



# **ANNUAL REPORT**

DEPARTMENT OF THE  
LEGISLATIVE COUNCIL

**2019–20**





# Legislative Council

Parliament House East Melbourne Victoria 3002 Australia

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28 October 2020

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

Dear Mr President

I have pleasure in forwarding to you my report to the Legislative Council on the operations of the Department of the Legislative Council for the year ended 30 June 2020.

Yours sincerely

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

Andrew Young  
**Clerk of the Legislative Council**

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# Clerk's Overview

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I have pleasure in presenting my report on the operations of the Department of the Legislative Council for 2019–20.

The primary role of the department is to provide highly professional and apolitical support to the President and members to carry out their functions in the chamber and committees. This report also informs members of the range of whole-of-parliament, community of parliaments, governance and compliance activities of the department.

The reporting period was dominated by the effects of the COVID-19 pandemic even though it only came to prominence in the final four months. It was curious to note that the first bill considered in the reporting period was the Public Health and Wellbeing Amendment Bill 2019 on 13 August 2019. The bill was small, essentially in the form of statute law revision and very few people would have imagined how prominent the principal Act, the Public Health and Wellbeing Act 2008, would be just a few months later.

The Parliament has continued to operate during the pandemic and the various declared states of emergency. During the pandemic and community restrictions Parliament has sometimes been described as an essential service. This description falls short of recognising that the Parliament, like the Executive and the Courts, is not simply a service, but one of the three pillars of how our community is governed in a democracy. It was therefore crucial that the parliamentary departments and the Presiding Officers responded, from March 2020, in such a way that the work of the Parliament could continue while also ensuring the health of staff and members.

The work of parliamentary committees is always challenging, but COVID-19 presented even greater challenges which were met with commitment and innovation by members, committee staff and Hansard/Broadcasting/IT staff. It was gratifying to see how quickly committees pivoted from decades of in person meetings and evidence hearings to hybrid and fully remote proceedings. I congratulate all staff involved and thank members for embracing the new way of working.

The parliamentary experience of COVID-19 has been one of challenging traditional views of how the work of the chambers, committees and individual members can and should be conducted. For centuries Parliament has evolved based on a respect for its law, procedures and conventions, balanced with the need to reflect technological change and community expectations. There is the potential for some lasting procedural reforms in the House, but this is a matter for members because they are the House.

Notwithstanding the pandemic, the reporting period was notable for other events that have or will likely shape change.

The Parliament's community engagement activities and its relevance to the wider public complemented its role as the State's primary law maker and government accountability vehicle. Parliament House is both the meeting place for its elected representatives and the people's House. It was pleasing to see events and activities that reflected this principal, most particularly the 'meals program' that has continued to support those in need throughout the pandemic.

Mr Bourman was the first member of the Legislative Council to bring an infant onto the floor of the House.

The Special Minister of State and Leader of the Government, Mr Jennings, resigned his seat, ending two decades of membership of the Council and significant changes to the leadership of the Government in the Council.

On 18 June 2020, the Hon Shaun Leane resigned as President during the sitting day as he was soon to be appointed a minister in the Government. The standing orders require that no business can be transacted until the House elects a new President. The Hon Nazih Elasmr was elected, unopposed.

I express my thanks to Mr Leane for his dedication to the role of President, both in and outside the chamber and for his strong support for the staff of the department. Equally, I welcome Mr Elasmr to the role of President after many years as an Acting and Deputy President. Very few presiding officers have commenced their tenure in such challenging times.

The reporting period also marked the first year of the most significant changes to statutory joint committees and particularly the work of the Integrity and Oversight Committee.

Both Houses resolved on 29 August 2019 that Mr Ray Purdey be appointed as the Parliament's first Integrity Adviser following the tabling of a joint Report of the Assembly and Council Privileges Committees the same day. Mr Purdey is the immediate former Clerk of the Assembly. The appointment of a non-legislated integrity adviser followed the most significant reform of various remuneration and members' standards legislation in decades, which continued to be a significant focus of our administration and communication.

## **Clerk's Overview**

In conclusion, I thank the staff from all parliamentary departments for adapting so quickly and professionally to the new way of working and for their efforts to provide services to members, government agencies and the public in such unusual circumstances. I particularly thank members for the way in which they have supported our efforts.

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



# Departmental vision

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## BUSINESS OF THE DEPARTMENT

The business of the Department is to:

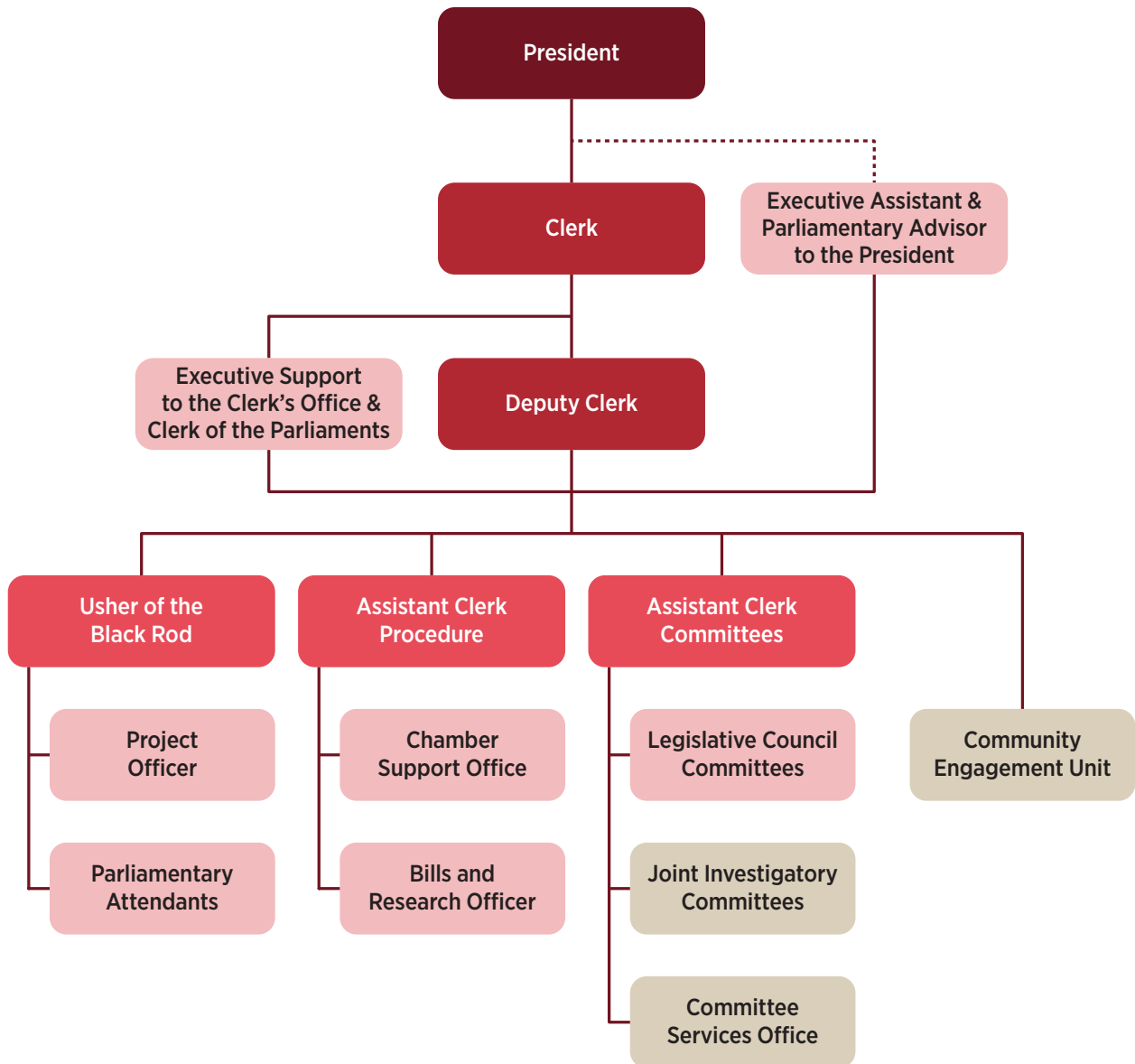
- provide procedural advice to Members of the Legislative Council
- provide support for Members in the instruction of Private Members' bills and amendments to legislation
- process legislation
- prepare documentation required for sittings of the Legislative Council
- prepare records of the proceedings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

## DEPARTMENT GOALS

Consistent with the Parliament's Annual Plan the Legislative Council has established priorities in:

- Services to members
- Community engagement
- Governance
- People.

## DEPARTMENT OF THE LEGISLATIVE COUNCIL ORGANISATIONAL CHART



# SERVICE DELIVERY

## Procedural advice

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### PRIVATE MEMBERS' BILLS

Requests for Private Members' Bills have increased in 2019–20 as the Council entered its second year of sittings after the 2018 election. Since the 58th Parliament Private Members' Bills have become a considerable portion of General Business time primarily due to the increased number of parties sitting on the crossbench.

In 2019–20, 22 Private Members' Bills were introduced and first read in the Council and 18 progressed to the second reading stage. Of these, three Bills were put to a vote on the second reading question, however all were defeated.

In October 2019 the first ever co-sponsored Private Members' Bill was introduced into the Council. The Drugs, Poisons and Controlled Substances Amendment (Pill Testing for Drug Harm Reduction) Bill 2019 was introduced by lead sponsor Dr Samantha Ratnam MLC, on behalf of herself and Fiona Patten MLC. Co-sponsored Bills have been introduced in other Parliaments around Australia, however there is no existing procedure in the Victorian Legislative Council to manage them. In consultation with the President, Council staff developed a procedure based on elements from processes of the Australian Senate, New South Wales Parliament and ACT Legislative Assembly.

### PRODUCTION OF DOCUMENTS

At the end of the reporting period, a total of three orders for the production of documents were made by the Council. One motion requiring documents to be produced was moved and debated, but business was interrupted prior to the conclusion of the debate and the motion was not resolved by the House and subsequently lapsed from the Notice Paper. This is half the number of orders for documents compared to the previous reporting period.

For two of the three orders made during this reporting period, the Attorney-General provided correspondence stating that insufficient time was allocated to respond to the request and that a response would be provided as soon as possible. No response was received in relation to the third order as it was agreed to by the House on 17 June 2020, with a due date in the next financial year.

