

DEPARTMENT OF  
LEGISLATIVE ASSEMBLY  
ANNUAL REPORT  
2007-08



---

**Telephone** (03) 9651 8569  
Facsimile (03) 9650 7245  
Clerk (03) 9651 8550  
Deputy Clerk (03) 9651 8551  
Committee Office (03) 8682 2875  
Procedure Office (03) 9651 8560  
Serjeant-at-Arms Office (03) 9651 8556  
Internet Address [www.parliament.vic.gov.au](http://www.parliament.vic.gov.au)  
Email [assembly@parliament.vic.gov.au](mailto:assembly@parliament.vic.gov.au)

**Annual Report Contact**

Executive Assistant, Clerk's Office  
Department of Legislative Assembly  
Parliament of Victoria  
Parliament House  
Spring Street  
East Melbourne Vic 3002

Telephone (03) 9651 8554  
Facsimile (03) 9650 4279

**Front Cover**

Statue of Queen Victoria located in Queen's Hall

**Cover Design**

Nuttshell Graphics Pty Ltd

© Department of the Legislative Assembly,  
Parliament of Victoria, Melbourne, 2008

---

24 October 2008

Hon Jenny Lindell MP  
Speaker of the Legislative Assembly  
Parliament House  
East Melbourne Vic 3002

Dear Speaker

I have the pleasure in forwarding to you the Annual Report for the Department of Legislative Assembly for the year 2007–08.

Yours sincerely

R W Purdey  
Clerk of the Legislative Assembly



## Table of Contents

Objective and Functions .....	5
Clerk's Overview .....	7
Report on Output Measures .....	9
Organisational Structure and Corporate Governance .....	11
Report on Activities .....	15
Value One: Effective Corporate Governance .....	17
Value Two: Excellent Service Delivery and Responsiveness .....	21
Value Three: Sustainability with a Focus on the Medium to Long-term View .....	47
Appendices .....	51



# Objectives and Functions

## Department of the Legislative Assembly

On 23 November 1855 Victoria's new Constitution Act was officially proclaimed, allowing the formation of responsible government. Elections for the 66 seats in the newly formed Legislative Assembly took place in Spring 1856. The House met for the first time in November 1856.

The Department of the Legislative Assembly was established to support the operations of Legislative Assembly and has continued to provide support for over 150 years. Headed by the Clerk, officers of the Department support the Speaker and the work of the Chamber. In modern times the Department's work has extended to include significant responsibility in supporting the operation of committees and in the provision of information and community engagement services.

## Statement of Corporate Intent

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

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

We will deliver this support through operational business plans which are underpinned by the following values:

### Effective Corporate Governance

- Accountability
- Confidentiality
- Impartiality
- Integrity
- Learning Environment

## **Excellent Service Delivery and Responsiveness**

- Services
- Responsiveness
- Teamwork
- Performance Management
- Effective Systems and Techniques

## **Sustainability with a Focus on the Medium to Long-term View**

- Long-term Planning
- Excellent Communication
- Developing our People
- Safeguarding our Physical Infrastructure

## Clerk's Overview

The 2007–08 year commenced with the surprise resignations of the Premier, Steve Bracks and Deputy Premier, John Thwaites. The new Premier, John Brumby subsequently reallocated ministerial portfolios resulting in Minister Lenders being appointed as Treasurer. Uniquely, it was the first time in the Victorian Parliament's 150 year history that a member of the Upper House had held the Treasury portfolio. This situation posed some interesting procedural challenges, one of those being the development of a process that enabled the Treasurer to deliver the budget speech in the Lower House on Tuesday 6 May 2008.

As a consequence of the resignations of the former Premier and Deputy Premier, by-elections were held in the seats of Williamstown and Albert Park which saw new members — Wade Noonan and Martin Foley — sworn in and take their places in the House in early October.

A range of other administrative changes were also required as a result of those resignations. These included the reprinting of members list and Chamber seating plans, the reallocation of office accommodation, and changes to parliamentary committee memberships.

Shortly after being sworn in as Premier, Mr Brumby in a major speech to the Pacific Area Newspaper Publisher's Association outlined a range of reforms to make Parliament, members, and the Executive more accountable and accessible to the public of Victoria. One of the reforms enunciated by the Premier was the release of an annual statement of government intentions outlining the year's major legislative program. As this was a new initiative appropriate parliamentary procedures had to be devised to enable the presentation of the statement. Such procedures were devised and in December the House adopted a new sessional order setting out the process. An inaugural statement was presented by Premier Brumby in early 2008 and debated in the House.

It was pleasing to see further expansion of our education and community engagement programs during the year. The number of parliamentary role play and parliamentary information talk programs delivered by our tour guides to school groups has been increased and these programs are well regarded by the participants. It is now our intention to offer these programs to selected areas in regional Victoria and an initial two day program was run in the Warrnambool area during February.

Work was also undertaken during the year on the development of a questions database. A project team has worked closely with consulting firm Dialog to design and develop the database. Assembly staff have spent many hours over the latter part of the year testing data in the newly designed database. If all goes according to plan the database should be ready for use towards the end of the 2008 calendar year.

Gavin Bourke the Assistant Clerk Procedure and Serjeant-at-Arms finished work with the Department at the end of 2007. Gavin, a charismatic and popular officer, served the House for six and a half years as Serjeant-at-Arms. During that time Gavin oversaw the implementation of many new security measures at Parliament House and was responsible for arranging the first two regional sittings of the House in Bendigo and Geelong. Gavin has decided to return to the Australian Defence Force on a permanent basis and I wish him well in his future endeavours. Following Gavin's departure, Anne Sargent was appointed as Assistant Clerk Procedure and Serjeant-at-Arms.

I wish to acknowledge the dedication and commitment of all departmental staff and thank them for their hard work and continued support throughout the year.

