ensure that responsibilities were clear. We also planned for additional activities that would be required if there was a change of government.

As with previous elections, an Election Coordinator was appointed to lead the coordination across the parliamentary departments, and additional staff were seconded to support the workload. A Transition Guide was prepared for existing members, which set out processes and timeframes for retiring and defeated members. Staff from all Assembly business units assisted with electorate office audits, which involved supporting departing members to vacate their office and then handing it over to the incoming member. The Serjeant-at-Arms' Office coordinated a similar process for Parliament House offices. Significant work was also undertaken updating public documents, websites, and committee resources in the lead up to and following the election.

Induction and orientation of new members

For the 2018 election, the parliamentary departments reviewed our approach to the induction of new members. Feedback from previous elections was that members are overloaded with information when they are elected, so we looked at ways to progressively provide information to members over a period of time, in the order they need it.

All new members were added to Parliament's payroll and email systems through an electronic on-boarding system, as opposed to the previous paper systems. This was accompanied by an online module that sent scheduled information to members with tasks they needed to complete in the days following their election. This information covered topics such as Library and Catering services, key staff contacts and how to prepare for their inaugural speech. Tasks included completing biographical information for the Members handbook, meeting with DPS staff to discuss staffing and notifying motor vehicle arrangements.

An Orientation Day was held on 18 December 2018, which focused on key compliance requirements and what members needed to know to navigate Opening Day. The morning sessions dealt with the Code of Conduct, challenges faced by members, and the Opening of

Parliament. This was followed by a session on working in the Chamber, including swearing in and inaugural speeches. In the afternoon, members could choose to go on a practical tour of the building or meet one-on-one with parliamentary staff to discuss any specific queries they had about budgets, staffing and employment, electorate offices, IT issues or procedural matters.

Following the Opening of Parliament, we scheduled a series of lunchtime seminars on key procedural topics. These were targeted at new members, but returning members were also invited in case they wanted a refresher on certain topics. The initial seminars covered Chamber procedures, a typical sitting day and law making. A session was also delivered by the Ombudsman, the Independent Broad-based Anti-corruption Commission and Local Government Inspectorate on their roles. Further seminars will be offered in the second half of 2019.

New members' allowances system

In March 2019, the Houses agreed to legislation establishing the Victorian Independent Remuneration Tribunal. The Tribunal's role is to examine and make determinations on members' salaries and allowances. The Tribunal will also make determinations about public sector executive remuneration. Under the legislation, the first determination is due by mid-September 2019. It will set the value for a member's basic salary, any additional salaries payable to office holders such as ministers, any work-related parliamentary allowances such as those relating to committee travel, and electorate office and communications budget.

The Tribunal framework moves responsibility for providing guidance about, and ensuring compliance with, the use of allowances and the budget from the presiding officers to compliance officers attached to the Tribunal, and some parliamentary staff with designated legislative responsibilities.

Modernisation of House documents

Election periods provide an opportunity to review and update the Assembly's documents to ensure they continue to meet the needs of their users. Work started early to ensure the changes were ready for the Opening of the new Parliament in December. For the 59th Parliament, we:

- made changes to many of the standard entries in the Votes and Proceedings. In particular, we changed to more active and clearer language.

- redesigned the index for the Votes and Proceedings. As the Votes are now principally accessed as a searchable electronic document, the role of the index has changed. It will now mostly include entries that are not easily found using a search within the document.
- combined and improved readers. Readers set out standard wording that the Chair, Clerk and members use in the Chamber, for example, when tabling a committee report. Previously, each person involved in a process had a separate reader. We have combined those separate readers into one reader for each event. This helps in the Chamber because everyone can see the full story, for example, what they have to say, what the Chair will say and what the Clerk will do. It also saves time behind the scenes, as we only need to prepare one reader, rather than two or three, for each event.
- changed the font of our House documents (notice paper, Votes and Proceedings, Assembly Abridged and bills status list).
- abolished the question paper. We now only publish questions on notice in the questions and responses database.

COMMUNITY ENGAGEMENT

Tours and outreach programs

Booked Group Tours

Primary and secondary schools, tertiary institutions, English as an Additional Language (EAL) classes, community groups, Probus clubs, government departments, delegations and other groups take advantage of the free private group tours offered to groups of six or more who book in advance. We offer seven available time slots for group tours each day on non-sitting weeks, 10 on sitting Tuesdays and eight on the Wednesday and Thursday of a sitting week.

The content of a booked group tour will vary according to the needs of the group, but will include information about the history of our Parliament, the democratic process and how a law is made. Guests will have a chance to see Queen's Hall, the library and our two chambers.

During the 2018–19 year our senior tour guides conducted booked tours for 31,701 students and 4,054 adults. Each group is asked to fill in a survey after their visit and the results show that our booked tours continue to exceed the expectations of participants.

Tours that incorporate question time can also be booked. In total, 796 students attended a question time tour this year.

Public Tours

On days when Parliament is not sitting, and on Tuesday mornings of sitting weeks, we welcome members of the public to join a public tour of Parliament House. These tours allow visitors to see the main areas of the building, take photos, and learn about the history and processes of our Parliament. During the 2018–19 year we hosted 25,100 guests on public tours.

All visitors to the building are asked to sign in using our visitor management system. Public tour guests are asked to input their country of origin so that we can collect some demographic information about our visitors. During the financial year, 37 per cent of our public tour guests listed Australia as their country of origin, with China being the second most represented country at 11 per cent. The United Kingdom, United States and India accounted for 5 per cent each of our total visitor numbers with Germany, Japan, Canada and France being the next highest represented. In total, visitors from 107 different countries took a tour of Parliament.

Twice daily we offer express tours of the building that last for 20 minutes and are targeted toward guests with time constraints or limited English. This tour provides an opportunity for guests to see and take photos of the building. To further assist guests from other countries we have brochures available in a wide range of languages.