In relation to documents received in response to orders during the 2019–20 period, 107 documents were provided in full and 19 documents were provided in part. One document was identified, but not provided as it was stated to already be in the public domain.

Executive privilege was claimed over 19 documents in full and 19 documents in part during the reporting period. Documents are yet to be received in response to two orders made during this reporting period. For one order a letter noting that the Government had insufficient time to fully comply with the request was tabled and the due date for the other order was not yet reached in the reporting period.

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

### PROCEDURE COMMITTEE

The Procedure Committee held two deliberative meetings in the last six months of 2019. The Committee did not meet in the first six months of 2020.

The Procedure Committee considered the matter of the commencement of proceedings each sitting day, including the Lord's Prayer and the Acknowledgement of Country. The Committee tabled a Report on this matter in the House on 26 November 2019.

The Report noted that the President had concluded that there were limited resources within the department to undertake a public inquiry into this matter due to the many references currently being undertaken by the Council Standing Committees. It also referred to similar inquiries undertaken in other jurisdictions and the findings from these. The Report stated that the House may consider a motion to change proceedings or may formally resolve to refer this matter to a Committee for a public inquiry. It was determined that at this stage the Procedure Committee would take no further action in relation to the matter.

## STANDING AND SESSIONAL ORDERS

Not unlike the same stage in previous Parliaments, there was minimal activity in relation to altering Standing or Sessional Orders. One motion referring petition reform to the Procedure Committee with a view of Standing or Sessional Order change being made by January 2021 was moved. During the contribution to the debate by the mover of the motion business was interrupted and the motion subsequently lapsed without being brought back on for debate and resolution.

Another two motions proposing Sessional Orders were placed on the Notice Paper relating to removing the Lord's Prayer from proceedings and proposing changes to the consideration of production of document motions in a short form format. Neither of these were moved during the reporting period, with one lapsing from the Notice Paper and the other reaching the 20-day limit for notices on the next sitting day following the reporting period.

### Temporary Orders

To facilitate the sitting of the House while observing social distancing and safe practices, certain temporary orders were agreed to by the House at the start of the 23 April 2020 sitting day to come into effect immediately and remain in effect until otherwise determined. These included:

- the addition of the lower public galleries and lower side galleries in the definition of the Legislative Council Chamber for Member seating;
- the interpretation of 'their place' and 'their places' in the Standing Orders to be at the Chair's discretion; and
- a change to the process for divisions to enable members to stand in their places and be counted by Clerks, rather than moving within the Chamber and appointing tellers.

A motion to set the next sitting day was agreed to as part of these temporary orders that set the next sitting day as 2 June 2020, but gave the President the power to alter that date if in his opinion the scheduled day should not proceed on the basis of health advice.

Additional temporary orders were also agreed to in relation to the business of the House on that sitting day, as well as orders that allowed a number of processes to continue while the House was not sitting in light of the uncertainty of when the House would next meet. These included:

- giving the Chair discretion in ringing the bells to form a quorum
- allowing Members to submit members statements, constituency questions, adjournment matters and contributions to second reading debates on Bills in

writing for incorporation into Hansard, rather than requiring them to be read aloud in the Chamber

- permitting Members that were absent from the Chamber to give notices of motion in writing to the Clerk for inclusion on the Notice Paper
- providing for a procedure that allowed certain documents required to be tabled by statute to be released to Members by the Clerk while the House is not sitting
- providing for a process whereby a message from the Assembly relating to the appointment of a financial or performance auditor could be considered and resolved while the House is not sitting
- permitting Committees to resolve to extend reporting dates for inquiries, rather than the House passing a motion
- allowing the publication of questions on notice submitted by Members on non-sitting days and allowing questions to be reinstated by the President while the House is not sitting
- permitting the publication of answers to questions on notice and responses to adjournment matters received while the House is not sitting
- providing additional powers to Acting Presidents in the event that the President and Deputy President are absent from duty (for whatever reason).

These orders lapsed just prior to the next sitting on 2 June 2020.

While these were not implemented as Sessional Orders, they were considered significant temporary changes to the rules and practices of the House that overrode certain Standing and Sessional Orders.

### Members' Seminars

Since the Opening of the Parliament, the Clerk's Office provided a number of sessions aimed at training new Members in a variety of procedural topics. A Member training session was held in October 2019 that primarily focussed on the legislative process, including amendments, Committee of the whole and the process and procedure involved in drafting and introducing a Private Member Bill. The session also covered General Business and certain aspects of formal business. This session was also open to Members staff and was well attended.

Procedural training and new Member inductions were also provided to Members commencing in the Council in the previous 12 months.

In February 2020, all Members of the Council were surveyed in relation to their experience with the training offered by the Clerk's Office. The feedback provided through this survey was extremely positive and has informed the session scheduled in the year ahead.

### Election of a new President

The Council had not experienced the position of President becoming vacant mid-term since 1988 when Rod Mackenzie resigned from the role having lost the support of the Government Members.

Following the lunch break on 18 June 2020, the Hon Shaun Leane resumed the Chair and advised the House that he would vacate the position of President, effective immediately. Under Standing Orders, if the office of President becomes vacant at any time, no business may occur until a new President is elected. The Clerk immediately called for nominations for the position of President. Mr Nazih Elasmr was nominated by his Government colleagues and was duly elected unopposed.

Mr Elasmr was first elected to the Legislative Council in 2006. He has been an Acting President for a number of years and briefly served as Deputy President prior to the 2018 election. Several days later, Mr Leane, who had served in the role of President for 18 months was appointed to Cabinet.

## COUNCIL SITTINGS AND DOCUMENTATION

### Sittings of the House

In 2019–20, the Council met for a total of 14 sitting weeks, which is the same number of weeks as that in the previous reporting period. The Council sat for three days (Tuesday to Thursday) in 13 sitting weeks and one day (Thursday) in one sitting week.

In response to the COVID-19 pandemic an additional sitting day occurred on 23 April 2020 to deal with urgent legislation. Budget Day, which was scheduled for 5 May 2020, was postponed and the following May sitting week (19 to 21 May) was also cancelled.

The Council sat for 40 days in 2019–20, sitting for a total of 366 hours and 23 minutes. The average length of each sitting day was 9 hours and 10 minutes (or 8 hours and 10 minutes, excluding breaks).

Pursuant to Standing Order 4.08, a Minister declared an extension of the sitting past the initial adjournment interruption on Tuesday four times and on three Thursdays.

Further extensions were declared on three Tuesdays and two Thursdays.

The Council sat past midnight on one occasion where the House was already on the Adjournment. The House passed a motion to extend the sitting beyond midnight on two occasions (both in the same sitting week).

### Council Business Group

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

### Resignation of Members

The Hon Mary Wooldridge resigned as a member of the Legislative Council effective from Friday, 28 February 2020. Ms Wooldridge represented the Eastern Metropolitan Region from 2014 to 2020, having previously represented the seat of Doncaster in the Legislative Assembly from 2006 to 2014. She served as the Leader of the Opposition in the Legislative Council from 2014 to 2018. She also served as Minister for Women's Affairs, Minister for Community Services, Minister for Mental Health and Minister for Disability Services and Reform in the 57th Parliament. Ms Wooldridge made her valedictory statement on 19 February 2020.

The Hon Gavin Jennings resigned as a member of the Legislative Council effective from Monday, 23 March 2020. Mr Jennings represented Melbourne Province from 1999 to 2006 and then the Southern Eastern Metropolitan Region from 2006 to 2020. Mr Jennings served as the Leader of the Government in the Legislative Council, Special Minister of State, Minister for Priority Precincts and Minister for Aboriginal Affairs. He also served as Deputy Leader of the Government in the Legislative Council from 1999 to 2010. Mr Jennings made his valedictory statement on 19 March 2020.

### Casual Council Vacancies

Three joint sittings were held to fill casual vacancies resulting from resignations of members in the Legislative Council.

The vacancy created by the resignation of the Hon Philip Dalidakis from his seat in the Southern Metropolitan Region was filled by Mr Enver Erdogan. Mr Erdogan was sworn in, taking a declaration of allegiance, on 15 August 2019. He made his inaugural speech on 28 August 2019.

Dr Matthew Bach filled the seat rendered vacant by the resignation of the Hon Mary Wooldridge from her seat in the Eastern Metropolitan Region. Dr Bach was sworn in, taking a declaration of allegiance, on 5 March 2020. He delivered his inaugural speech on 17 March 2020.

The vacancy created by the resignation of the Hon Gavin Jennings from his seat in the South Eastern Metropolitan Region was filled by returning former Legislative Council Member, Mr Lee Tarlamis. Mr Tarlamis was sworn in, taking a declaration of allegiance, on 23 April 2020. He made his inaugural speech on 3 June 2020.