Ray Purdey  
Clerk of the Legislative Assembly

## Report on Output Measures

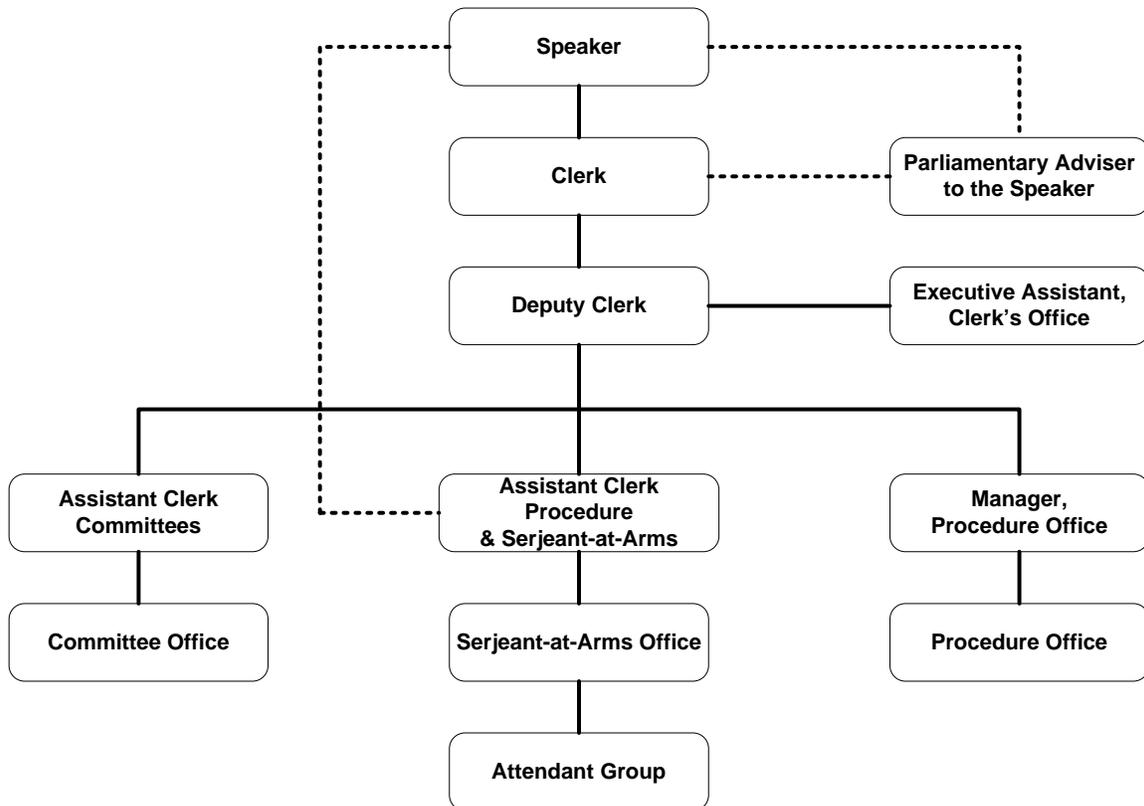
Output/Deliverable	Target	Actual
Member satisfaction with accuracy and timeliness of advice	80%	93%
Procedural references updated	2 times per annum	2
Constitutional, parliamentary and statutory requirements met	100%	100%
Bills and amendments processed accurately through all relevant stages	100%	100%
Parliamentary documents available one day after sitting day	98%	100%
House documents tabled within time guidelines	90%	99%
Security audit requirements met	2 audits per annum	2
Visitor satisfaction with service quality in relation to tours of Parliament	80%	93%
Inquiry reports tabled*	25 per annum	27
Discussion/issues papers published*	1 per annum	2
Committee members satisfied with accuracy and timelines of procedural and administrative advice*	80%	92.2%
Inquiry and Statutory Reports produced in compliance with statutory and legislative requirements*	100%	100%
Statutory Reports tabled within statutory deadlines*	100%	100%

\* Includes outputs of joint investigatory committees administered by the Legislative Council



# Organisation Structure and Corporate Governance

## Department of the Legislative Assembly



## The Speaker

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

The current Speaker, the Hon Jenny Lindell, was elected on 19 December 2006, having represented the south eastern metropolitan seat of Carrum since 1999. In the 55<sup>th</sup> Parliament Jenny was an Acting Speaker and Chair of the Environment and Natural Resources Committee.

## **Clerk of the Legislative Assembly**

Ray Purdey has had a parliamentary career since 1974 and was appointed Clerk of the Legislative Assembly in 1998 and Clerk of the Parliaments in 1999. He has a Bachelor of Business Studies (Accounting) from RMIT and is Honorary Secretary of the Commonwealth Parliamentary Association (Victoria Branch).

## **Chamber Officers**

**Liz Choat, Deputy Clerk.** Liz has worked for the Department since 1999 and was appointed as Deputy Clerk in 2004. Liz previously worked as a legal editor for Butterworths, Sydney, and for 15 years in the UK as a solicitor in private practice. She has an LLB (Hons) from the University of Warwick.

**Bridget Noonan, Assistant Clerk Committees.** Having joined the Department in 1999 to work in the Procedure Office, and subsequently working in a number of roles within the Office, Bridget was appointed Assistant Clerk Committees in 2006. She has a Bachelor of Arts (Hons) from Melbourne University.

**Anne Sargent, Assistant Clerk Procedure & Serjeant-at-Arms.** Anne joined the Parliament in 1993 and has worked for the Department since 1999. She was appointed to her current role in 2008, having undertaken it in an acting capacity since 2007. Anne has a Bachelor of Social Science from Deakin University and a Graduate Diploma in Industrial Relations/Human Resources Management from Victoria University of Technology.

## Branch Roles

### Clerk's Office

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

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

The Office has some additional responsibilities by virtue of the Assembly Clerk also being 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* and providing secretarial and administrative support to the Clerk whilst acting as the Honorary Secretary of the Commonwealth Parliamentary Association (CPA).

### Committee Office

The *Parliamentary Committees Act 2003* sets out the functions and powers of investigatory committees. At the start of each Parliament, the Legislative Assembly and the Legislative Council appoint members to the various committees. Joint investigatory committees are made up of members of both Houses, and are administered by one House or the other. Those administered by the Department of the Legislative Assembly in the present Parliament are:

- Drugs and Crime Prevention Committee
- Electoral Matters Committee
- Family and Community Development Committee
- Public Accounts and Estimates Committee
- Rural and Regional Committee
- Scrutiny of Acts and Regulations Committee.

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

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

The role of the Committee Office includes the coordination, supervision and operation of the parliamentary committees administered by the Legislative Assembly, the briefing of the Speaker on committee operations, the supervision of the Joint Committee Administration Office and committee staff, ensuring compliance with relevant Acts, standing orders, Presiding Officers' directives and accepted practices and procedures, and the evaluation of budget bids, allocating funding and monitoring and authorising committee expenditure.

### **Serjeant-at-Arms Office**

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

The Attendant Group reports through the Serjeant-at-Arms Office and provides cleaning and attendant services, conducts the public tour program and contributes significantly to community engagement programs, particularly for school children.

In addition, the Office assists with the arranging and coordinating of ceremonial functions, members' travel requirements, and the maintenance of the Legislative Assembly Members List. The duties also include the admittance and control of the public to the Parliament, the issue of security and identification passes, providing accreditation for all media representatives operating within Parliament, and the monitoring of public demonstrations.

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

### **Procedure Office**

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

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

# **Report on Activities**



# Value One: Effective Corporate Governance

## Clerk's Office/Procedure Office

### Provide accurate and timely record of proceedings

The Clerk's office, in conjunction with the Procedure Office, produced accurate records of the proceedings of the Assembly. The records were produced in a timely manner, often under tight timeframes. The records produced include:

- 52 Votes and Proceedings, including the consideration in detail supplement
- 52 Notice Papers
- 51 Question Papers.