Visitor satisfaction surveys are available for guests to give feedback about our tours and the results show that public tours of Parliament House continue to be of a very high standard. We also obtain feedback from the Trip Advisor website where the Parliament of Victoria has received 416 reviews with an average rating of 4.5 out of 5.

Chamber Role Plays

In the 2018–19 year, 7,743 students in 294 groups took part in a parliamentary role play inside the Legislative Assembly Chamber. Role plays provide students with the opportunity to learn about the law making process and parliamentary procedure by taking on the roles of members of Parliament. Sessions also include a presentation covering some of the key concepts from the civics and citizenship unit of the curriculum including the levels of government and Parliament's role as a law maker. This experience is targeted toward years 5 and 6. Role plays are offered on non-sitting days at 9.30 am, 11.30 am and 1.30 pm.

VCE Legal Studies Role Play

Year 11 and 12 Victorian Certificate of Education (VCE) Legal Studies classes also have the opportunity to book one of our available parliamentary role play time slots to explore the law making process using scripts comprising extracts from Hansard. The content and program for the VCE role play links to the VCE legal studies curriculum. We currently offer three different role play scripts, one of which was developed and presented for the first time this year based on the Voluntary Assisted Dying Bill 2017. This new role play has been popular with teachers as it also highlights the relationship between parliamentary committees and changes in the law. We delivered 57 role plays to 1,335 VCE students this year.

Metropolitan School Visits

Due to the popularity of our role plays and the wide range of considerations for teachers planning excursions, it is not always possible for school groups to arrange a visit to Parliament. On days when Parliament is not sitting we visit the schools instead so they can still take part in one of our role plays. Two senior tour guides go to a school in the Melbourne metropolitan area to visit year 5 and 6 or VCE Legal Studies students and engage them in our 90-minute program. This year, 1,761 students took part in a role play during our 61 visits to schools.

Regional Visits

Six regional visits were conducted by the outreach team in 2018–19. The aim of the regional visits program is to take our community engagement and education programs to regional Victoria and give students outside metropolitan Melbourne an opportunity to participate in role plays. Local members of Parliament are invited to come along and talk to the students on the day. Parliament tour guides travel to regional towns for two to four days and provide parliamentary role plays for local school students in years 5 and 6. Our VCE role play is also offered to Year 11 and 12 students on these visits. During the reporting period, our team conducted presentations in Hamilton, Lakes Entrance, Warragul, Rosebud, Colac and Mildura. Overall, 64 groups and a total of 1,407 students participated. The feedback we have received from the teachers and students has been extremely positive. In a number of regions, the schools wishing to attend exceeded the available sessions, demonstrating the continued popularity of the program.

Specialist tours

Architecture Tour

The architecture tour features a presentation on the history and construction of Parliament House followed by a tour focusing on the architectural and visual elements of the building. The tour is popular with students studying architecture and also with those who have an interest in architecture and design. Architecture tour participants have an opportunity to see parts of the building that are rarely on display to the public, as the tour takes in areas not visited on regular booked group or public tours. The tour runs once a month on a Friday and during the 2018–19 year, 141 people attended.

Art Tour

The Parliament of Victoria has an extensive art collection. The highlights include portraits of former premiers of Victoria, the first woman elected to Parliament at a general election, Queen Victoria, Prince Albert and a gallery of Indigenous art. The tour visits these collections in the building and offers our visitors the opportunity to spend time enjoying these works. The tour runs once a month on a Monday and 85 people joined this tour during the 2018–19 year.

Gardens Tour

Gardens tours, a regular part of our tour schedule since 2014, were suspended in May 2016 due to building works in the garden. With the new members' annexe opening in late 2018, the garden is now accessible for tours again. A team of senior tour guides rewrote the old script to include the new aspects of the garden and tours resumed on Tuesday and Thursdays during school holidays. So far, we have had 91 people join this tour.

Behind the Scenes Tour

A team of senior tour guides has been working on a new Behind the Scenes Tour of Parliament, to add to our existing offering of specialty tours. This tour will take guests to areas of Parliament that are not seen on our regular tours and will give visitors the chance to learn about the variety of different work that goes into keeping the Parliament running. The script has been prepared and tours will begin in the September school holidays.

Community engagement strategy

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 trialled a broader program of events that linked to community festivals, and city-wide events. Our most popular events included our public tours for Open House Melbourne in July 2018, our Open Day celebrating Cultural Diversity Week in March 2019, and our community day celebrating Law Week in May 2019. 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 Victorian Law Foundation and the Victorian Electoral Commission. As well as attracting up to 2,000 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 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 school conventions. In addition, senior secondary students were invited to participate in our annual Deakin Oration as part of our 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 as at 30 June 2019.

Channel	Following		Increase	
	30 June 2018	30 June 2019		(%)
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 four 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 for us with a number of initiatives based on a 'by you, for you' approach. We engaged youth associates to work on youth related projects, including an enhanced youth focus for our social media. Students from 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. This strategy builds on the work we have done over the past four years and identifies priorities for community engagement over the next four years.

Committee engagement activities

50 years of the Parliamentary Committees Act

2018 marked the 50th anniversary of the first Parliamentary Committees Act in Victoria. The Act established the framework for committees that we use today. To acknowledge this milestone, a number of initiatives were implemented by committee staff with the assistance of the Community Engagement and Education Unit. These initiatives included a selection of online written pieces highlighting significant past committee inquiries and the resulting benefits for the Victorian community. Short video clips were produced to accompany the articles and posted on the committees' page on the Parliament website and the Parliament's Facebook page.