### Parliamentary Publications

The department is responsible for the preparation and circulation of a number of parliamentary publications. In the 2019–20 reporting period, the following documents were published and distributed:

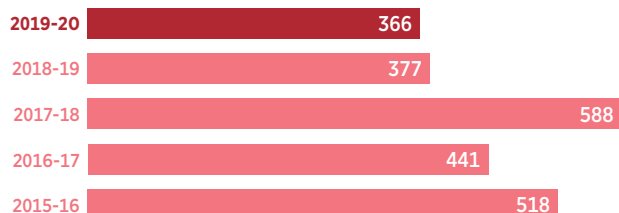
Notice Paper (daily)	41
Minutes (weekly)	14
Minutes (daily proof)	40
Committee of the whole Council Supplement	14
Unanswered Questions on Notice Booklet	34
Procedure Bulletin February–June 2019 and August–November 2019	

### SITTING STATISTICS

#### Sitting days, Legislative Council, 2015–16 to 2019–20



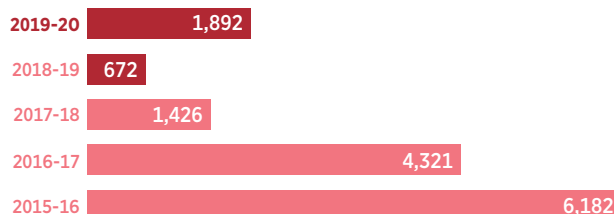
#### Sitting hours, Legislative Council, 2015–16 to 2019–20



#### Average length of daily sittings (hours), Legislative Council, 2015–16 to 2019–20



#### Questions on Notice processed by the Department of the Legislative Council, 2015–16 to 2019–20



### BREAKDOWN OF BUSINESS 2019–20

The workload experienced by the Chamber Support Office in 2019–20 remained at a high level as noted in the previous reporting period, with some minor fluctuations in relation to specific tasks. During the 2019–20 reporting period:

- 79 sets of amendments for Bills were prepared. Of these, 67 sets were circulated and moved during Committee of the whole, two sets were circulated but not moved and 10 sets were not circulated. Staff worked closely with the Office of the Chief Parliamentary Counsel and members to make sure all amendments were ready and proofed in time for debate.
- Seven Bills passed the Council with amendments, requiring the production and proofing of amendment schedules.
- Eight sets of amendments to motions and six reasoned amendments were drafted
- 432 constituency questions were asked and the Chamber Support Office processed 415 responses.
- 1,892 questions on notice were published in the Notice Paper. Further to this, the President reinstated 87 questions (in part or in full). 1,671 answers to questions on notice were processed.
- The President ordered 114 written responses to questions without notice. 116 written responses to questions without notice were processed. Only one question was directed for a further written response and the answer provided processed.
- E-petitions has continued to create a significant amount of work for the Chamber Support Office. There was a total of 111 e-petition requests, which is 24 more

than the previous reporting period. Of these requests 16 were invalid for a variety of reasons and 16 were blank. Chamber Support staff are heavily involved with principal petitioners, the public and members over the life of the e-petition.

- There were 50 petitions presented to the House (a combination of both paper and e-petitions), with a total of 75,646 signatures. One significant e-petition attracted 15,690 signatures. Certifying the validity of signatures prior to presentation in the House contributes extensively to the workload associated with petitions.
- 486 adjournment matters were raised in the House. 443 responses were processed. 22 adjournment matters were discharged in the House.



# Committee office

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## LEGISLATIVE COUNCIL COMMITTEES IN THE PANDEMIC

The inquiry and scrutiny work of the Legislative Council committees continued during the COVID-19 pandemic.

From March 2020, health regulations led to changes in the public-facing work of committees. In hearing rooms, public galleries were restricted in size initially, and then later closed in line with the wider closure of the precinct to the public. Altered seating arrangements enabled social distancing. Rooms were equipped with hand sanitiser and bottled water. Airflow was increased. Staff ceased handing papers to members and relied more on electronic meeting papers.

In May, public hearings shifted to the Zoom video conferencing platform, at first in a 'hybrid' form, with some members and witnesses in a committee room and some remote, and then, as the health emergency deepened, moved entirely online. The Victorian Parliament's first digital hearing (via Zoom) took place on 20 May when the Legislative Council Legal and Social Issues Committee took evidence for their inquiry into homelessness. There were four further days of Zoom hearings in the reporting period, with over 50 witnesses appearing. The Parliament website hosted broadcasts of all hearings.

Members and staff transitioned rapidly to new techniques and locations for committee activities. Members joined hearings from their lounge rooms and offices. They became familiar with mute buttons, camera angles and lighting for webcasts. With the support of IT and Hansard, staff quickly developed manuals for setting up and running hearings and assisting witnesses to give evidence.

Committee work also consists of deliberation and discussion between Members. Committees used Microsoft Teams to hold meetings, discuss evidence and adopt reports for tabling in the House.

The House made two changes to facilitate the committees' operations in these circumstances. First, amendments to the Act governing the four joint investigatory committees (statutory committees) allowed these committees to meet and conduct business via audio/audio-visual link—a facility already available to the committees established under standing orders. Second, committees were empowered to extend inquiry reporting dates by their own motion.

## DOMESTIC COMMITTEES

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

- Privileges Committee
- Procedure Committee

### Privileges Committee

On 30 April 2019 both Houses agreed to resolutions establishing the position of Parliamentary Integrity Adviser. This is a new role providing advice and education to current and former members on ethical issues and integrity matters relating to their roles as MPs. The Adviser reports to Parliament annually on performance of the role and may table discretionary reports on specific issues that arise.

The resolution required the Privileges Committees of the Council and Assembly to meet and report on:

- a person recommended for appointment as Parliamentary Integrity Adviser
- the terms and conditions of appointment of the Parliamentary Integrity Adviser, including any remuneration, as agreed to in consultation with the Speaker and the President.

The Privileges Committees met together on 19 June 2019 and established a subcommittee to undertake the appointment process, chaired by Ms Harriet Shing MLC. Mr Ray Purdey, a former Clerk of the Legislative Assembly, was the sub-committee's recommendation to fill the role. The full committees jointly accepted the recommendation and tabled a report to that effect on 29 August 2019. The Houses then confirmed Mr Purdey's appointment. His term extends until four months after the next general election.

### Procedure Committee

See page 5 for a report on the Procedure Committee in 2019-20.

## Legislative Council Committees

### Economy and Infrastructure (Standing)

The Committee held 24 deliberative meetings, conducted 88 hearings, three site visits and received 984 submissions. The Committee completed two inquiries



during the year. It tabled its final report of the inquiry into the *Commercial Passenger Vehicle Industry Act 2017* reforms on 26 November 2019. The inquiry received 315 submissions and the Committee held three public hearings in June, July and August 2019. The Committee heard from individual commercial vehicle drivers, taxi companies and representatives from the State Revenue Office, Department of Transport and Commercial Passenger Vehicles Victoria. The Committee made 13 recommendations. The government response has been delayed due to the COVID-19 pandemic.

The Committee tabled its final report of the Committee's inquiry into the impact of animal rights activism on Victorian agriculture on 5 February 2020. The Committee began the inquiry on 1 May 2019 and received 506 submissions. It held seven public hearings from August to October 2019, in Melbourne, Bairnsdale, Warragul, Warrnambool, Horsham and Wangaratta. The Committee made 15 recommendations. The government response was tabled on 4 June 2020.

The Committee continued two inquiries during the year. It was asked to inquire into the increase in Victoria's road toll. It called for written submissions in June 2019 and received 151 submissions. Public hearings were scheduled for July through October 2020 and the Committee is due to table its final report by 31 March 2021.

The Committee was also asked to inquire into expanding Melbourne's free tram zone. It called for submissions in June 2019 and received 405 submissions. It held two online public hearings in June 2020, hearing from witnesses including public transport experts, university students and technology companies. It also scheduled one hearing in July 2020. The Committee is due to table its final report by 1 December 2020.

### **Electoral Matters (Joint Investigatory)**

The Committee was asked to inquire into the conduct of the 2018 Victorian state election in May 2019. This inquiry was the main focus for the Committee during 2019–20.

The Committee called for written submissions in June 2019. Seven submissions were received before the end of June and a further 99 submissions were received during the 2019–20 financial year. The Committee conducted 13 public hearings during October and November 2019. Witnesses included the Victorian Electoral Commission, political parties, community groups and individuals. The submissions and hearings provided a significant amount of information about the 2018 election and included many suggestions for ways that electoral process could be improved.

In March 2020, committee members participated in two community forums about elections with members of culturally and linguistically diverse communities. The forums were organised and facilitated by AMES Australia and the Eastern Community Legal Centre. The forums enabled the Committee to hear from members of communities that are often characterised by lower rates of electoral participation than other groups.

In May and June 2020, the Committee conducted eight online meetings with electoral commissions, other parliamentary committees, community groups and academics. All the participants in these meetings were based in Sydney or Canberra. The meetings provided an opportunity for the Committee to learn about practices and developments in other jurisdictions.

All this evidence-gathering contributed to the Committee's final report for the inquiry, which is expected to be tabled early in 2020–21.

A second inquiry was referred to the Committee in March 2020, looking at the impact of social media on Victorian elections and Victoria's electoral administration. The Committee will gather evidence for that inquiry during 2020–21, with the final report due by 30 June 2021.

During 2019–20, there were two changes in committee membership. The Chair, Ms Ros Spence MP, resigned from the Committee in April and was replaced by Mr Lee Tarlami MLC, who was also elected as Chair. The Hon Bruce Atkinson MLC resigned in June and was replaced by the Hon Matthew Guy MP.

### **Environment and Planning (Standing)**

The first half of 2019–20 was dominated by a major inquiry into recycling and waste management. The inquiry responded to some significant and potentially disastrous fires in Melbourne industrial areas caused by the inappropriate storage of waste, as well as the near collapse of the Victorian recycling system. Changes to China's policies on recycling, which had a substantial global effect, had a particularly significant impact on the capacity of Victoria to manage its recyclable material.

The inquiry attracted more than 700 submissions, involved 15 days of public hearings in Melbourne and regional Victoria and included a visit to a major recycling site in New South Wales. The final report was tabled on 27 November 2019, and contained 46 recommendations aimed at improving the management of recycled material in Victoria.

The government formally responded to the inquiry in May 2020. The government accepted, in full or in part, 45 of the recommendations.

The Legislative Council referred an inquiry into nuclear prohibition in Victoria in August 2019. Due to the breadth of the recycling and waste management inquiry, the committee did not commence work on it until February 2020.

The Committee held its first nuclear prohibition hearings in March 2020. However, the COVID-19 pandemic delayed further activities. The committee recommenced hearings in June, with a number of hearings scheduled by the end of August, and the final report due to be tabled in Parliament in November 2020.

The committee received three other inquiries in 2019–20:

- October 2019—the House referred an inquiry into the decline of Victoria’s ecosystems
- February 2020—the House referred an inquiry into the health impacts of air pollution in Victoria
- March 2020—the House referred an inquiry into renewable energy in Victoria.

Work on these inquiries will commence later in 2020–21.

### **Integrity and Oversight Committee (Joint Investigatory)**

During 2019–20, the Integrity and Oversight Committee undertook its statutory monitoring and performance review functions in respect of the work of the agencies the Committee has responsibility for overseeing—the Independent Broad-based Anti-corruption Commission (IBAC), Victorian Ombudsman, Office of the Victorian Information Commissioner and the Victorian Inspectorate. The Committee is finalising its report on the performance of Victorian integrity agencies 2017/18–2018/19, which, due to the public health emergency, will be tabled in the last quarter of 2020.