The Assembly continued to produce two less formal documents, Assembly Abridged and Assembly Statistics, which provide an easy to understand summary of the business of the House. A graphical analysis of statistics was also published at the end of the calendar year.

The Procedure Office, under the authority of the Clerk, prepared bound volumes of parliamentary documents during the year, including question and notice papers, and documents ordered to be printed (parliamentary papers). The printing of the Votes and Proceedings from the 55<sup>th</sup> Parliament was finalised.

### Maintain and update our knowledge management systems

#### LAPRAC

Work has continued on the reissuing of the Legislative Assembly Practice Manual (LAPRAC) with the chapters on *Elections* and the *Speaker, Deputy Speaker and Officers of the House* being reissued in the first half of 2008. Two as yet unissued chapters on the *Parliamentary Calendar* and *Control and Conduct of Debate* were awaiting approval as at the end of the reporting period; it is envisaged that these new chapters will be issued during the next financial cycle.

Staff continued to work on a number of research and updating projects for both new and existing chapters. Projects covered a wide range of procedural issues including amendments to s 85 of the *Constitution Act 1975*, arrangements for the last sitting day before an election, the *Charter of Human Rights and Responsibilities Act 2006* and the changes to printing arrangements in the 56<sup>th</sup> Parliament. Other work included the updating of indexes, tables and schedules; reference checking has also been carried out over the course of the reporting period.

### *Rulings from the Chair*

Rulings from the Chair were reviewed by the Clerk's office and updated twice during the year.

### *Assembly Information System (AIS)*

Disappointingly AIS is still not fully operational, with several 'bugs' still in the database. Several processes were recoded and more testing took place throughout the year. While the system is not yet live, staff have still been able to use it to a limited extent.

## **Clerk's Office**

### **Complete the transfer of security to the Department of Parliamentary Services**

Whilst it was hoped that the transfer of security to the Department of Parliamentary Services would be completed during the course of the year, further work needs to be carried out before this is possible.

To ensure that the continuing provision of security is effectively maintained following the transfer, it is important that roles and responsibilities of all relevant staff are clearly defined. A number of discussions have been held which culminated in a planning day late in the reporting year. A supplemental planning day has been arranged for early in 2008–09 and it is hoped that an implementation plan can be prepared after that day.

### **In conjunction with other departments negotiate a new EBA for parliamentary staff**

The Parliamentary Officers Agreement 2004 covered the period to October 2007. In 2007 a negotiating team was established to negotiate a new agreement, made up of representatives from each of the departments. Negotiations were conducted during the latter part of 2007 and an intranet site set up to keep staff advised of developments. Negotiations resulted in an agreement being lodged with Industrial Relations Victoria in November 2007. Following a vote of all staff, the Agreement was ratified early in 2008.

The 2007 Agreement lasts for the period to March 2009, in alignment with the Victorian Public Service Agreement. Negotiations for the subsequent agreement are due to start early in 2008–09.

## **Serjeant-at-Arms Office**

### **In conjunction with other departments determine a cleaning strategy for the parliamentary building**

The Serjeant-at-Arms Office has been working towards finalising a cleaning strategy for Parliament House. During 2007–08 progress was made on this initiative and a comprehensive schedule of cleaning requirements is currently being drafted. It is anticipated that a cleaning strategy will be finalised in the first half of 2009.



## **Value Two: Excellent Service Delivery and Responsiveness**

### **Legislative Assembly**

#### **Develop foreign language brochures**

The Department's Annual Report 2006–07 reported that the Procedure Office produced a new Parliament of Victoria colour photo brochure. The brochure was a bright and colourful design and included information on the structure of the Parliament and the history of Parliament House for tourists and guests. The brochure proved to be a popular addition to the Procedure Office display. Over the course of 2007–08 the brochure was translated into five different languages — Chinese, Korean, Japanese, Spanish and French. The translated versions are proving to have achieved their aim of better engaging non-English speaking guests. The Procedure Office hopes to add new languages to its collection over the next 12 months.

#### **Assist with development of an educational DVD for parliamentary information talks**

At the time of the Parliament's 150<sup>th</sup> Anniversary celebrations a video was commissioned which showcased Parliament in operation and some of main features of Parliament House. The video was used by the Assembly Attendant Group in their presentations to school children as part of the Parliamentary Information Talks Program.

A decision was taken to prepare a DVD reflecting the changes, such as in Presiding Officers, in the current Parliament. This was also an opportunity to tailor the footage and commentary more specifically for the audience of school children. Use of a DVD also provides more flexibility in being able to select parts to play according to the needs of the group being addressed.

The Education and Community Engagement Officer in the Department of Parliamentary Services therefore initiated a project to commission a DVD. In consultation with Assembly officers, filming took place during a sitting week of the most relevant debates. Interviews with the Speaker and the Clerk also took place.

The resulting DVD has proved to be an effective tool for Assembly attendants to use and has been very well received by teachers and students.

## **Prepare a 150<sup>th</sup> timelines brochure**

As part of Parliament's 150<sup>th</sup> Anniversary celebrations in 2006, a travelling interactive exhibition was staged at various centres throughout Victoria. Included in the exhibition was a series of display boards setting out timelines giving information about significant events in the Parliament's history.

To ensure the historical information collated for the exhibition would be readily available in the future, the information set out in the display has been analysed and collated, in order to produce a timelines brochure. The brochure incorporates all the major events depicted on the display boards, including those in relation to the building of Parliament House.

The brochure is available in printed form and a web version will also be made available on the internet.

## **Inaugural Conference of Australian Members of Parliament**

The Inaugural Conference of Australian Members of Parliament was held at Parliament House in July 2007. This was a major event, coordinated by the Department in conjunction with a planning committee.

The theme of the Conference was 'Environment and Industry'. In all 74 members participated, representing all Australian jurisdictions. The conference theme attracted considerable interest and high profile keynote speakers were organised:

- Dr Nicole Williams, Chief Executive Officer, NSW Minerals Council
- Professor Peter Droege, Chair, World Council for Renewable Energy, Asia Pacific
- Dr Ziggy Switkowski, Chairman, Australian Nuclear Science Technology Organisation
- Peter Malcolm, Director, CoolGlobe.

In addition to the plenary sessions a number of workshops were held. These covered both the main theme and other areas of interest such as 'Getting to grips with population ageing' and 'Parliamentary privilege and effective repetition'.

Feedback from participants was very positive. One of the main drivers behind the initiative was to provide members with a forum specifically aimed at offering them presentations on contemporary issues of concern and enabling discussion with experts. It also provided a valuable opportunity for members across jurisdictions to network and to gain an Australian-wide perspective on issues.