To further promote the 50th anniversary and the role of committees, two committee staff, an Assembly tour guide and a Legislative Council attendant visited the towns of Mooroopna, Nathalia, Numurkah and Tatura over two days to offer free presentations to the local communities. The presentations covered topics such as:

- the history and role of the Victorian Parliament and how it operates;
- how government is formed;
- the role of parliamentary committees; and
- how local communities can participate in the parliamentary process.

Video clips, props (including a replica mace and gowns) and goggles for a 3D tour of Parliament House were used to enhance the presentations. The presentations were very well received by those able to attend and offered a great opportunity for staff to participate in a new and engaging program.

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 quite nerve-wracking. Parliament House can be intimidating for people who have not visited the building before and finding 55 St Andrews Place is not always easy.

In an effort to put people giving evidence at a public hearing 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 which can be found on the committee's website page. The video has been extremely well received and all members of the public giving evidence are provided with a link to the video so they can watch it before they attend.

Functions, events and exhibitions held at Parliament House

Parliament House Melbourne is one of Australia's oldest and most architecturally distinguished public buildings. It has been the venue for some of the most significant moments in Victoria's growth as a state and Australia's emergence as a nation over more than 160 years. This prestige and history has made the Victorian Parliament's building a highly sought after venue for events by members of Parliament and the wider community.

We aim to make the building as open to the public as possible, so all Victorians feel that Parliament House is their building. To achieve this, we facilitate the use of the building for a range of activities including community exhibitions and displays, public awareness campaigns, receptions and award ceremonies. We support the film friendly principles, and host a number of film projects that showcase our building and our state to a wider audience. The Assembly Chamber is also used for forums, mock parliamentary debates and education programs.

The Serjeant-at-Arms' Office plays a key role coordinating the logistics for these activities. This includes coordination with catering, buildings and grounds staff and the tours program to ensure the needs of the events can be met with minimal impact on other building users. All event organisers and visitors must also comply with Parliament's security requirements.

A full list of the events, exhibitions and filming projects coordinated by the Serjeant-at-Arms' Office over the past year is in Appendix E.

Work experience students

The Parliament offers a work experience program for secondary students wishing to obtain knowledge and skills associated with parliamentary practice and procedure. The program, which attracts much interest from year 10 students, offers participants the opportunity to undertake a week of work experience across a range of parliamentary work units.

In 2018-19, students spent time with their local member of Parliament and at their member's electorate office, attended Question Time in both Houses and met with Chamber officers and staff. Three students were accommodated during the reporting year in various units including the Parliamentary Library, Hansard and Security and Electorate Properties. The lower number of students accepted during the reporting period was due to the State Election in November 2018 (with fewer parliamentary sitting weeks) and a student cancelling their placement. The students' reflections on their week at Parliament House are featured in *On Notice*, Parliament's in-house publication. Students were particularly appreciative of the structured work experience program and the amount of time devoted by parliamentary staff to assist them during their week at Parliament.

OUR PEOPLE

The Department of the Legislative Assembly is committed to providing a positive and healthy work environment for our staff. We do this on an ongoing basis by supporting the professional development needs of our staff, through on-the-job learning and more formal training opportunities. We also focus on ensuring all levels of the organisation adhere to the policies and procedures applicable to parliamentary officers.

Employee engagement survey

In April 2018, we undertook an employee engagement survey. The purpose of the survey was to seek the opinions of staff on the Department of the Legislative Assembly as a workplace. The results of the survey were provided in June 2018, and throughout the following months we undertook a number of consultation meetings with staff to discuss the results and identify opportunities for improvement.

The survey revealed a number of positive attributes. 88 per cent of Assembly staff indicated that they are proud to work for the Department compared to only 2 per cent who indicated they are not. Over 80 per cent indicated they would recommend the Department to others as a good place to work, and over 90 per cent indicated they go above and beyond in their role as often as they can. This demonstrates we are fortunate to have a highly engaged and committed workforce.

Areas identified for improvement were transparency in selection and promotion processes, overall communication, effective management of change and openness to innovation. Through workshops with staff we identified a number of initiatives to work on these areas, including changing the format of departmental staff meetings and having an expression of interest process for parliamentary conferences and other training opportunities. As part of our 2019–20 business planning process we have also focused on articulating the type of department we want to be, and how we want to work together and interact with others.

Leadership programs

A key focus of the Department is the training and development of our staff. During the year, a number of training opportunities were offered to our current and emerging leaders.

Two Assembly staff participated in a grade 4/5 leadership development program. The program involved a total of eight staff across parliament, including four from the

Department of Parliamentary Services and two from the Legislative Council. Monthly workshops were held on topics such as personal effectiveness, emotional intelligence, difficult conversations and leading through change. The group also completed a workplace project to develop a Parliament of Victoria accessibility action plan. The group presented its report at a general staff meeting in April 2019 and further work will be undertaken to finalise and start implementing the plan in the next 12 months.

We also commenced a Legislative Assembly Leadership Program for grades 5 and 6 staff titled Leading Innovation, Engagement and Positive Impact. The program is a mix of workshops and coaching sessions and focuses on leading for innovation, looking at moving beyond engaging our internal stakeholders to also engage externally with the Victorian community, and exploring strategies and approaches to foster a positive impact.

Finally, the Clerk's office undertook a team dynamics workshop to enhance the working relationships within the senior management team.

Committee reassignments

The changes to the committee system had a flow on effect for committee staff. At the start of each Parliament, we give staff the opportunity to nominate for reassignment to a different joint investigatory committee, as a professional development opportunity or to explore new challenges or areas of interest. They can also request to stay with the same committee. Once committees are established, we ask staff to nominate, in order of preference, three committees with which they would like to work.

For the 59th Parliament, this process was more complicated due to the reduction in joint committees and the establishment of new Legislative Assembly standing committees. Following consultation with affected staff and the union, it was agreed that joint committee staff would be given the opportunity to include the new standing committees in their list of preferred committees.