Consistent with previous years, the Committee examined the performance of these agencies, including monitoring, reporting and assessing trends regarding complaints, requests and appeals.

In October 2019 the Committee resolved to undertake an inquiry into the education and (corruption) prevention functions of Victoria’s integrity agencies. The inquiry commenced in June 2019 and will continue into the 2020–21 financial year.

Recent changes to Victoria’s ‘whistleblower’ legislation have improved the ease of reporting allegations of improper conduct in the Victorian public sector. Under

the new *Public Interest Disclosures Act 2012* (Vic) (‘PID Act 2012 (Vic)’), ‘protected disclosures’ are now known as ‘public interest disclosures’. On 1 January 2020, the Committee acquired statutory functions to receive, assess and investigate public interest disclosures relating to the Victorian Inspectorate. The number of public disclosures notified to IBAC under section 21(2) of the PID Act 2012 (Vic) is set out in Appendix K of this annual report.

### **Legal and Social Issues (Standing)**

In the 2019–20 the Legal and Social Issues Committee self-referred one inquiry, received two inquiry references from the Council, continued its work on two other inquiries and tabled final reports for a further two inquiries.

On 27 August 2019, the Committee tabled its report on the inquiry into a legislated spent convictions scheme. The Committee received 45 submissions, held four public hearings and went on site visits to Western Victoria for community consultation with local First Nations people. The Committee held a Facebook Live Q&A post-tabling to discuss the report and its recommendations. On 27 February 2020, the Committee received a government response which supported key elements of the recommended controlled disclosure framework for old criminal convictions.

The Committee undertook work on its self-referenced inquiry into firearms prohibition orders between August and November 2019. This was the last inquiry undertaken by the Committee that was unaffected by COVID-19 circumstances. This was a very narrow inquiry into the effectiveness of the legislation governing firearms prohibition orders. The Committee conducted one public hearing, received six submissions and tabled its final report on 28 November 2019. The Committee made five recommendations and four of these were accepted in full or in principle by the Government in its response of 28 May 2020.

The Committee called for submissions for the inquiry into the use of cannabis in Victoria. The reporting date for the inquiry was extended to 1 June 2021 as a result of delays caused by the COVID-19 pandemic.

One of the Committee’s main areas of focus during 2019–20 was its inquiry into homelessness in Victoria. The Committee held nine days of hearings in Melbourne and regional Victoria. The Committee switched from in-person hearings to remote hearings from May 2020 following the onset of the COVID-19 pandemic. The Committee received 432 submissions and the closing date for submissions was extended to 12 June 2020 as a result of the bushfires during the summer of 2019–20 and the COVID-19 pandemic. Given these events, the reporting date

for the final report was extended to 26 February 2021. The Committee will table an interim report during the second half of 2020.

The Committee received a terms of reference from the Council for an inquiry into the management of child sex offender information. The Committee will examine the best means to store data and information regarding convicted child sex offenders and will also look at prevention of sexual offences through improved public awareness. Submissions for the inquiry are due to open in August 2020. The reporting date for the inquiry was extended to 30 August 2021.

On 3 June 2020 the Committee self-referenced an inquiry into the closure of I Cook Foods Pty Ltd. This inquiry came about following serious allegations relating to the closure of I Cook Foods, a food manufacturing business located in Dandenong. As at 30 June, the Committee had conducted two public hearings and received a significant amount of documentary and video evidence. Deliberations will take place over July 2020, with the report due to be tabled by the end of that month.

The Committee received terms of reference for an inquiry into Victoria's justice system. The purpose of the inquiry is to analyse factors influencing Victoria's remand and prison populations, consider strategies to reduce criminal recidivism, look into judicial knowledge and expertise in sentencing and dealing with offenders, and consider the judicial appointment processes in other jurisdictions. The Committee is due to table its final report by 28 February 2022.

## COMMITTEE PROJECTS

### Committees Work Area Refurbishment

The refurbishment of the committee staff work area on level 3 at 55 St Andrews Place has been completed. The project commenced in 2017 with the aim to provide a more modern, user-friendly, occupational health and safety compliant and aesthetically pleasing work environment for committee staff.

The project involved:

- providing all committee staff with a sit-stand desk;
- new carpet throughout Level 3;
- improved offices for committee managers with glass panels for more natural light and better sound proofing;
- a new breakout area for staff;
- improved quiet rooms with better facilities and sound proofing;
- improved meeting room facilities.

Construction on the fourth and final stage of the refurbishment, which included most of the western side of the floor, was completed in March 2020. This final stage included upgrading facilities and workspaces of four committee secretariats and five offices. A new meeting room with video conferencing facilities was built to provide another option for committee meetings on the parliamentary precinct. The meeting room can also be converted into office space for an additional committee secretariat if required.

### Arrangements for committee public hearings

Ongoing building works at Parliament House have posed some issues for the work of committees. The Legislative Council Committee Room (LCCR) and Federation Room are the two largest rooms available at Parliament House and have become mostly unusable for committee hearings due to noise as the building works move to the southern end of the building.

As a temporary solution, a new committee hearing room has been constructed at 55 St Andrews Place. The new room combines meeting rooms G1 and G2 into one large room capable of seating committees with large memberships and a large public gallery. Hansard broadcasting have installed all necessary cabling and cameras to allow video broadcasting of hearings and committees to conduct meetings by video conference. The room is permanently set up for hearings to be broadcast, eliminating the need for Hansard to spend many hours setting up a room such as the LCCR with portable equipment.

# Statutory compliance

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## REGISTER OF MEMBERS' INTERESTS

The first review of monetary threshold amounts was conducted prior to 30 June 2020 in accordance with section 24 of the *Members of Parliament (Standards) Act 1978* (the Act). The review resulted in an adjustment to the highest threshold amount, from \$50,000 to \$51,000. Reviews of threshold amounts were one of the amendments to the Act included in the 2019 legislation, which significantly reformed the Register of Interests.

Under section 17(2) of the Act, a person who becomes a Member after the commencement of section 78 of the *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019* must submit a primary return to the Clerk of the Parliaments within 28 days after taking and subscribing the oath or affirmation as a Member.

Under section 18 of the Act, a Member must submit an ordinary return to the Clerk of the Parliaments within 28 days after 31 January and 30 June each year.

Under the Act, the following reports were prepared and tabled:

- *Members of Parliament (Standards) Act 1978*—Register of Interests—Returns submitted by members of the Legislative Assembly—Ordinary returns 28 July 2019
- *Members of Parliament (Standards) Act 1978*—Register of Interests—Returns submitted by members of the Legislative Council—Ordinary returns 28 July 2019
- *Members of Parliament (Standards) Act 1978*—Register of Interests—Returns submitted by members of the Legislative Assembly—Ordinary returns 28 February 2020
- *Members of Parliament (Standards) Act 1978*—Register of Interests—Returns submitted by members of the Legislative Council—Ordinary returns 28 February 2020
- *Members of Parliament (Standards) Act 1978*—Register of Interests—Returns submitted by members of the Legislative Council—Primary Return—12 September 2019
- *Members of Parliament (Standards) Act 1978*—Register of Interests—Returns submitted by members of the Legislative Council—Primary Return—1 April 2020
- *Members of Parliament (Standards) Act 1978*—Register of Interests—Returns submitted by members of the Legislative Council—Primary Return—5 May 2020.

## REMUNERATION TRIBUNAL

The Tribunal's first determination was made under the Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 and came into effect on 16 September 2019. This included a review of Members of Parliament salaries and expenses, work-related parliamentary allowances and the value of the EO & C Budget. The Members of Parliament (Victoria) Guidelines No. 01/2019, accompanied the Determination and this document governs the use of certain work-related parliamentary allowances and the EO&C Budget and along with the Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Amendment Regulations 2019, these all form part of the monitoring, compliance and enforcement framework.

The relevant officer (the Clerk) is now required to publish a quarterly allowance report for each Member in accordance with Part 3 of the Parliamentary Salaries, Allowances and Superannuation Regulations 2019. During this reporting period members had a quarterly allowance report for 31 December 2019, 31 March 2020 and 30 June 2020. Reports are published on the Parliament of Victoria website within 8 weeks after each quarter.

Further, the relevant officer must include in the Department of Parliamentary Services Annual Report in accordance with the *Parliamentary Salaries, Allowances and Superannuation Act 1968* details in respect of any paid claims and determinations in respect of work-related parliamentary allowances, the motor vehicle allowance (if claimed) and separation payments from 1 October 2019 to 30 June 2020.

# Community engagement

This year was the first full year of implementation for our latest four-year community engagement strategy. As community engagement is one of Parliament's four strategic priorities, business units across the three parliamentary departments worked to deliver a range of experiences for the community, along with learning initiatives, news and information services, and community-based activities through partnerships.

A number of events held at Parliament House attracted a diverse audience, with a significant number of people indicating that it was their first visit to the building. Extrasensory was one of the highlights, held in partnership with the Royal Society of Victoria in August 2019 as part of National Science Week. It involved more than 200 scientists and other exhibitors showcasing their work in various rooms throughout Parliament House. The event attracted just over 1000 people. More than 200 people completed an event feedback survey and of those 99 per cent said they had never visited Parliament House before, 94 per cent said they would recommend the event to a friend and 97 per cent said they learnt something new. The Royal Society of Victoria reported that "a vibrant, educational and successful event was achieved".

Other events that connected with a diversity of people included the Deakin Oration for senior high school students, the community achiever awards for people working in social enterprises, and an International Women's Day event for women participating in sport. Each of these events achieved the objective of bringing people of various backgrounds to Parliament to inform, involve and inspire them.

In our education work a highlight was the Parliament Prize competition for Victorian students. Previously offered to students in years 7 to 12, this year it was expanded to include students in years 5 and 6. The competition attracted a record number of entries, with 589 students participating from 113 schools across Victoria.

We also commenced a review of our education resources, working with our education advisory panel to assess how well the resources are meeting the curriculum, which resources need updating and future resource needs. That resources review is due to be completed by December 2020.

Our social media following increased significantly during the year, as shown in the table below. We exceeded our target of 10 per cent annual growth in social media following on all the platforms we use.