## **Induction of new members**

Following the resignations in August of former Premier, Mr Bracks, and Deputy Premier, Mr Thwaites, simultaneous by-elections were held for the districts of Williamstown and

Albert Park in September. Mr Wade Noonan (ALP) and Mr Martin Foley (ALP) were returned as the new members.

In order to assist the new members in settling into their new roles, the Department convened a hands-on induction session in the Chamber. Chamber staff, the Speaker, the Government Whip and some experienced members were involved in running the new members through what to expect during a typical sitting day in the House, as well as what would occur in the Chamber on their first sitting day.

Following feedback from members involved in previous induction programs, the session focussed on practical aspects of the sitting, demonstrated by way of role play, footage from hectic times in the Chamber, and helpful tips from the members present who drew on their experiences over the years.

Feedback from the session was positive, and the new members went on to give their inaugural speeches in the next sitting week and make other contributions in the House.

## **Clerk's Office/Procedure Office**

### **Develop a functional specification for Minerva**

Minerva is the name given to the project to review the software used for the publication of the Legislative Assembly Practice Manual (LAPRAC), with a view to increasing the functionality available and enabling other procedural resources to be included in a database/publication system.

The aim during the reporting year was to prepare a functional specification for the project. Plans, however, changed during the course of the year as a decision was made to divert all resources to the Questions Database Project (see report below). When that project is completed, it is hoped that resources will be available to develop the functional specification for Minerva.

### **Develop a questions database in conjunction with other departments**

The previous annual report informed readers that a developer, Dialog, had been chosen to progress the questions on notice database, and a project team comprised of staff from the two Houses, the Department of Parliamentary Services, and Cabinet Secretariat, had been formed. Significant work was undertaken in 2007–08 on the database's development, principally in the areas of:

- Building a Domino-based database to meet the business requirements of the functional specification;
- Developing a reporting mechanism in order to publish hard copy question paper documents from the database's information;

- Managing a transferral of current and increasing legacy data from the 56<sup>th</sup> Parliament into the database;
- Scoping the requirements for the installation and implementation of the database, once built by Dialog staff;
- Preparing for database testing in an appropriate break in the sitting weeks.

As the financial year ends, Assembly and Council staff are moving into the testing phase of the database, and look forward to reporting on the database's implementation in next year's annual report.

### **Attachments from the Federal Parliament and Alberta, Canada**

During 2007–08 the Department of the Legislative Assembly hosted two attachments from other Parliaments.

#### *Mr Brian Hodgson*

Mr Brian Hodgson, Serjeant-at-Arms and Director, Visitor, Ceremonial and Security Services, Legislative Assembly of Alberta, Canada attended the Serjeant-at-Arms conference in Australia and visited the Parliament of Victoria on 25 July 2007.

The Serjeant-at-Arms Office organised a program which included meetings with managers from the Legislative Assembly, Legislative Council and Parliamentary Services with discussions held on our security arrangements and systems, public education and outreach programming and the conceiving, planning and execution of ceremonial events.

#### *Ms Lynette Mollard*

During the Federal election period in 2007 the Clerk hosted the attachment of Lynette Mollard, Senior Visits Officer, Parliamentary Relations Office, Parliament of Australia, with the Legislative Assembly from 15 October 2007 to 30 November 2007.

Ms Mollard was interested in extending her knowledge on how other parliaments operate, how to organise visits, what services were offered to members and the similarities between State and Federal Parliament. An extensive program was established to broaden her understanding of the operations of the Victorian Parliament while undertaking a number of useful tasks and projects.

Projects undertaken by Ms Mollard included the comparative understanding of State and Federal parliamentary processes, procedures and publications; developing knowledge of the capabilities and constraints of e-technology in the processes of Parliament; a broader understanding of the CPA and its workings; and an enhanced understanding of political, legal and constitutional issues for Parliament.

## **Delegations**

### *Australian Regional CPA meeting*

In December 2007, the Clerk of the Parliaments hosted a special luncheon meeting for the Australian Commonwealth Parliamentary Association Regional Representatives, Secretaries and Presidents to discuss future arrangements for the Conference of Australian Members of Parliament.

### *Indian Delegation*

In February 2008 the Victoria Branch of the Commonwealth Parliamentary Association hosted a delegation of 32 representatives from the Maharashtra Branch, India. The delegation met with the Presiding Officers and Clerks of both Houses.

### *La Trobe Study Group*

In February 2008 the Victoria Branch of the Commonwealth Parliamentary Association hosted a delegation of 48 representatives from the La Trobe Summer School Study Group. The delegation met with members and staff from the Public Accounts and Estimates Committee, and attended a luncheon hosted by the Presiding Officers and Clerks.

### *Irish Delegation*

For two days in February 2008 the Parliament of Victoria hosted a delegation of seven members from the Republic of Ireland's Working Group of Committee Chairs and Members' Interest Committee. The Committee attended the Inquiry into Alternative Dispute Resolution Public Hearing and a luncheon hosted by the Law Reform Committee. As part of the extensive program arranged by the Clerk of the Parliaments, the Committee attended a luncheon hosted by the Presiding Officers and Clerks, attended question time and met with various parliamentary committee members and staff.

### *Japanese Delegation*

For two days in February 2008 the Parliament of Victoria hosted a delegation from the Aichi Prefectural Assembly. Whilst the delegation was primarily hosted by the Legislative Council, the Clerk of the Legislative Assembly attended a dinner hosted by both Presiding Officers and hosted the group for an afternoon at the Yarra Valley and Healesville Sanctuary.

### *Nigerian Delegation*

For two days in May 2008, the Victoria Branch of the Commonwealth Parliamentary Association hosted a delegation of 40 representatives from the Rivers State House of Assembly, Nigeria. An extensive program was coordinated by the Clerk's office including a tour to Sovereign Hill, meetings with the Presiding Officers and Clerks of both Houses and presentations by staff from both Houses.

## **Statement of Government Intentions**

The Annual Statement of Government Intentions was a procedure developed by way of a new sessional order adopted by the House on 5 December 2007. Delivered on the first sitting day of each year, the purpose of the Statement is to provide the Parliament with an overview of the Government's major legislative initiatives for the upcoming year.

Sessional Order 4 provides for the Statement to take place immediately after the Prayer (taking precedence over all other business including condolences and question time) and Legislative Council members are permitted into the Chamber to hear it delivered. An unlimited amount of time is provided for the Statement to be delivered by the Premier; the Opposition Leader is granted an equal time to that taken by the Premier, the Leader of The Nationals is granted 20 minutes and all other members are granted 10 minutes each of speaking time in response.