Following expressions of interest and an interview process, we assigned staff to committees by the end of June 2019 and they have now commenced work on their inquiries. The overall reduction in the number of committees meant that there were not enough positions for all existing employees. Two long serving committee executive officers who were not allocated to a committee have subsequently left, and we thank them for their many years of excellent service.

Staff development and team building

The break during the election period provided a good opportunity for staff development. A number of committee staff took up the opportunity to go on secondments to other departments and organisations. These included working on committees in the Federal and New South Wales Parliaments, a secondment with the Department of Environment, Land and Water Protection and even an opportunity to work in Zambia with Innovations for Poverty Actions. Everyone who took the opportunity to undertake a secondment found it a valuable experience and have applied what they learnt to improve their own work practices.

The election period also provided the chance for some professional development and team building activities that took place outside of the regular work environment. Tours were organised for committee staff of the Public Records Office Victoria and the Victorian Supreme Court. These experiences gave staff the opportunity to learn about institutions that are extremely relevant to the work of Parliament, whilst also allowing them to engage with their colleagues in a different environment than they are used to. We also conducted a range of team building activities to strengthen relationships and cooperation between committee teams.

SECURITY

Security within the parliamentary precinct is a shared responsibility. The Presiding Officers are responsible for the control, management and security of the precincts under the Parliamentary Precincts Act 2001. They exercise these responsibilities with advice from the Security Management Board, which comprises members of Parliament, parliamentary staff and representatives from Victoria Police.

On a day-to-day basis, security within Parliament House and 55 St Andrews Place is managed by staff within the Department of Parliamentary Services, with the Serjeant-at-Arms responsible for the security in the Assembly Chamber on sitting days.

Security projects

The three Parliamentary departments continued to work collaboratively on improving visitor management and security within the Parliament precincts.

The Serjeant-at-Arms, the Usher of the Black Rod, and staff within the Security and Electorate Properties Unit met regularly to discuss a number of security related issues. A 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 development of an incident management system for the Parliament. For more details on Parliament's security projects during the reporting period, see Department of Parliamentary Services annual report.

The Assistant Clerk Committees of the Legislative Assembly, and the Assistant Clerk Committees of the Legislative Council, committees staff, and staff within the Security and Electorate Properties Unit also met on a number of occasions to refine and examine options for improved security for public hearings held in 55 St Andrews Place.

INFORMATION AND TECHNOLOGY

Member Procedure Guide

Launching at the beginning of the 59th Parliament, the Procedure Guide is a new online resource for members and their staff. It replaces previous hardcopy resources and provides practical and clear guidance on the main procedures of the Assembly, Council and committees. We have designed it to be a training tool for newly elected members and an ongoing resource for returned members and their staff.

Assembly and Council staff update the Procedure Guide on a continual basis as rules change, precedents develop and as the need for new content arises. We are also working on technical improvements to enhance ease of use.

Questions and responses database

Work is continuing on the development of a new platform for the questions and responses database. The current database is over 10 years old and no longer meets our needs and the needs of our customers. We have been working closely with IT and Council staff and have seen a demonstration of a potential platform that we hope can be adapted to our requirements. We have begun working on a scope based on the stakeholder consultation we completed in the last financial year.

Information for public sector stakeholders

We have made improvements to the online information about tabling for government departments and agencies. This has included simplifying the tabling notes and clearly publicising the 2019 changes to our processes. We plan to have notes on lodging documents with the Clerk of

Parliaments and notes on tabling government responses to parliamentary committee reports online soon.

BUILT ENVIRONMENT

Parliament House building works

The past year saw significant building works continue at Parliament House. The building program is principally managed by the Department of Parliamentary Services, with Assembly staff providing input and assistance on projects in areas used by our staff and members.

The major project of the stonework restoration was progressed, with most of the Assembly side of the building now complete. Following the completion of the members' annexe in May 2018, further work is underway to improve circulation between it and Parliament House, together with improved accessibility for building users. The refurbishment of several Assembly ministerial offices commenced with work to continue in the next financial year and at the end of the reporting period work was almost complete on the modernisation of the media facilities above the Assembly Chamber.

A significant challenge for the Department is securing space to store Assembly documents and original papers. Recent works across Parliament House have resulted in the permanent or temporary repurposing of our former storage areas. Some original papers have been temporarily relocated to 55 St Andrews Place, and other documents have been digitised or disposed of where appropriate. Over the medium term, and following completion of current building works, the Department will work towards identifying permanent document storage facilities on-site.

Committees Work Area refurbishment

The refurbishment of the committees' work area located on Level 3 of 55 St Andrews Place has been taking place over the past three years. The project aims to provide committee staff with a purpose built work environment in line with their requirements. This includes providing staff with 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, the erection of a new meeting room large enough to accommodate committee meetings, the redesign of the Committee Services Office and renovating the six quiet rooms to improve acoustics, lighting and accessibility.

Works were completed on the project by January 2019 and feedback from the staff who had their workstations renovated indicated they were all very pleased with the results. It is hoped that the final stage of the renovation will be able to be completed during the 2019–20 financial year.

VICTORIA IN THE BROADER COMMUNITY OF PARLIAMENTS

Twinning program

As part of our commitment to enhancing parliamentary democracy in our region, our twinning program with 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.

At a whole 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 undertake some capacity building projects in 2019–20.

Other support provided by our three parliamentary departments included:

- a week long mission to Tonga in 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;

- a three day attachment at the Victorian Parliament in December 2018 for the public information officer of the Congress of the Federated States of Micronesia; and
- a three day professional development program for three Hansard staff from the Tongan Parliament in December 2018.

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 a range of information, including photographs and videos about our activities with Pacific parliaments, to our social media. For our 2019 Parliament House Open Day held in March 2019, we included a display of 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, as well as assistance from the Australian Parliament.