**Parliament of Victoria Social Media (at 30 June 2020)**

Channel	Following		Increase	Increase (%)
	30 June 2020	30 June 2019		
Facebook	70027	52150	17877	34
Instagram	4766	2674	2092	78
LinkedIn	7903	5755	2148	37
Twitter	6964	6139	825	13
YouTube	1315	1024	291	28

We used Facebook Live to stream events and, for the first time, a community forum discussing the outcomes from a committee inquiry report. The success of these initiatives has led us to plan for more Facebook Live events as an ongoing element of our community engagement program.

There was a 35 per cent increase in subscribers to our news alert service, growing to 2356 subscribers. In addition, we had many hundreds of subscribers to news alerts covering specific committee inquiry topics.

We also focused on the accessibility of parliamentary information, working with a group of young Victorians who are deaf to produce a regular news bulletin in Auslan. Each edition of the bulletin has attracted several thousand views on our social media. Through this and other initiatives we maintained an emphasis on youth-led programs to build on our youth engagement work from previous years.

The State of the Future project saw a group of young Victorians undertake a consultation process with youth across Victoria on the issues of most concern to them. The report from that consultation was presented to a roundtable meeting with parliamentarians and will inform future youth-focused activities for us. We also employed two youth associates to deliver youth-focused programs, including a leadership and mentoring forum for young women from culturally and linguistically diverse backgrounds. The two-day Women Engaged in Leadership forum (WE Lead), conducted in partnership with the Centre for Multicultural Youth, involved 60 young women who engaged with parliamentarians and community leaders. It was rated 9.7 out of 10 by the 46 delegates (85 per cent) who completed evaluations.

Partnerships with regional leaders, tertiary institutions and multicultural groups were also developed further. A new partnership was established with the Eastern



Community Legal Centre that saw the creation of our first community advisory panel to inform us on ways to more effectively engage with diverse communities. One of the initial outcomes of this ongoing project was a community consultation arranged for one of our parliamentary committees to help fill gaps in the information needed for a public inquiry on the conduct of elections.

The COVID-19 pandemic impacted the delivery of our face-to-face programs, including the cancellation of our Open Day scheduled for April 2020. We responded by developing a new online youth engagement initiative to be released in July 2020. We also developed a series of online tours of Parliament House that attracted thousands of views on social media. To ensure members of parliament could maintain their connections with schools during the pandemic, we also established the 'Ask an MP' program involving question and answer sessions between students and their local member of parliament. Initial feedback from members and schools has been extremely positive, with the sessions continuing in the second half of 2020.

## **COMMUNITY ENGAGEMENT, EDUCATION AND COMMUNITY OF PARLIAMENTS**

### **YMCA Youth Parliament**

Youth Parliament is an annual event run by the YMCA Victoria with support from all three parliamentary departments. The 33rd YMCA Youth Parliament was held on 1, 2 and 4 July 2019 and included over 120 participants representing 20 teams throughout the state.

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

Early in 2020, planning was underway for the 34th YMCA Youth Parliament to be held in the first week of July 2020. However, due to the COVID-19 pandemic, the event was regrettably cancelled for 2020.

### **Australasian Study of Parliament Group**

The department's commitment to parliamentary related education is reflected in its ongoing support via corporate

membership and executive participation in the Australasian Study of Parliament Group (ASPG).

The Victorian Chapter conducted one seminar at Parliament House during the reporting year:

- 14 October 2019—Unveiling Cabinet records from the National Archives of Australia, presented by Prof Paul Strangio.

Due to COVID-19 the Victorian Chapter was unable to conduct additional seminars during the reporting period. Further, the 2020 National Conference to be hosted at Parliament House was postponed until 2021.

### **Victoria University Law School**

On 29 July, 7 October, 8 November 2019 and 26 to 28 February 2020, 7 workshops were conducted for Victoria University First Year Law students on parliamentary law and legislative processes. The workshops were presented by the Parliament of Victoria with the assistance of the Department of Premier and Cabinet. Arrangements were made by the Communications and Public Engagement Office. Over 317 students attended. Now in its second year, the collaboration continues the partnership between parliament and the university to offer a program to complement modules for the study of the Victorian Parliament, its processes and operations, with the emphasis on providing a practical application as well as carrying academic merit.

### **Content Contributors Group**

The Content Contributors Group includes a representative from each area of the Parliament. The meeting is chaired by the Communications and Public Engagement Manager and meets on an informal fortnightly basis to discuss events and ideas for the Parliament's social media outlets.

### **Victorian Parliament's twinning program 2019–20**

The Victorian Parliament is twinned with the Parliaments of Fiji, Nauru and Tuvalu. The first half of the 2019–20 year saw work continue in partnership with those Parliaments to deliver professional development opportunities for their members and staff. Unfortunately, like many Parliaments in Australia and the Pacific the second half of the year saw face-to-face training grind to a halt due to the COVID-19 pandemic. The Parliament was scheduled to host the Deputy Clerk from the Nauru Parliament for a five-day attachment and participate in new member inductions for the Tuvalu Parliament following their election in late 2019. These projects, as well as several with the Fiji Parliament were postponed. Although the COVID-19 pandemic and associated travel restrictions provide challenges for

delivering traditional capacity building programs, the focus has now shifted to providing assistance online and continuing engagement with our twinned Parliaments in new and innovative ways.

### Twinning activities

Over the past six years the Victorian Parliament has undertaken more than 60 activities and projects with our twinned parliaments. In 2019–20 our projects and exchanges were a combination of attachments and online advice and support for Fiji, Tuvalu and Nauru. We also continued engagement with the Parliament of Tonga upon request. The activities and projects included the following:

- Deputy Speaker, and Assistant Minister for Women, Hon Veena Bhatnagar from the Parliament of Fiji undertook an attachment at the Victorian Parliament from 12–15 August 2019. The attachment focussed on the role of the Deputy Speaker and incorporated meetings with Presiding Officers, Ministers, staff and the Fijian Community Association Victoria.
- Parliament of Victoria Committee Executive Officer Dr Christopher Gribbin joined a team of international advisers to participate in a four-day regional workshop on budget documentation held in Suva, Fiji from 23 to 26 September 2019. The workshop was part of the Pacific Floating Budget Office Missions and was coordinated by the United Nations Development Programme (UNDP) in partnership with the IMF-Pacific Technical Assistance Centre.
- The Victorian Parliament hosted the annual Australia and New Zealand Parliamentary Information Technology (ANZPIT) forum from 30 September to 2 October 2019. An invitation was extended to all twinned Pacific Parliaments, with delegates from Fiji, Tonga and Vanuatu attending the conference, and staying on for a strategy session the following day. Tensie Ngalu, from the Legislative Assembly of Tonga remained for a 5-day attachment with the Department of Parliamentary Services.
- A Pacific regional workshop on parliamentary outreach and citizen engagement was held in Samoa from 8 to 10 October 2019. Coordinated by the UNDP, the workshop was arranged in partnership with the Parliament of Samoa and attended by 11 Pacific Island Parliaments. Participants were mainly staff responsible for community engagement in their Parliaments. The two facilitators were Amy Brier, Manager Parliamentary Engagement, New Zealand Parliament and Andres Lomp, Communications and Public Engagement Manager, Parliament of Victoria. Staff from the UNDP Pacific Office, based in Fiji, provided the secretariat for the workshop

- Speaker of the Parliament of Nauru, Hon Marcus Stephen, along with Deputy Speaker, Hon Timothy Ika, Deputy Minister, Hon Jason Agir and Clerk, Ann-Marie Cain visited the Victorian Parliament for a two-day attachment from 14 to 15 November 2019. The group met with Presiding Officers, Clerks and Parliamentary Officers.
- Ongoing work has continued throughout 2019–20 between the Parliament of Fiji and Victoria in developing the Hansard Operational manual for Fiji. Linden Taylor, Subeditor for the Victorian Parliament has been working with Laisa Masirewa, Hansard Editor from Fiji to develop the manual, incorporating workflows and style guides.
- Online advice has been provided by the Assistant Clerks—Committees to the Fiji Parliament in relation to media guidelines and procedures and rules for broadcasting committee hearings.

## ENGAGEMENT WITH OUR FIRST PEOPLES

### Reconciliation Action Plan

Parliament of Victoria has committed to engaging with Victoria's First Peoples as one of its 2019–22 Strategic Priorities. As part of this commitment, the Emerging Leaders Program cohort of 2019–20 has been tasked to create a Reflect Reconciliation Action Plan (RAP) for Parliament.

As part of this process, Parliament of Victoria has commissioned artist Tom Day to produce original artwork on the theme of reconciliation for display at Parliament House and for use in the RAP document. Tom is a Gunditjmarra, Wemba Wemba and Yorta Yorta man currently based in Shepparton.

With the support of the President of the Legislative Council, the Department is committed to supporting the Parliament of Victoria on this reconciliation journey.

### First Peoples' Assembly of Victoria

The Parliament of Victoria hosted the inaugural meeting of the First Peoples' Assembly of Victoria in the Legislative Council Chamber from 10 to 11 December 2019.

In hosting the First Peoples' Assembly, culturally symbolic items such as possum skins, flags, coolamons, message sticks and native flora were brought in to transform the Chamber into the venue for the Assembly. The Treaty Advancement Possum Skin Cloak, symbolising the journey of Treaty and filled with words and art from Aboriginal people across the State, was laid in prominence in the

centre of the Legislative Council Chamber. A Treaty sign in traditional black, yellow and red was erected on the steps of Parliament, looking down Bourke Street in the centre of the CBD. Assembly members also entered the Chamber accompanied with the sacred gifts of their communities.

Official proceedings commenced inside the Legislative Council Chamber with a guard of honour provided by the Koori Youth Will Shake Spears dance group for the Assembly members and the Community Elders. The Koori Youth group then weaved dance and music into the opening of the First Peoples' Assembly and showcased two separate dances inside the Chamber.

Parliament provided broadcast and audio-visual support to the First People's Assembly and assisted the Victorian Treaty Advancement Commission (VTAC) with streaming the historic event on Facebook Live. The ceremonial proceedings and inaugural speeches were also broadcast live on IPTV into all staff offices and onto the internal parliamentary network to enable the parliament community to observe. Parliamentary staff accompanied and assisted VTAC and the Assembly members where requested and assisted in helping to deliver a significant milestone in the Treaty story.