The inaugural Statement was given on 5 February 2008. The Premier spoke for just under 30 minutes and circulated a 52 page document entitled *Annual Statement of Government Intentions* which outlined over 60 pieces of legislation the Government intended to deal with over 2008.

As at the end of the reporting period, the Statement is still listed as an order of the day on the notice paper. Since being delivered, responses to the Statement have taken place on seven sitting days with 66 members having taken the opportunity to speak (including all bar three non-government members).

## **Treasurer delivering the budget from the Assembly**

With the resignations of Premier Bracks and Deputy Premier Thwaites in August 2007 and resulting cabinet reshuffle, Victoria is in a situation where, for the first time in its history, the Treasurer, John Lenders, is a member of the Legislative Council. Having an Upper House Treasurer has impacted heavily on the consideration and implementation of arrangements surrounding the delivery of the 2008 budget speech.

Section 52 of the *Constitution Act 1975* provides the authority by which a Minister of one House may sit in the other House for the purpose of explaining the provisions of a bill, and is reinforced by JSO 14. Following extensive consultation, this provision formed the basis for a formal motion to be moved providing for:

- The suspension of standing and sessional orders to enable the Treasurer to be granted approval to attend the Assembly for the purpose of delivering the budget speech.
- The retention of speaking rights, during the second reading debate, of the Assembly minister moving the second reading of the appropriation bill.
- Notification of the Council, by way of message, of the Assembly's resolution.

The motion was passed (with a division) on 12 March 2008, a message was sent to the Council advising them accordingly, and the Speaker wrote to the Treasurer to advise him

of the House's decision and the proposed arrangements for Budget Day. Additional negotiations were undertaken covering issues from the order of business for the day to seating arrangements.

On 6 May 2008, after the introduction, the first and second readings of the Appropriation (2008/2009) Bill 2008 were moved by the Premier, the Treasurer was escorted into the Assembly and handed down the State Budget for 2008–09. The preparations for and format of proceedings for the delivery of the budget speech in 2008 set a precedent in Victoria which will form the basis for all future occasions where the budget speech is to be delivered by a Treasurer sitting in the Upper House.

### **Electorate Officer Communication Project**

In 2006–07 the Procedure Office developed an introduction to Parliament pack for new electorate officers. It included a brochure which introduced the staff in the Procedure Office and explained who to contact for a variety of matters. It also included a selection of fact sheets and a brochure on Parliament House. In 2007 the pack was sent out to all electorate offices. The pack is now sent out to all new electorate officers. The Procedure Office plans to re-send the pack to all electorate offices as a mid-Parliament refresher.

### **Timesheets database**

The Department of Parliamentary Services has for some time used a Lotus Notes based timesheets database for Category C staff. The database enables staff to record time electronically, including flex leave.

During the course of the year work has been carried out in conjunction with the original developer to expand the database to cover Category C staff in the House departments, plus Category A and B staff. Considerable development work has been needed to allow for the different terms and conditions which apply to such staff, particularly in relation to work on sitting days. At the same time the opportunity was taken to review the existing functionality and to introduce some enhancements.

User acceptance testing was conducted and further modifications made. Late in the reporting year the database for Category A and B staff went live. Further testing is needed for the new Category C element of the database but it is anticipated that will be completed early in 2008–09.

### **Epetitions**

In its *Report on the Modernisation of Standing Orders* in 2004, the Standing Orders Committee noted that a process for petitioning the House by electronic means (epetitions) was worthy of consideration, and the Committee listed the issue for further work at a suitable time in the future.

The Standing Orders Committee of the 56<sup>th</sup> Parliament has commenced work on preparing some epetitions options for the House to consider. The Committee intends to

work through various options with a view to reporting to the House in the next reporting period.

## **Committees**

### **Drugs and Crime Prevention Committee**

The focus of the Drugs and Crime Prevention Committee's work in 2007–08 has been finishing the inquiry into the Misuse/Abuse of Benzodiazepines and Other Forms of Pharmaceutical Drugs and commencing the inquiry into Strategies to Prevent High Volume Offending and Recidivism by Young People.

#### *Inquiry into Benzodiazepines and Other Forms of Pharmaceutical Drugs*

The Committee tabled the final report for the inquiry in the Parliament in December 2007. The report highlighted the scope and complexity of the issues pertaining to prescription drug misuse and abuse. It also aimed to provide an overview of the academic and non-academic literature, outline the major legal and regulatory frameworks governing drugs and medicines control, and review some of the policies and programmes currently addressing the misuse/abuse of benzodiazepines and other pharmaceutical drugs in Victoria and other Australian jurisdictions. In particular, the report drew on a wealth of material obtained during its evidence gathering visit to Canada and the United States. For example, the Report examined the applicability of the Canadian prescription drug monitoring system known as PharmaNet. A key recommendation of the report was that a similar system for the monitoring of prescription drugs could be implemented in Victoria.

The Committee undertook a number of innovative approaches to the consulting process in preparing this report. Of particular note was the holding of a number of participatory forums aimed at not only gathering relevant material for the inquiry but also to include key stakeholders in the deliberative process of the Committee's work. These forums included:

- Roundtable with representatives from culturally and linguistically diverse communities;
- Roundtable with pharmaceutical industry representatives;
- Roundtable to canvass the views of Indigenous Victorian drug and alcohol workers;
- Forums conducted in regional and rural Victoria;
- Phone hook-up forum with representatives from rural health consumer organisations around Australia.

The report has been very well received by both the general public and expert stakeholders with an interest in the area.

### *Inquiry into Strategies to Prevent High Volume Offending and Recidivism by Young People*

In 2007, the Committee also received a reference to undertake an inquiry into Strategies to Prevent High Volume Offending and Recidivism by Young People (the 'Youth Offending Inquiry'). Work commenced on this inquiry in January 2008 after the Prescription Drug inquiry final report had been tabled.

The Committee has already this year met with a wide variety of stakeholders in the area of youth justice and youth offending, including with Judge Paul Grant of the Children's Court, representatives of youth welfare and outreach agencies and with representatives of most government departments having an involvement with young people. In addition the Committee has already embarked upon activities as diverse as accompanying Victoria Police on a midnight to dawn walking tour of the CBD and its 'troublespots' to visiting the Melbourne and Malmsbury juvenile justice centres and meeting with the young people who are resident there.

Finally, the Committee has completed an extensive literature search and done much background research in order to prepare a discussion paper with the object of soliciting community views on youth offending with particular emphasis on strategies to reduce offending and re-offending in Victoria.

### **Electoral Matters Committee**

#### *Inquiry into the Conduct of the 2006 Victorian State Election and matters related thereto*

The primary focus of the Electoral Matters Committee during the year under review was continuing its inquiry into the Conduct of the 2006 Victorian State election, and matters related thereto. The inquiry terms of reference was referred to the Committee by the Legislative Assembly on 1 March 2007.