Official visits and attachments

Throughout the year, the Parliament hosted a number of official visits and attachments from legislatures across the world. Visitors during 2018–19 included Consuls-General, ambassadors, Presiding Officers and committee members from countries across Asia, Europe, America and the Middle East. The visits provided an opportunity for the Presiding Officers and parliamentary staff to share experiences, learn from each other, and build collaborative relationships.

Staff exchanges, programs and attachments

The Assembly was pleased to host colleagues from other jurisdictions throughout the year. The opportunity to share ideas with members and staff from other parliaments helps keep our practices contemporary and

relevant. We hosted formal professional development attachments for colleagues from:

- National Assembly of Wales;
- New South Wales Parliament; and
- Australian Parliament.

In November 2018, staff from the Legislative Assembly and Legislative Council visited the New South Wales Parliament during their last sitting week of the year. They spent a day and a half with each House department learning about their processes with the aim of bringing knowledge back to our Parliament. The visit was part of an arrangement between the Victorian Parliament and the New South Wales Parliament and followed an attachment to the Victorian Parliament from New South Wales parliamentary staff earlier in 2018. While at the New South Wales Parliament, staff attended the clerks' sitting week briefing for both Houses, a forum on the history of Aboriginal service during World War I and met the social media and procedural teams. They also learnt about the measures that the New South Wales Parliament has implemented around paper saving, use of SharePoint and resources for members.

Parliamentary conferences

Australasian Parliamentary Educators Conference

Members of our Tours and Customer Service Unit attended the Parliamentary Educators conference, hosted by the Parliament of New South Wales in December 2018. The theme of the conference was 'Making Democracy Cool Again'. The conference is an excellent way for parliaments around Australia, New Zealand and the Pacific to discuss the programs and tactics used to engage students in learning about democracy.

Society of Clerks-at-the-Table (SOCATT)

In September 2019, the Assistant Clerk Procedure and Serjeant-at-Arms attended the 54th general Society of Clerks-at-the-Table (SOCATT) meeting in Toronto, Canada, on behalf of the Department of the Legislative Assembly. The conference was attended by more than 70 clerks and senior parliamentary officers from 21 countries, representing 50 parliaments from across the Commonwealth. The Serjeant-at-Arms presented a paper on the precedence of government business and the government business program in the Victorian Legislative Assembly.

ANZACATT Professional Development Seminar

In January 2019 Assembly staff attended the 2019 ANZACATT (Australia and New Zealand Association of Clerks-At-The-Table) professional development seminar in Hobart. For the first time staff were selected to attend through an expression of interest process, opening up the opportunity to attend to a wider range of staff than had previously attended.

The theme of the seminar was Parliamentary Sovereignty: a law unto itself. It brought together parliamentary staff from around Australia and New Zealand, as well as delegates from England, Wales, Scotland, Canada and the United States to share experiences from their jurisdictions, as well as their different expertise.

APPENDICES

Appendix A

Staff employment details July 2018–June 2019

Table 1: Full time equivalents (FTE) staffing trends from 2015 to 2019

2019	2018	2017	2016	2015
48	54.50	51.12	54.16	45.44

Table 2: Summary of employment levels

	Ongoing employees				Fixed term and casual employees
	Employees	Full time	Part time	FTE	FTE
	(head count)	(head count)	(head count)		
June 2019	45	39	6	43	5.0
June 2018	49	39	10	45	9.5

Table 3: Detail of employment levels

	June 2019			June 2018		
	Ongoing		Fixed term and casual employees	Ongoing		Fixed term and casual employees
	Employees	FTE	FTE	Employees	FTE	FTE
	(head count)			(head count)		
Gender						
Male	17	16.6	1	20	19.2	4.8
Female	28	26.4	4	29	25.8	4.7
Self-described	0	0	0	0	0	0
Age group						
Under 25	1	0.6	0	1	0.6	0
25-34	10	10	4	14	13.6	3.9
35-44	12	11.6	0	8	7.2	3
45-54	15	14.2	1	16	14.6	2
55-64	6	5.6	0	7	6.0	0.6
Over 64	1	1.0	0	3	3.0	0
Classification						
VPS 1	0	0	0	0	0	0
VPS 2	11	10.2	0	14	12.8	0
VPS 3	11	10	3	15	12.4	3.1
VPS 4	3	3	0	2	2	0
VPS 5	10	10	2	10	10	4.6
VPS 6	8	7.8	0	6	5.8	0.8
Executives	2	2	0	2	2	1
TOTAL	45	43	5	49	45	9.5

- Note:
- All figures reflect active employees in the last full pay period of June of each year.
 - Ongoing employees means people engaged on an open ended contract of employment who were active in the last full pay period of June.
 - FTE means full time staff equivalent.
 - The headcount excludes staff on leave without pay.

Appendix B

Staff listing as at 30 June 2019¹

CLERK'S OFFICE

Bridget Noonan	Clerk of the Legislative Assembly
Robert McDonald	Deputy Clerk
Paul Groenewegen	Assistant Clerk Committees
Jessica Furolo	Executive Assistant, Clerk's Office
Memma Chierici	Executive Assistant, Clerk's Office

SERJEANT-AT-ARMS' OFFICE

Vaughn Koops	Assistant Clerk Procedure & Serjeant-at-Arms
Sarah Cox	Assistant Chamber Officer
Helen Dorian	Personal Assistant to the Serjeant-at-Arms

TOURS AND CUSTOMER SERVICE UNIT

Pablo Diaz	Manager
Bronwyn Gray	Tours Program Coordinator
Mark Smith	Outreach Program Coordinator
Baron Campbell-Tennant	Senior Tour Guide
Rosie Cobb	Senior Tour Guide
Jane Flanagan	Senior Tour Guide
Craig Foster	Senior Tour Guide
Michael Gigliotti	Mail and Printing Officer
Michael Gruschel	Tours Booking Officer
Sofie Marsden	Senior Tour Guide
Natalie Osborne	Senior Tour Guide
David Robertson	Senior Tour Guide
Jeremy Walsh	Personal Assistant to the Speaker

SPEAKER'S OFFICE

Jason McDonald	Parliamentary Adviser to the Speaker
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¹ Includes staff on leave and being backfilled, such as parental leave, but does not include staff seconded to other departments.