## HOSPITALITY AND VISITORS

### Official Visitors and Delegations

A number of distinguished visitors and delegations visit the Parliament each year and special arrangements are customarily made for their reception. All three parliamentary departments work collaboratively to ensure security, protocol, catering and other logistics are in place for every official visit. During 2019-20, the Department assisted in arrangements for the reception for the following visitors and delegations:

**9 July 2019**—Official call on the Presiding Officers by the Fiji High Commissioner, His Excellency Mr Luke Daunivalu. In attendance were Mr Kartik Pratap, First Secretary, Mr Daniel Stow—Manager Trade and Investment, Fiji Trade Commission, and Ms Zoie Carroll—Business and Communications Adviser, Fiji Trade Commission. Discussion centred on the twinning arrangements between the two Parliaments. The arrangements for this visit were made through the President's Office.

**12-15 August 2019**—The President hosted a meeting with the Deputy Speaker of the Fiji Parliament, Hon Veena Bhatnagar. Arrangements for this visit were made through the Clerk of the Legislative Council's Office.

**18 September 2019**—The Deputy President hosted a meeting with a delegation from Gyeonggido Assembly, South Korea led by Mr KIM, Hyan-sam, Member of the Committee on Women, Family and Education Cooperation. In attendance was Mr KIM Sunghyo, Consul-General of the Republic of Korea to Melbourne, Ms Kate GaHye Kim, Political & Economic Officers, Korean Consulate General Melbourne, and the Clerks. Arrangements for this visit were made through the President's Office.

**6 November 2019**—The President hosted a meeting with the President of the Legislative Council of the Western Australian Parliament, Hon Kate Doust MLC. Arrangements for this visit were made through the President's Office.

**14-15 November 2019**—Visit by delegation from Parliament of Nauru led by the Hon Marcus Stephen MP, Speaker. During their visit they met with the Clerk of the Parliaments. The President hosted lunch in their honour with the three Department heads in attendance. Arrangements for this visit were made by the Usher of the Black Rod's Office.

**25 November 2019**—The President hosted a meeting with a delegation from the Parliament of Tonga, led by Lord Fakafanua, Speaker of the Legislative Assembly of Tonga. In attendance were the Speaker's wife, Lady Fakafanua, Ms Gloria Poleo, Chief Clerk of the Legislative Assembly of Tonga, Ms Silivia 'Atiola, Legislative Counsel, Legislative Assembly of Tonga, and the Clerk of the Legislative Council. Arrangements for this visit were made through the Secretary of Department of Parliamentary Services' Office.

## SISTER STATE DELEGATION

### Aichi Prefecture, Japan

The Parliament hosted a delegation from Victoria's Sister State of Aichi, Japan led by Mr Junichi Horisaki, Vice-Chairperson of the Aichi Prefectural Assembly from 22 to 25 October 2019.

During the four day visit the delegation received high level briefings from Japanese founded businesses based in Victoria including NEC Australia, Asahi Holdings (Australia) Pty Ltd, and Rinnai Australia. There were also site visits to education institutions such as William Angliss TAFE, Nossal High School, and Monash Japanese Language Education Centre.

On 23 October 2019, the delegation visited Parliament for a tour and official call on the Presiding Officers, attended by the Victorian Consul-General of Japan, Mr Kazuyoshi Matsunaga, and the Clerks of the Legislative Council and Assembly. The delegation met with the Treasurer, Mr Tim



Pallas MP, followed by an official call with the Governor of Victoria, Her Excellency, The Hon Linda Dessau AC.

That evening, the Presiding Officers hosted an official dinner in honour of the delegation in Queens Hall, Parliament House. The dinner was attended by the Victorian Consul-General of Japan, Deputy Consul-General, several members of Parliament, and the Clerks of the Legislative Council and Assembly.



# CORPORATE GOVERNANCE

## Departmental management and planning

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### PRESIDING OFFICER'S TRAVEL

During 2019–20 the President travelled interstate on three occasions to Brisbane, Canberra, and Sydney.

The President was due to lead an official delegation to Victoria's sister state of Aichi, Japan in April 2020, however this was cancelled due to the travel restrictions resulting from the COVID-19 pandemic. The cancellation fees for the flights and travel insurance are included in the travel and accommodation total cost.

The President attended the 50th Presiding Officers and Clerks Conference in Brisbane from 8 to 11 July 2019, and the Australasian Study of Parliament Group (ASPG) Annual Conference in Canberra from the 3 to 4 October 2019.

The President and Clerk of the Legislative Council made an official visit to the NSW Parliament from 24 to 25 October 2019. They had the opportunity to observe Council chamber proceedings including private members' business and Question Time. The President and Clerk met with senior representatives to discuss a number of topics including chamber procedures, Private Members' Bills, indigenous engagement and cultural awareness. At the request of the NSW Parliament, the President and Clerk provided a briefing to the NSW Presiding Officers, Clerk of the Legislative Council and Assembly, and the Executive Manager of DPS on members' welfare, professional development, and the newly established remuneration framework for Victorian Members of Parliament and Public Service executives.

The President's travel and accommodation costs amounted to \$4,264.22.

### MEMBERS' CLIENT SURVEY

The annual Members' Client Survey was opened to members in 20 May 2020 and closed on 10 June 2020.

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

In relation to the Legislative Council (including Council standing committees), 58% of Council members responded to the survey compared to 33% in 2018–19. In relation to joint investigatory committees 77% of committee members responded to the survey. The key results of the surveys are reflected in the major outputs and performance reporting in the appendices to this report.

### GOVERNANCE OFFICER

The Governance Officer role continues to provide executive support, coordinate meetings and relevant correspondence between the different governance groups. While supporting communications across the three departments.

### HUMAN RESOURCES MANAGEMENT

#### Occupational Health and Safety Committee

The Legislative Council continued to have a management representative (Usher of the Black Rod) and a staff representative (from the Attendant Group) on the Occupational Health and Safety Committee. The Committee worked actively at the practical level, completing hazard inspections and resolving occupational health, safety and welfare matters brought before it. A new incident management system was also implemented. The Committee reviewed the OHS Committee Constitution, and commenced a broader policy review process, starting with a Sub-Committee review of the Parliament's Mental Health Policy – Parliamentary Officers. The OHS Committee met seven times throughout 2019–20.

The last quarter of the financial year saw the OHS Committee focus shift predominantly towards the COVID-19 pandemic. The Committee developed the COVIDSafe plan for the Parliamentary precinct. The plan incorporates Safe Workplace Principles, outlines practical actions, compliance requirements and support for workers during the COVID-19 period. Health and Safety Representatives worked with their designated work groups to ensure a safe workplace, by affixing signage throughout the precinct, calculating occupancy numbers for spaces and making PPE available to all staff. The Committee will continue to prioritise COVID-19 as the major health and safety issue facing staff going forward.

## COVID-19

A state of emergency was declared in Victoria on 16 March 2020. The Presiding Officers made the decision to close Parliament House to the public. From this date, Committee and other non-essential House staff transitioned to work from home arrangements.

The Council sat on 17, 18 and 19 March 2020, with some adjustments to the number of staff in the Chamber. At the end of that sitting week, the number of House staff attending Parliament was reduced. From 22 March 2020, the Chamber Support Office and Attendant team implemented a roster with only two staff from each team working from the building each day. When not rostered to work on-site, staff commenced work from home arrangements.

When the House sat on 23 April 2020, the number of House support-staff was reduced, with others providing support remotely. During the sitting weeks in June 2020, a similar staffing model remained in place, with limited staff rostered to work from Parliament House, with others providing support remotely.

As with many units, the transition to work from home arrangements was an unprecedented adjustment and came with many changes to the way we work. Committee staff quickly adapted hearing and meeting processes to hold these completely online. Team meetings were changed to virtual meetings. Adaptations were made in relation to file sharing, virtual communication and paper-based processes.

### Return to work post COVID-19 survey

The Legislative Council surveyed its staff in June 2020 in order to gauge the impact of returning to work post-COVID. Staff had ten days to fill in the survey and we received a response rate of 89 per cent which was a fantastic result. In summary more than half of the staff indicated that they felt positive about the idea of returning to work, however a majority noted concerns. Staff reported high levels of satisfaction from interactions with both their teams and their managers. The biggest thing people missed from being in the workplace was social interactions with colleagues and members of the public, however a large majority of staff indicated they would like work from home provisions to continue in some capacity. These results were presented to staff in July 2020 and the plan was to carry out further surveys as we returned to work post COVID-19.

## PEOPLE MATTER PULSE SURVEY

In 2019 staff participated in the VPS People Matter survey. The People Matter Survey is the Victorian public sector's annual employee opinion survey for Victorian public sector organisations which the Parliament participate in every two years. The survey is run by the Victorian Public Sector Commission in 2019 and the survey captured the views and experiences of 92,215 people from 196 organisations. The survey helps organisations build positive workplace cultures.

The Legislative Council results were good overall but highlighted some areas for improvement. To demonstrate our commitment to working with staff to eliminate any negative behaviours a follow up People Matter Pulse Survey was created and distributed in May 2020 and staff were allowed two weeks to complete it. The results of this second survey provided insights into the current state of our workplace and the data will be used to develop a meaningful action plan which will be targeted at creating change across the Legislative Council Department. The results of the pulse survey and subsequent action plan will be part of the next reporting period.

## VISITOR MANAGEMENT AT PARLIAMENT HOUSE

Work continued to review visitor management throughout 2019–20, with changes to procedures for issuing visitor identification introduced toward the end of the reporting period. Building works at the vestibule entrance also led to the introduction of temporary changes to visitor management procedures during the 2019–20 year. Toward the end of the year, the introduction of COVID -19 requirements resulted in a number of changes to visitor management, and to the control of movement through Parliament House by all building users, conducted in collaboration by all departments of the Parliament.

## EMERGENCY MANAGEMENT

In collaboration with the other Parliamentary Departments, an external company conducted an update of emergency evacuation plans and diagrams throughout Parliament House and the Annex, and a revision of the emergency management manual was completed toward the end of 2019–20. A number of interim changes were made to emergency management procedures in response to building works throughout the year, with amendments made as required depending on which building works were active.

## PROFESSIONAL AND PERSONAL DEVELOPMENT

### Presiding Officers and Clerks Conference

The 50th Presiding Officers and Clerks Conference was hosted by the Queensland Legislative Assembly from 7 to 13 July 2019.