The Committee advertised its new inquiry widely, seeking to maximise public interest in this very important aspect of democracy. It received 28 written submissions and a number of supplementary submissions from the Victorian Electoral Commission, registered political parties, psephologists, political commentators and non-government organisations. The Committee conducted two full days of public hearings (hearing from 22 witnesses) and three site visits.

Given the Committee was inquiring into a State election, the breadth and depth of issues covered was enormous. Consequently, it considered numerous briefing papers and undertook extensive research into areas of specific interest. The Committee tabled its final report on 26 June 2008. The report response, post-reporting date, has been very positive and the Committee looks forward to the Government response with great interest.

Towards the end of the inquiry process, the Committee farewelled inaugural member, Mr Peter Hall MLC. Mr Hall, who had served on the Committee since 1 March 2007, was discharged on 10 June 2008 and replaced by Mr Philip Davis MLC.

During the course of the year, the Committee received two additional references, namely one from the Legislative Council, initiated by the Greens and one self-generated.

#### *Inquiry into Political Donations and Disclosure*

On 16 April 2008 the Legislative Council referred to the Committee a new inquiry to consider and report no later than 30 April 2009 on:

- Whether the *Electoral Act 2002* should be amended to create a system of political donations disclosure and/or restrictions on political donations; and
- The outcomes resulting from similar legislative reforms introduced in Canada, the United Kingdom and other relevant jurisdictions.

The Committee wrote to targeted stakeholders and placed advertisements in *The Australian*, the *Herald-Sun* and *The Age* on 10 May 2008 calling for submissions. During this reporting period, 11 submissions have been received. The issue of political donations and disclosure has received widespread media and public interest. It is also proving to be a very topical matter in both the Commonwealth and state arenas.

#### *Inquiry into Voter Participation and Informal Voting*

On 5 May 2008, pursuant to section 33(3) of the *Parliamentary Committees Act 2003*, the Committee self-referenced a new inquiry to consider and report to Parliament upon issues relating to voter participation and informal voting. The Committee has called for submissions by writing to targeted stakeholders and placing advertisements in *The Australian*, the *Herald-Sun* and *The Age* on 10 May 2008. During this reporting period, six submissions have been received.

### **Family and Community Development Committee**

The Committee continued to work on the inquiry terms of reference relating to the involvement of small and medium size businesses in corporate social responsibility (CSR) in Victoria.

The Committee conducted several public hearings in August and, in November, held a public forum at the Dandenong Town Hall. Small and medium-sized businesses working in Dandenong were invited to discuss their past and current activities in the local community. Most of the businesses attending the forum were from the manufacturing sector and many were undertaking various and diverse forms of social responsibility within their businesses, which aimed to contribute to the social, economic, and environmental development of local communities. Businesses spoke about the benefits of their CSR work as well as the limitations to implementing such activities.

In May, the Secretariat provided the Committee members with a draft copy of the CSR report with recommendations.

In November, Mr Wade Noonan MP joined the Committee replacing Ms Liz Beattie MP.

The Committee received new inquiries from the Legislative Assembly and Legislative Council in February 2008, due to report on 30 June 2009, regarding the Government's provision of supported accommodation for Victorians with a disability and/or mental illness. The Committee has conducted briefings, with various non-government and government service providers and advocacy groups, in order to provide the members with a broad understanding of current practices and standards with regard to accessing and providing supported accommodation.

## **Public Accounts and Estimates Committee**

In fulfilling its unique dual responsibilities for scrutinising both the public accounts and the budget estimates the Committee has, this year, significantly increased its activity and inquiry program.

While the Committee has continued with its annual core program of examining the budget estimates and financial and performance outcomes and undertaking its legislative responsibilities connected with the operations of the Victorian Auditor-General's Office, the Committee has been particularly active in expanding its areas of scrutiny by commencing a new process for following up the findings and recommendations of the Auditor-General with government agencies.

During the year, the Committee formally met on 29 occasions (an average of two or more meetings a month). It also held a total of 64 public hearings (compared to 27 public hearings in the previous year) and two private hearings in relation to its inquiries on:

- Strengthening Government and Parliamentary Accountability;
- Trustee Arrangements Governing the Parliamentary Contributory Superannuation Fund;
- Reviews of the Findings and Recommendations of the Auditor-General's Audit Reports tabled over 2006–07 pertaining to:
  - Government Advertising
  - New Ticketing System Tender
  - The Condition of Public Sector Residential Aged Care Facilities; and
- The 2008–09 Budget Estimates.

The year also saw a landmark change, compared to previous years, in that a more comprehensive and systematic investigation of financial and performance issues in consort with the Government's *Growing Victoria Together* stated policy outcomes have been adopted for the Committee's first *Report on Financial and Performance Outcomes*, spanning 2005–06 and 2006–07.

Key activities that have occurred during 2007–08 included the following:

- Tabling eight reports (see Appendix 5).

- Questionnaires and supplementary questionnaires developed and sent to ministers, departmental secretaries, the Auditor-General and chief executives of related major public entities as part of the 2006–07 Financial and Performance Outcomes Inquiry (over September 2007–November 2007).
- Prioritisation of follow-up reviews of the findings and recommendations of the Auditor-General’s reports tabled between July 2006 and February 2007 (‘Round One’) and agreement to the Auditor-General’s request for the inclusion within Round One of an earlier follow-up of the New Ticketing System Tender audit report (February 2008).
- Agreement to a detailed scope and terms of reference for a new self-referenced Inquiry into Victoria’s Public Finance Practices and Legislation (February 2008).
- Questionnaires developed and sent to the Auditor-General, departmental secretaries and other relevant stakeholders on priority reviews on the findings and recommendations of the Auditor-General’s audit reports relating to Government Advertising, the New Ticketing System Tender and the Condition of Public Sector Residential Aged Care Facilities (March 2008).
- Conduct of public hearings in relation to priority reviews on the findings and recommendations of the Auditor-General’s audit reports relating to Government Advertising, the New Ticketing System Tender and the Condition of Public Sector Residential Aged Care Facilities (over March 2008 and April 2008).
- Questionnaires developed and sent to ministers, departmental secretaries, the Auditor-General and chief executives of related major public entities as part of the Inquiry into the 2008–09 Budget Estimates (March 2008).
- Co-hosting the 2008–09 State Budget Briefing for Parliamentarians with the Department of Treasury and Finance (May 2008).
- Conduct of public hearings with ministers and Presiding Officers of Parliament for the 2008–09 Budget Estimates Inquiry (over May 2008 and June 2008).
- Call for public submissions into Victoria’s Public Finance Practices and Legislation (May 2008).