PROCEDURE OFFICE

Kate Murray

Manager

Papers Section

Liesel Dumenden

Parliamentary Officer

Rachel Pineda-Lyon

Parliamentary Officer

Brittany Turner

Customer Service Officer

Table Section

Stefanie Tardif

Senior Parliamentary Officer

Liam Moran

Parliamentary Officer

Serah Balasuriya

Administrative Officer

COMMUNITY ENGAGEMENT AND EDUCATION UNIT

Glenn Jeffrey

Multimedia Coordinator

COMMITTEE OFFICE

Committee Services Office

Sally West

Manager, Committee Services Office

Michelle Summerhill

Committee Services Officer

Secretariat staff

Christianne Andonovski

Committee Administrative Officer

Nathan Bunt

Committee Manager

Amber Candy

Desktop Publisher and Administration Officer

Sonya Caruana

Committee Administrative Officer

Lauren Cook

Senior Research Officer

Raylene D'Cruz

Research Officer

Simon Dinsbergs

Business Support Officer

Igor Dosen

Analyst

Krystle Gatt Rapa

Research Assistant

Rachel Macreadie

Research Officer

Helen Mason

Executive Officer

Kerryn Riseley

Committee Manager

Mark Roberts

Executive Officer

Helen Ross-Soden

Committee Administrative Officer

Yuki Simmonds

Committee Manager

Janelle Spielvogel

Committee Administrative Officer

Jessica Strout

Lead Analyst

Marianna Stylianou

Lead Analyst

Janithri Wickramaratne

Analyst

Caroline Williams

Executive Officer

Appendix C

Legislative Assembly Expenditure Statement

2017-18 Actual \$		2018-19	
		Budget \$	Expenditure \$
	Departmental expenditure—outputs		
3,116,145	Staff salaries, overtime and allowances	2,961,900	2,772,889
633,716	Subsidiary expenses ¹	1,111,500	931,585
685,081	General expenses	1,143,250	839,302
156,270	Parliamentary printing	315,350	119,381
16,500	VAGO audits	16,500	19,000
4,607,712	Total Department operating expenses	5,548,500	4,682,157
	Assembly Members—special appropriations		
23,169,008	Members' salaries and allowances	26,646,174	24,197,087
1,621,113	Members' superannuation	6,394,000	2,118,289
1,179,718	Payroll Tax	-	1,284,415
69,539	WorkCover	-	42,848
366,527	Fringe Benefits Tax	-	381,709
26,405,905	Total Members' salaries and related special appropriations	33,040,174	28,024,348
31,013,617	TOTAL EXPENDITURE	38,588,674	32,706,505

1 Subsidiary expenses include long service leave and recreation leave provision, payroll tax, employer superannuation and WorkCover contributions.

Note: This information is provided for the benefit of members. A complete set of financial statements of the Parliament of Victoria, including for joint investigatory committees, is provided in the Department of Parliamentary Services Annual Report for 2018-19.

Appendix D

Joint Investigatory Committees Expenditure Statement

2017-18 Actual \$	Joint Investigatory Committee	2018-19	
		Budget \$	Expenditure \$
364,507	Accountability and Oversight Committee ²	396,600	314,420
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
-	Integrity and Oversight ²	-	228
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
5,661,770	TOTAL	7,451,000	5,031,211

- 1 Committees administered by the Legislative Assembly: Electoral Matters (58th Parliament); 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; Economic, Education, Jobs and Skills; Electoral Matters (59th Parliament); Environment, Natural Resources and Regional Development; Independent Broad-based Anti-corruption Commission and Integrity and Oversight.
- 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.

Appendix E

Functions, events and exhibitions held at Parliament House

FRONT STEPS

The following groups, coordinated by the Serjeant-at-Arms' Office, used the front steps for various activities, including launches, performances and community awareness campaigns:

- Student's year 12 media project
- Sport and Recreation Victoria photoshoot with the then Minister Hutchins for sports grant recipients
- Climate Council media conference (on the lower front steps)
- Fashion (handbag) video/photoshoot (cropped shots)
- Filming a YouTube clip for a personal video channel
- Mornington Peninsula Shire Council group photograph in conjunction with the Taste of Mornington Peninsula display in the Federation Room
- VicRoads and Transport Victoria media opportunity with Minister Donnellan
- TLC for Kids photo opportunity
- Victorian Chamber of Commerce and Industry photo opportunity
- Victoria Police Law Enforcement Torch Run commencement
- Domestic Violence Victoria media launch
- Ambulance Victoria Breakthrough Ride commencement
- Jacqui E fashion shoot (cropped shots)
- Gorman fashion shoot (cropped shots)
- Department of Jobs, Precincts and Regions' filming for social media channels
- International Women's Day flash dance performance
- White Bike Foundation campaign launch with Minister Pulford
- Melbourne Dog Lovers Show promotion
- Lovisa Jewellery shoot (cropped shots)
- Walk to raise awareness of voluntary assisted dying.