Presiding Officers and Clerks from almost all jurisdictions in Australia, New Zealand and the Pacific attended. The theme of the conference was “*Practicalities of Presiding and Administrating Parliaments*”. The program included a wide range of papers.

The 51st Conference of Presiding Officers and Clerks was to have been hosted by the Parliament of Fiji, from 20 to 24 July 2020, but was cancelled due to the COVID-19 pandemic.

### ANZACATT Professional Development Seminar

The 2020 ANZACATT seminar was cancelled due to the bushfire emergency. The ACT Legislative Assembly was scheduled to host the event from 22–24 January.

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

At a meeting of the Executive held in May 2019, they approved the Bliss Media and Centorrino Technologies proposal for ANZACATT website migration, development and basic model of case law database enhancement to address and provide an improved outcome to address password and functionality issues than under the GovCMS hosting platform. In June 2019, the site was migrated to the new hosting environment. The site came into effect in August 2019.

In December 2019, the ANZACATT email address configuration was changed from [anzacatt@parliament.vic.gov.au](mailto:anzacatt@parliament.vic.gov.au) to [anzacatt@anzacatt.org.au](mailto:anzacatt@anzacatt.org.au).

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

### The Parliamentary Law, Practice and Procedure Course

The Parliamentary Law, Practice and Procedure (PLPP) Course continues to be run through the University of Tasmania. Students at the University are required to

participate in lectures, tutorials and online discussion and complete a major research paper on an aspect of parliamentary law. The residency component usually held at the University was unable to occur due to COVID-19, and was instead held as an online intensive component. In 2019 two Council staff were selected to take part.

### Clerk’s Travel

The Clerk attended the 2019 PLPP Course in Hobart, Tasmania from 28 June to 29 June 2019, as well as the 50th Presiding Officers and Clerks Conference in Brisbane, Queensland from 8 to 13 July 2019. He also visited the New South Wales Parliament with the President from 24 to 25 October 2019.

The Clerk’s travel and accommodation costs amounted to \$4,263.80.



## **APPENDICES**

# APPENDIX A

## ROLE OF THE LEGISLATIVE COUNCIL STAFF

### Clerk's Office

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

### Clerk of the Parliaments

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

### Chamber Support Office

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

### Attendant Group

Under the direction of the Usher of the Black Rod, the Principal Attendant manages and supervises a team of Attendants. The Attendant group provides general assistance to the Table Officers and attends to various requirements of Members, especially during the sittings of the Council. The Attendant group is responsible for the daily courier service within and outside the building, provide services for the sittings of the House, meetings of Parliamentary Committees and at functions held at Parliament House. The Attendant team also contributes to the security of the building by, amongst other things, performing the Attendant — Security Control Room role and mail scanning function for which training and accreditation is required. The Attendant group also perform public tour duties on a daily basis and contribute to Parliament's community engagement function.



## Committees' Office

The department is now responsible for administering two of the Parliament's four joint investigatory committees — Electoral Matters and Integrity and Oversight — following changes to the *Parliamentary Committees Act 2003* in early 2019. Centralised support services are provided by the Committee Services Office. The department is also responsible for administering the Council Committees Office which was established at the commencement of the 57th Parliament. There are currently three Committees — Economy and Infrastructure; Environment and Planning; and Legal and Social Issues. The Assistant Clerk — Committees is responsible for the provision of accurate and timely advice, and effective and efficient support services to relevant joint investigatory committees (for which the Department has administrative responsibility), Council Standing Committees, the Privileges Committee and any other select and standing committees which may be appointed by the Legislative Council. The support services provided by the Committees' Office include the provision of financial resources and adequate and competent staff, the analysis of evidence and the presentation of reports to Parliament. The Assistant Clerk — Committees is responsible to the President for the oversight of the operations of those committees and their secretariats.

## President's Office

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

# APPENDIX B

## COMPARATIVE WORKFORCE DATA AS AT 30 JUNE 2020

Table 1: Summary of employment levels

Ongoing employees				Fixed term and casual employees
Total employees (head count)	Full time (head count)	Part time (head count)	Full-time staff equivalent (FTE)	Full-time staff equivalent (FTE)
38	32	6	36	6.96

Table 2: Detail of employment levels

	Ongoing employees				Fixed term and casual employees	
	Employees (head count)		Full-time staff equivalent (FTE)		Full-time staff equivalent (FTE)	
	30 June 2020	30 June 2019	30 June 2020	30 June 2019	30 June 2020	30 June 2019
<b>Gender</b>						
Male	18	20	17.7	19.8	1	0
Female	20	17	18.3	15.6	5.96	2.31
<b>Total</b>	<b>38</b>	<b>37</b>	<b>36</b>	<b>35.4</b>	<b>6.96</b>	<b>2.31</b>
<b>Age</b>						
Under 25	0	0	0	0	0	0.71
25-34	7	8	6.3	7.8	5.4	0
35-44	8	7	8	6.8	1.56	1.6
45-54	13	11	12.3	10.4	0	0
55-64	9	10	8.4	9.4	0	0
Over 65	1	1	1	1	0	0
<b>Total</b>	<b>38</b>	<b>37</b>	<b>36</b>	<b>35.4</b>	<b>6.96</b>	<b>2.31</b>
<b>Classification</b>						
VPS 1	0	0	0	0	0	0
VPS 2	6	6	5.9	6	0	0
VPS 3	7	8	6	6.6	0.8	0
VPS 4	8	4	7.3	4	3.0	0.71
VPS 5	6	7	5.8	6.8	3.16	1.60
VPS 6	9	10	9	10	0	0
STS	0	0	0	0	0	0
Executive	2	2	2	2	0	0
<b>Total</b>	<b>38</b>	<b>37</b>	<b>36</b>	<b>35.4</b>	<b>6.96</b>	<b>2.31</b>

# APPENDIX C

## MEMBERS OF THE LEGISLATIVE COUNCIL—59TH PARLIAMENT AS AT 30 JUNE 2020

Region	Name	Party
Eastern Metropolitan Region <sup>1</sup>	Mr Bruce Atkinson	LIB
	Dr Matthew Bach	LIB
	Mr Rodney Barton	TMP
	Hon Shaun Leane	ALP
	Ms Sonja Terpstra	ALP
Eastern Victoria Region	Ms Melina Bath	NAT
	Mr Jeff Bourman	SFFP Vic
	Hon Jane Garrett	ALP
	Hon Edward O'Donohue	LIB
	Ms Harriet Shing	ALP
Northern Metropolitan Region	Hon Nazih Elasmr	ALP
	Hon Jenny Mikakos	ALP
	Mr Craig Ondarchie	LIB
	Ms Fiona Patten	FPRV
	Dr Samantha Ratnam	VG
Northern Victoria Region	Mr Mark Gepp	ALP
	Hon Wendy Lovell	LIB
	Ms Tania Maxwell	DHJP
	Mr Tim Quilty	LDP
	Hon Jaclyn Symes	ALP
South-Eastern Metropolitan Region <sup>2</sup>	Dr Tien Kieu	ALP
	Mr David Limbrick	LDP
	Hon Gordon Rich-Phillips	LIB
	Hon Adem Somyurek <sup>3</sup>	IND
	Mr Lee Tarlamis	ALP
Southern Metropolitan Region <sup>4</sup>	Ms Georgie Crozier	LIB
	Hon David Davis	LIB
	Mr Enver Erdogan	ALP
	Mr Clifford Hayes	SA
	Ms Nina Taylor	ALP
Western Metropolitan Region	Dr Catherine Cumming	IND
	Mr Bernie Finn	LIB
	Mr Cesar Melhem	ALP
	Ms Ingrid Stitt	ALP
	Ms Kaushaliya Vaghela	ALP

**Appendix C** Members of the Legislative Council—59th Parliament as at 30 June 2020

Region	Name	Party
Western Victoria Region	Mr Stuart Grimley	DHJP
	Mrs Beverley McArthur	LIB
	Mr Andy Meddick	AJP
	Hon Jaala Pulford	ALP
	Hon Gayle Tierney	ALP

- 1 The Hon Mary Wooldridge resigned as a member of the Legislative Council effective from Friday, 28 February 2020. Ms Wooldridge represented the Eastern Metropolitan Region from 2014 to 2020. Dr Matthew Bach was sworn in on 5 March 2020.
- 2 The Hon Gavin Jennings resigned as a member of the Legislative Council effective Monday, 23 March 2020. Mr Jennings represented the Melbourne Province from 1999 to 2006 and then the South Eastern Metropolitan Region from 2006 to 2020. Mr Lee Tarlamis was sworn in on 23 April 2020.
- 3 The Hon Adem Somyurek was a member of the Australian Labor Party until 16 June 2020 when he became an Independent member.
- 4 The Hon Philip Dalidakis resigned as a member of the Legislative Council on 17 June 2019. Mr Dalidakis represented the Southern Metropolitan Region. Mr Enver Erdogan was sworn in on 15 August 2019.