The Committee has also received a Government response in April 2008 to its 52 recommendations made in its Report on the 2007–08 Budget Estimates — Part 3. A total of 80 per cent of the recommendations or parts of recommendations were accepted, accepted in part or accepted in principle.

In May 2008, the Government also responded to the Committee’s recommendations contained within its report on Trustee Arrangements governing the Parliamentary Contributory Superannuation Fund, with 50 per cent of its recommendations agreed to and already implemented, and another 50 per cent agreed to and are under consideration.

In relation to its statutory functions with regard to the Victorian Auditor-General's Office, the Committee has met with the Auditor-General on several occasions during 2007–08 to discuss:

- the Auditor-General's draft Annual Plan for 2008–09;
- the Committee's follow-up reviews of the findings and recommendations of specific priority tabled audit reports.

The Committee's four-member Audit Subcommittee also met on seven occasions with senior representatives of the Victorian Auditor-General's Office to consider proposed specifications pertaining to 28 performance audits.

The Committee participated in information sharing in welcoming several international delegations over 2007–08, namely:

- July 2007 — The National Audit Office of China hosted by the Victorian Auditor-General;
- September 2007 — Asia Pacific Journalism Centre/Pacific Area Newspaper Publishers Association;
- February 2008 — World Public Accounts Committees/La Trobe University Summer Residential School;
- April 2008 — Australian Council of Auditor-Generals/Canadian Council of Legislative Auditors.

Further detailed information on the Committee's activities over 2007–08 may be obtained from its *2007–08 Annual Report*.

### **Rural and Regional Committee**

The Rural and Regional Committee experienced a busy period from July 2007 to June 2008 with a schedule for community engagement that saw the Committee undertake consultations throughout regional Victoria twice a month, then four times a month towards the end of the financial year, for its inquiry into Rural and Regional Tourism.

The Committee's 2007 public hearing program took the Committee to Mildura in July; Swan Hill, Bright and Mansfield in August; Geelong in September; Horsham, Dunkeld and Melbourne in October; Echuca, Shepparton and Melbourne in November; and Ballarat in December. The 2008 program took the Committee to Traralgon and Lakes Entrance in February; Port Campbell, Lorne, Wodonga and Yarrawonga in March; and Newhaven in April. The Committee also spent three days meeting with government and industry representatives in Queenstown and Wellington in New Zealand as a result of the very high regard for the New Zealand tourism industry that was expressed by witnesses seen earlier in the program.

A strong feature of the work of the Rural and Regional Committee is its commitment to engaging with rural and regional communities and to ensure that its reports reflect the issues confronting those communities from their own perspective. During regional consultations for the Tourism Inquiry the Committee was wholeheartedly welcomed into communities by the individuals and organisations that participated in hearings and provided submissions. Government, industry and other representatives were supportive of the Committee's work and keen to participate. During regional visits a number of individuals were chosen to represent a particular region or sector of the tourism industry with the intention that their stories be used in the report as 'case studies'.

An innovation employed by the Committee is a section appended to every regional public hearing during which those attending hearings are invited to make 'comments from the floor'. This is a process where interested members of the general public are able to give evidence directly to the Committee on the day of a hearing and have it formally incorporated into the information gathering process. During deliberations for the Tourism inquiry around 17 such comments were taken.

Public engagement during the Tourism inquiry also incorporated a press conference shortly after the tabling of the Final Report in the Parliament. Consequent upon the press conference WinTV broadcast a state-wide news story on the inquiry and the ongoing work of the Committee. Radio and print media, including the ABC, local newspapers and the *Weekly Times* all posted stories about the release of the Report.

The work of the Committee throughout this period has been focussed on collecting evidence for the inquiry into Rural and Regional Tourism. During the period from mid April to June 2008 the Committee finalised its public hearing program and was focussed on drafting of and deliberation on chapters of the final report.

Terms of reference for an inquiry into Regional Centres of the Future were referred to the Committee by the Legislative Assembly on 27 May 2008. Since then the Committee has begun preliminary research and advertised the terms of reference widely across rural and regional Victoria and has called for submissions. The Committee will establish a schedule of regional hearings and consultations for the inquiry to begin in October.

Once again, the Committee faced a number of procedural issues during this period concerning its privilege powers and involving witnesses and submissions received. These were successfully resolved in consultation with parliamentary colleagues and the Assistant Clerks Committees.

### **Scrutiny of Acts and Regulations Committee**

The Committee tabled its Annual Review in April 2008. The Review outlines the functions and work of the Committee in 2007. In the period 2007–08 the Committee tabled 16 Alert Digests reviewing over 100 bills. In the same period the Committee, through its Regulation Review Subcommittee, reviewed over 150 statutory rules ('regulations'). The Committee continued to provide speedy internet access to its Alert Digests (scrutiny of bills) most often within 24 hours of tabling in the Parliament.

### *Human Rights terms of reference*

On the recommendation of the Committee in July 2007 the Speaker approved the appointment of Associate Professor Jeremy Gans of the University of Melbourne Law School to assist the Committee as its human rights expert advisor. Dr Gans commenced his scrutiny of bills and regulations on behalf of the Committee in August 2007. Where provisions in a bill engage a *Charter of Human Rights and Responsibilities Act 2006* rights issue the Alert Digests now feature a distinct Charter report section discussing the relevant Charter compatibility matters.

### *Regulation Review Subcommittee*

The Regulation Review Subcommittee held six meetings in the period 2007–08 and considered 156 statutory rules. Of those rules 38 were accompanied by regulatory impact statements. The Annual Review covering statutory rules series 2007 was tabled in the Parliament in August 2008. The Subcommittee acquired an additional area of review with the commencement of the *Charter of Human Rights and Responsibilities Act 2006* on 1 January 2007. Pursuant to its obligations the Subcommittee also considered every statutory rule in the context of human rights and compatibility with the Act.

### *Redundant Corporations Laws Inquiry*

In March 2007 the Committee was referred terms of reference to report to the Parliament on the possible repeal of a number of Acts concerning corporations laws. The inquiry follows the referral of the State's corporations law powers to the Commonwealth in 2001. The identified redundant Acts have been publicly advertised and the Committee has called for written submissions. In March 2008 the Committee engaged Professor Ian Ramsey of the University of Melbourne Law School to prepare an authoritative legal advice on these potentially obsolete State laws. The Committee will table a report in November 2008.

### *Statute Law Repeals Bills 2007–08*

A Government initiative since the commencement of the current Parliament is a progressive and systematic review of all Victorian Acts with a view to removing spent or obsolete Acts through a number of smaller portfolio focused statute law repeal Acts. During 2007–08 the Committee tabled three separate reports on statute law repeal bills, respectively in October 2007, February 2008 and May 2008. These repeal bills respectively removed 15, 55 and 83 unnecessary Acts from the Victorian statute books.