QUEEN'S HALL

Launches, receptions and conferences

The Department also provided assistance with the coordination of the following events held in Queen's Hall:

- Australian National University Melbourne Alumni Gala Dinner
- Australian Multicultural Community Services morning tea
- 2018 National Aborigines and Islanders Day Observance Committee (NAIDOC) State Reception

- Chabad of Melbourne Chanukah in the City celebration
- Department of Foreign Affairs and Trade—Victorian State Office—Australia Awards Graduation Ceremony/Reception
- Department of Health and Human Services' book launch—Seeing Red: from Anger to Advocacy about social justice in the lives of people living with an intellectual disability
- Department of Justice and Regulation—launch of the Burra Lotjpa Dunguludja—the Aboriginal Justice Agreement Phase 4
- Department of Education and Training Marrung Education Scholarships Ceremony
- Crusaders Cricket Australia annual dinner
- Department of Economic Development, Jobs, Transport and Resources—International Council on Mining and Metals welcome reception
- The Foundation for Australia's Most Endangered Species (FAME) morning tea for the 25th anniversary of FAME
- Foster Care Association of Victoria's celebration for foster carers
- 2018 Victorian Premier's Design Awards presentation ceremony
- Geoffrey Gardiner Dairy Foundation Ltd lunch
- Australia Palestine Advocacy Network—Jerusalem Peace Prize ceremony and dinner
- HERA Network fundraising breakfast
- Child Protection Vacation (VAC) employment program graduation ceremony
- Musica Viva chamber music performances
- Sing Hawthorn Choir performance
- Royal Brunei Airlines cocktail lunch
- Road Trauma Support Services Victoria Annual Time for Remembering Ceremony for people affected by road trauma
- Book launch for Dr Kevin Donnelly AM—How Political Correctness is Destroying Australia
- The Victorian Sister Cities Forum
- TEAR Australia's The Justice Conference breakfast for church leaders
- Victorian Public Sector Commission—Victorian Public Service (VPS) Graduate Recruitment and Development Scheme (GRADS) 35th and Graduate Recruit Alumni Society (GRAS) 20th anniversary celebration
- Victorian Council of Social Service—launch of the Council's disability rights platform
- Victorian Labor's lunch for life members
- Volunteering Victoria—annual volunteering awards ceremony and reception
- Youth Affairs Council of Victoria—Rural Youth Awards ceremony and cocktail-style lunch
- Association of Haryanvis in Australia (Victorian Chapter)
- Art of Living Foundation Ltd—International Day of Yoga demonstration
- Victorian Aboriginal Honour Roll nomination period launch
- Consulate of the Democratic Republic of Timor-Leste in Victoria—reception on the occasion of the State visit by the Timor-Leste Ambassador to Australia
- Casey Tamil Manram Incorporated—Tamil Thai Pongal Celebration including a cultural program

- Department of Premier and Cabinet—Office for Women—launch of Melbourne’s bid to host the Women Deliver Conference 2022
- The Duke of Edinburgh’s International Award—Gold Award Ceremony and morning tea
- Department of Health and Human Services Social Housing Volunteer Awards
- Emergency Services Telecommunications Authority (ESTA)—ESTA Junior Triple Zero Hero Awards ceremony
- Department of Health and Human Services—launch of a special report: Nappy stress in Victoria
- Ronald Dale Barassi AM address and annual dinner
- Zionism Victoria—celebration of Israel’s 71st Independence Day with a cocktail function
- Vasudeva Kriya Yoga—celebration for International Day of Yoga
- VicHealth—This Girl Can—Victoria Year Two campaign launch.

Exhibitions and displays

The following exhibitions and displays, coordinated by the Legislative Assembly, were also held in Queen’s Hall during the reporting period:

- BAPS Diwali-Annakut exhibition
- Donate Life Victoria photographic exhibition
- Mesopotamia art exhibition
- Lemnos Gallipoli Commemorative Committee Incorporate photographic exhibition
- Turkish Museum of Australia exhibition
- Health and Community Services Union—mental health information display
- Nursery and Garden Industry Victoria display.

LEGISLATIVE ASSEMBLY CHAMBER

The following events, including debates and forums, were coordinated by the staff of the Legislative Assembly:

- Department of Education and Training—Primary Schools’ Parliamentary Convention and Secondary Schools’ Parliamentary Convention
- Victorian Liberal Students’ Association— mock parliament
- General Sir John Monash Commemorative Service
- Rotary District 9810 Model United Nations Assembly (MUNA)
- The University of Melbourne Pathways to Politics Program for Women session
- Institute of Public Administration Australia (Victoria)—policy leadership course Gain the Policy Edge.

FILMING AT PARLIAMENT HOUSE

The following applications for filming were coordinated by the Serjeant-at-Arms’ Office:

- The Weekly Review/Domain photoshoot with Fiona Patten MLC
- Filming for a Japanese TV program for Japanese market
- Commercial stills photography (cropped shots)

- ABC filming for 'Tonightly' program
- Filming for Miss Grand International contestant
- ICAN filming with Dr Tilman Ruff
- Filming for a YouTube video clip
- Institute of Public Affairs filming for a historical film about the Enlightenment in Australia
- Inclusion Melbourne I Can Vote—filming Inclusion Melbourne's disability advocates
- Hidden Melbourne—filming panoramic shots
- RMIT fashion student's fashion shoot
- ABC filming for the 2018 State Election coverage
- ABC News Breakfast program—live crosses and interviews with members of Parliament in the new garden area
- Blundstone fashion shoot (cropped shots)
- Swinburne University's 'MiVote' campaign filming
- Highway1 Theatre's 'Yes Prime Minister' photoshoot
- Filming for a Newscorp (Herald Sun) advertisement
- Nova Peris filming in the Legislative Council Chamber
- Wyndham Community and Education Centre's educational video filming
- Panoramic photography with a US visitor
- Witchery fashion shoot (cropped shots)
- Filming with Jeff Bourman MLC in the Knight Kerr Room
- Filming Hon Martin Foley MP and Hon Dustin Halse MP in the Legislative Assembly Chamber
- ABC filming with the Premier in the Legislative Assembly Chamber
- Balloon Tree Productions filming footage for a competition submission.