Party	Members	Party	Members		
ALP	Australian Labor Party	17	LDP	Liberal Democrats Party	2
LIB	Liberal Party	10	RV	Fiona Patten's Reason Victoria Party	1
NAT	The Nationals	1	SA	Sustainable Victoria	1
AJP	Animal Justice Party	1	SFFP Vic	Shooters, Fishers and Farmers Party Victoria	1
DHJP	Derryn Hinch's Justice Party	2	TMP	Transport Matters Party	1
IND	Independent	2	VG	Victorian Greens	1
<b>TOTAL: 40 Members</b>					

## APPENDIX D

### SELECTED STATISTICS RELATING TO SITTINGS OF THE LEGISLATIVE COUNCIL, 2015-16 TO 2019-20

		2019-20	2015-16	2016-17	2017-18	2018-19
Number of days House met		40	54	49	60	43
Number of hours House met		366 hrs 23 mins	518 hrs 16 mins	440 hrs 41 mins	587 hrs 43 mins	377 hrs 3 mins
Average number of hours per sitting day		9 hrs 10 mins	9 hrs 36 mins	9 hrs 2 mins	9 hrs 47 mins	8 hrs 46 mins
Bills dealt with	Initiated in LC	18	12	11	8	7
	Received from LA	53	88	76	67	50
	Passed without amendment	46	70	52	46	30
	Passed with amendments	6	15	15	23	11
	Defeated	3	1	3	4	3
	Lapsed	0	0	0	0	39
	Withdrawn	2	0	1	3	0
	Ruled out of Order	0	0	0	0	0
Sets of amendments circulated		67	45	52	87	48
Bills considered in Committee of the Whole		42	37	42	62	38
Questions on notice processed		1,892	6,182	4,321	1,426	672
Written (and further written) responses ordered to questions without notice		115	239	349	381	194
Petitions tabled		50	88	58	82	55
Signatories to petitions		75,646	59,543	37,593	29,941	28,285
Papers tabled	Total	1,310	1,434	1,717	1,571	1,292
	Annual reports	358	375	312	334	364
	Statutory Rules	175	165	154	170	158
	Planning scheme amendments	316	416	371	380	314
	Proclamations	34	55	47	46	33
	Other (including special reports, Parliamentary Committee reports etc)	427	423	833	641	423
Production of documents	Orders made <sup>1</sup>	3	7	8	11	5
	Documents produced in full	107	53	375	184	1,869
	Documents produced in part <sup>2</sup>	19	442	37	64	152

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

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

# APPENDIX E

## STATISTICS RELATING TO COMMITTEES ADMINISTERED BY THE LEGISLATIVE COUNCIL AS AT 30 JUNE 2020

	Deliberative meetings <sup>1</sup>	Public hearings <sup>2</sup>	Visits/ Inspections <sup>3</sup>	Reports tabled <sup>4</sup>	Submissions received <sup>5</sup>	Inquiries received <sup>6</sup>	Secretariat staff support (FTE)
<b>Standing Committees</b>							
Economy and Infrastructure	24	62	1	2	998	0	4
Environment and Planning	11	68	1	2	336	4	4
Legal and Social Issues	22	97	1	4	466	5	4
<b>Total</b>	<b>57</b>	<b>227</b>	<b>3</b>	<b>8</b>	<b>1800</b>	<b>9</b>	<b>12</b>
<b>Joint Investigatory Committees</b>							
Integrity and Oversight	11	4	4	0	0	2	4.5
Electoral Matters	13	13	0	0	99	1	2.8
<b>Total</b>	<b>24</b>	<b>17</b>	<b>4</b>	<b>0</b>	<b>99</b>	<b>1</b>	<b>7.3</b>
Privileges Committee	2	0	0	1	0	1	1

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

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

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

4 Includes interim reports.

5 Does not include supplementary submissions.

6 Inquiries received from the Houses or self referred.

# APPENDIX F

## LEGISLATIVE COUNCIL EXPENDITURE STATEMENTS AS AT 30 JUNE 2020

Expenditure	2019-20		2018-19
	Budget	Actual	Budget
	\$	\$	\$
<b>Departmental</b>			
Staff salaries, overtime, allowances and training expenses	3,586,000	3,420,790	2,820,500
Salary oncosts <sup>1</sup>	1,077,700	1,218,743	915,310
Cleaning expenses	200,000	248,314	193,501
General expenses	1,298,300	633,473	461,551
Auditor-General's Office audits	12,500	12,500	19,000
<b>Departmental total</b>	<b>6,174,500<sup>2</sup></b>	<b>5,533,821</b>	<b>4,409,862</b>
<b>Council Members—Special Appropriations</b>			
Members' salaries, allowances and oncosts	13,688,541	12,180,215	11,813,177
Members' superannuation	2,906,000	1,029,937	968,851
<b>Total Members' salaries and related special appropriations</b>	<b>16,594,541</b>	<b>13,210,152</b>	<b>12,782,028</b>
<b>TOTAL EXPENDITURE</b>	<b>22,769,041</b>	<b>18,743,973</b>	<b>17,191,890</b>

Note: This information is provided for the benefit of Members. A complete set of the financial statements of the Parliament of Victoria is provided in the Department of Parliamentary Services Annual Report for 2019-20.

1 Salary oncosts include long service leave and recreation leave provisions, payroll tax, employer superannuation, WorkCover contributions and fringe benefits tax.

2 This figure includes the following sources of funds:

- \$5.868m—*Appropriation (Parliament 2019-20) Act 2019*
- \$0.092m—*Treasurer's Advance*
- \$0.013m—*Special Appropriation pursuant to Audit Act 1994*
- \$0.202m—*Special Appropriation as per s 94 of Constitution Act 1975.*

# APPENDIX G

## LEGISLATIVE COUNCIL MAJOR OUTPUTS AND PERFORMANCE MEASURES AS AT 30 JUNE 2020

Major Outputs/Deliverables Performance Measures	Target	Actual
<b>Quantity</b>		
Procedural References updated biannually	2	2
<b>Quality</b>		
Bills and amendments processed accurately through all relevant stages and other business of the House conducted according to law, Standing and Sessional Orders	100%	95%
Member satisfaction with accuracy, clarity and timeliness of advice <sup>1</sup>	80%	99%
<b>Timeliness</b>		
Documents tabled within time guidelines	90%	90%
House documents and other sitting-related information available one day after sitting day	95%	95%
<b>Cost</b>		
Total output cost (\$ million)	21.2	19.4
	(6.175) <sup>2</sup>	(5.534) <sup>2</sup>

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

2 These amounts are the department's operating funds to achieve outputs.



# APPENDIX H

## JOINT INVESTIGATORY COMMITTEES EXPENDITURE STATEMENT AS AT 30 JUNE 2020

Joint Investigatory Committee	2019-20		2018-19
	Budget	Actual	Actual
	\$	\$	\$
Accountability and Oversight <sup>1</sup>	-	-	314,420
Auditor-General's Office audit costs	350,000	271,475	-
Committee Services Office <sup>2</sup>	2,474,140	1,090,378	1,223,168
Economic, Education, Jobs and Skills <sup>1</sup>	-	-	308,457
Electoral Matters <sup>3</sup>	418,886	331,281	443,790
Environment, Natural Resources and Regional Development <sup>1</sup>	-	321	206,881
Family and Community Development <sup>1</sup>	-	130	242,046
Integrity and Oversight <sup>3</sup>	683,324	529,591	228
Independent Broad-based Anti-corruption Commission <sup>1</sup>	-	-	499,801
Law Reform, Road and Community Safety <sup>1</sup>	-	-	264,586
Public Accounts and Estimates <sup>4</sup>	1,133,300	990,289	984,280
Scrutiny of Acts and Regulations <sup>4</sup>	686,350	569,159	543,554
<b>TOTAL</b>	<b>5,746,000</b>	<b>3,782,624</b>	<b>5,031,211</b>

1 The following committees were not reappointed for the 59th Parliament: Accountability and Oversight; Economic, Education, Jobs and Skills; Environment, Natural Resources and Regional Development; Family and Community Development; Independent Broad-based Anti-corruption Commission; and Law Reform, Road and Community Safety Committee.

2 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.

3 The Legislative Council currently administers the Electoral Matters and Integrity and Oversight Committees.

4 The Legislative Assembly currently administers the Public Accounts and Estimates and Scrutiny of Acts and Regulations Committees.

# APPENDIX I

## MAJOR OUTPUTS—JOINT INVESTIGATORY COMMITTEES AS AT 30 JUNE 2020

Major Outputs/Deliverables Performance Measures	Target	Actual
<b>Quantity</b>		
Reports tabled per annum	28	18
<b>Quality</b>		
Committee members satisfied that advice about procedure, research and administration is responsive, clear, objective and prompt	80%	100%
Inquiries conducted and reports produced in compliance with procedural and legislative requirements	95%	100%
<b>Timeliness</b>		
Reports tabled in compliance with procedural and legislative deadlines	95%	100%
<b>Cost</b>		
Total output cost (\$ million)	5.7	5.7

# APPENDIX J

## PARLIAMENTARY COMMITTEE INQUIRIES ADMINISTERED BY THE LEGISLATIVE COUNCIL AS AT 30 JUNE 2020

Committee	Inquiry name	Tabled
Economy and Infrastructure	<i>Commercial Passenger Vehicle Industry Act 2017</i> reforms	26 November 2019
	Expanding Melbourne's free tram zone	To be tabled
	Impact of animal rights activism on Victorian agriculture	5 February 2020
	Increase in Victoria's road toll	To be tabled
Electoral Matters	Impact of social media on elections and electoral administration	To be tabled
	Conduct of the 2018 Victorian state election	To be tabled
Environment and Planning	Air pollution in Victoria	To be tabled
	Ecosystem decline in Victoria	To be tabled
	Nuclear prohibition	To be tabled
	Recycling and waste management	27 November 2019
	Renewable energy in Victoria	To be tabled
Integrity and Oversight	Education and prevention functions of Victoria's integrity agencies	To be tabled
	Performance of Victorian Integrity Agencies 2017/18–2018/19	To be tabled
Legal and Social Issues	A legislated spent convictions scheme	27 August 2019
	Closure of I Cook Foods Pty Ltd	To be tabled
	Firearms prohibition legislation	26 November 2019
	Homelessness in Victoria	To be tabled
	Management of child sex offender information	To be tabled
	The use of cannabis in Victoria	To be tabled
	Victoria's justice system	To be tabled
Privileges	Appointment of a Parliamentary Integrity Adviser	29 August 2019

## APPENDIX K

### DISCLOSURES MADE UNDER THE *PUBLIC INTEREST DISCLOSURES ACT 2012*

The President made one notification of a disclosure to the IBAC under s 21(2) of the *Public Interest Disclosures Act 2012* for the period 1 July 2019 to 30 June 2020.

The Parliament of Victoria's Procedures for Making a Disclosure about a Member of Parliament can be downloaded at: [www.parliament.vic.gov.au/publications/public-interest-disclosures](http://www.parliament.vic.gov.au/publications/public-interest-disclosures)

The Integrity and Oversight Committee did not notify any disclosures to the IBAC under s 21(2) of the *Public Interest Disclosures Act 2012* for the period 1 July 2019 to 30 June 2020.

The Integrity and Oversight Committee's Public Interest Disclosure Procedures can be downloaded at: [www.parliament.vic.gov.au/ioc/contact-iao](http://www.parliament.vic.gov.au/ioc/contact-iao)