Appendix F

Overseas travel undertaken by The Speaker

Speaker Brooks attended the Presiding Officers and Clerks Conference in New Zealand in July 2018. The travel costs to the Legislative Assembly were \$1,953.

Speaker Brooks led a cross-party parliamentary delegation to London and Edinburgh from 13 to 17 May 2019. The delegation met with representatives from the UK and Scottish Parliaments and other organisations to discuss security, sexual harassment policies and community engagement. The travel costs to the Legislative Assembly for the Speaker's delegation of four members were \$3,497.

Appendix G

Committee statistics¹

Table 1: Joint Investigatory Committees

	EMC	FCDC	LRRCS	PAEC	SARC
Deliberative meetings ¹	1	1	4	13	23
Public hearings ²	0	0	5	52	0
Inspections	0	0	0	0	0
Reports tabled	1	0	2	2	15

1 Includes Subcommittee meetings

2 Number of public hearings held such that the number of witness groups appearing before the committee are counted separately. For instance, one day of committee hearings with five witness groups appearing would equate to five different public hearings for the purposes of the statistics.

Table 2: Standing Committees

	EIC	EPC	LSIC
Deliberative meetings	3	3	2
Public hearings	0	0	0
Inspections	0	0	0
Reports tabled	0	0	0

Table 3: Select Committees

	Penalty Rates
Deliberative meetings	0
Public hearings	0
Inspections	0
Reports tabled	1

¹ Committees under the administration of the Legislative Assembly

Appendix H

Committee Discussion Papers and Reports¹

LAW REFORM, ROADS AND COMMUNITY SAFETY COMMITTEE

Inquiry into VicRoads' management of country roads

Inquiry into the Crimes Amendment (Unlicensed Drivers) Bill 2018

ELECTORAL MATTERS COMMITTEE

Inquiry into civics and electoral participation in Victorian state parliamentary elections

PENALTY RATES AND FAIR PAY SELECT COMMITTEE

Final Report

PUBLIC ACCOUNTS AND ESTIMATES COMMITTEE

Inquiry into the 2018–19 Budget Estimates

End of term report for 58th Parliament

SCRUTINY OF ACTS AND REGULATIONS COMMITTEE

Alert Digests Nos. 10–14 of 2018

Alert Digests Nos. 1–8 of 2019

Annual Review 2017, Regulations and Legislative Instruments

Statute Law Revision Bill 2018

¹ Committees under the administration of the Legislative Assembly

Appendix I

Business statistics

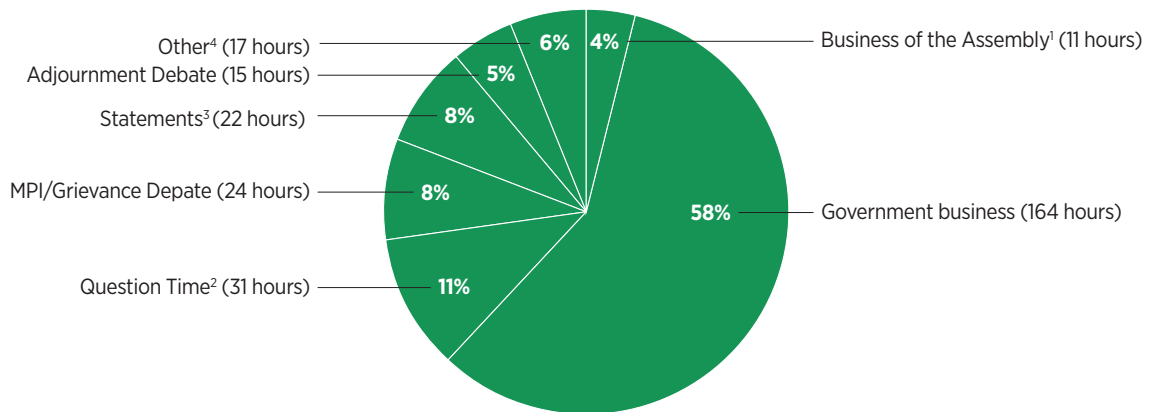
		2018-19	2017-18	2016-17
House related documents produced ¹		150	228	206
Reports tabled by Command		2	5	2
Annual reports tabled		317	298	304
Reports tabled by leave		21	23	28
Other documents tabled		1,025	1,215	1,021
Messages presented		94	148	133
Reports presented by parliamentary committees		26	34	29
Questions asked	In writing	536	4,186	6,754
	Without notice	205	235	265
	Constituence questions	371	470	530
Government Bills	Initiated in the Assembly	49	76	90
	Amended in the Assembly	2	5	4
	Passed both Houses	41	64	85
	Reasoned amendments moved	9	9	2
Divisions		66	85	84
Petitions presented		101	124	134
Petitions listed for debate		67	105	112
General business notices of motion		65	14	28
Grievance debates		5	6	6
Matters of public importance		7	11	9
Statements by members		781	1,026	956
Statements on parliamentary committee reports		41	103	96
Pages of bills proofread		6,463	6,666	3,485
Sitting days		39	52	48
Hours including meal breaks		324:55	453:33	400:20

1 Question Papers were discontinued at the start of the 59th Parliament.

Appendix J

Business conducted in the Assembly

Figure 1: A breakdown of the time spent on different types of business



- 1 Business of the Assembly includes presentation of petitions and tabling of documents.
- 2 Question time includes questions without notice, ministers' statements and constituency questions.
- 3 Statements are statements by members and statements on committee reports.
- 4 Other business includes condolences and personal explanations.

Note: The number of hours shown is rounded to the nearest hour.

Appendix K

Disclosures Made Under the *Protected Disclosure Act 2012*

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

Appendix L

Documents and Evidence Disclosed Under Standing Order 231(3) and Joint Standing Order 16(4)

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