### *Police Integrity Bill 2008*

On 9 May 2008 the Legislative Council referred this Bill to the Committee for inquiry, consideration and report to the Parliament. The referral gave the Committee an additional month to report on the Bill on the basis of its existing terms of reference. The extended reporting period allowed the Committee to call for and receive written submissions and to hold public hearings on 4 June 2008. The Committee tabled its report on 10 June 2008. The Committee's initial report on the Bill was tabled on 8 April 2008 in Alert Digest No 4 of 2008.

## **Committee Office activities**

### **New branding for committees**

Committee staff have often expressed frustration about a lack of consistent branding and livery across the Committee Office. In 2007–08, a working group of executive officers consulted widely with colleagues, and proposed to the Clerks a new consistent ‘look and feel’ branding for committees. The new corporate image focussed on the parliamentary crest, and made use of a teal green colour and grey, which can be customised with each committee name as appropriate. The Clerks approved the new branding, which is now used for stationery and brochures in the Committee Office.

The second part of the redesign project involved launching consistent report cover templates for use by joint investigatory committees. The report covers have been used with success, and with positive feedback, throughout the year. The staff involved in the project are to be commended.

### **New websites for committees**

Each committee website contains a great deal of information about the specific committee, and committee operations generally. However, there is duplication of material, and little stylistic consistency between pages. Therefore, a working group of committee staff developed an agreed information architecture for the arrangement of pages, and the material to appear on each page.

In addition, a new look and feel for the committee pages, reflecting the branding approach discussed above, has been developed, and each committee site will be migrated to the new site progressively in the next reporting period.

### **Public information documents**

In order to help members navigate their way through committee proceedings, the Committee Office updated its three main public information pamphlets during the year.

The brochures are:

- Making a submission;
- Giving evidence at a public hearing;
- Rights and responsibilities of witnesses.

The text was updated to reflect current legislation, standing orders, and committee practice. The new brochures were published on the Committee Office website, and circulated to key stakeholders. The brochures will be published in hard copy in the next reporting period. The Committee Office invites feedback on the usefulness of the new brochures, by email to [committees@parliament.vic.gov.au](mailto:committees@parliament.vic.gov.au).

## **Engagement with public service**

The Victorian Public Service (VPS) is a significant stakeholder in parliamentary committee work. Inquiry topics are often initiated by the VPS, and VPS officers frequently prepare submissions and are invited to appear as witnesses. Ultimately, the VPS is responsible for preparing the government response for the relevant minister to present to the House. Despite that level of interconnection, committee officers have observed that committee authorities, powers, priorities and responsibilities are not generally well understood in the VPS.

In order to further dialogue between VPS and committee staff, the secretariats of Rural and Regional Committee, and the Economic Development and Infrastructure Committee convened a session with officers from the Department of Innovation, Industry and Regional Development to discuss issues affecting committee work and government policy.

Committee staff presented senior managers and officers from DIIRD with a broad overview of the place of committees in the policy making process, the significance of the involvement of members of Parliament, activities in community engagement research methods and the process of making recommendations to government in a bipartisan context.

Departmental staff were particularly interested in the public hearing process committees undertake, as well as the involvement of members of Parliament in shaping recommendations through negotiation and compromise.

## **Committees knowledge development**

In response to feedback from committee staff regarding learning development needs, the Assistant Clerks Committees convened a series of knowledge development sessions for committee staff.

The first session focused on the process followed from committee recommendations to government responses, and drew on the excellent skills of committee staff who have worked 'on both sides of the fence'. The perspective of an officer who had been involved in writing a government response provided a fascinating insight to committee staff, and created a greater understanding of the process committee recommendations go through after being reported to the House. The Committee Office is fortunate to have such expertise in-house.

The second session focused on a typical sitting day in the Houses, and took committee staff through some of the key features of a sitting day in each House, with a particular emphasis on things that affect committees.

The third session was an overview of parliamentary privilege, noting that parliamentary committee work often provides the most interesting privilege case studies, but that little formal professional development is available in this area. After the presentation,

committee staff were able to volunteer case studies from their committee experience for discussion with colleagues.

## **Serjeant-at-Arms Office**

### **Parliamentary Role Plays**

A total of 18 Parliamentary Role Plays (PRP) sessions were conducted during 2007–08. The PRP program continued to receive very positive feedback as the PRP format was consolidated over the second half of 2007. A key issue to be identified from teacher feedback was the need to provide an opportunity for an entire school group to participate in a PRP session. As at the beginning of the reporting period, a PRP session only provided for approximately 30 students to participate in a role play. Typically, schools bring at least two classes to Parliament — approximately 60 students or more — for these sessions and where this is the case, only half the group participate in a role play while the other half are given a regular school tour. To resolve this issue, the booking schedules were reviewed and as a result, the PRP tour format was altered to allow for two role plays to be run concurrently from the beginning of the 2008 school year. The feedback received as at the end of the current financial cycle indicates that this new format has been received positively.

A regional PRP was conducted in Warrnambool over 18 and 19 February 2008. This was the first of a number of planned regional visits designed to make the program more accessible to students in country Victoria as part of the ongoing expansion of the program.

### **Parliamentary Information Talks**

The Parliamentary Information Talks (PIT) continued to be a popular part of the Parliament's Community Engagement Program during the 2007–08 financial year. There were 22 PIT sessions available during the year, bookings were made by the Mail and Tours Office for 21 sessions, all of which were conducted successfully.

The feedback received from schools is very positive, indicating that PIT sessions are highly relevant to the Victorian Essential Learning Standards (VELS) curriculum requirements, and provide an excellent opportunity for students to gain a deeper insight into Parliament. The use of props and the DVD make the PIT sessions very popular with students.

In addition to the PIT sessions conducted throughout the year, the Serjeant-at-Arms Office also held the first regional visit of 2008 in Warrnambool. Regional visits are a new expansion of the Assembly's community engagement program, and aim to promote a greater understanding of the role of Parliament by taking education tours to regional Victoria. Over 18 and 19 February 2008, Parliamentary Attendants conducted six PIT and 10 Parliamentary Role Plays (PRP) with more than 600 students from seven local

schools. The regional visit was conducted in collaboration with the Warrnambool City Council, which generously offered the use of its offices and the Council Chamber. It is anticipated that several more regional visits will be conducted during the next year.

### **Develop a two-year plan for educational presentations**

Community engagement is regarded as an increasingly important part of the Department's activities. Significant steps have been taken during the last few years to increase presentations through Parliamentary Information Talks and Parliamentary Role Plays, both of which are reported above.

Building on the success of these programs, the Department now wishes to plan ahead for the future, particularly to try and meet the growing demand from schools wishing to participate in the programs. The programs are conducted by the Assembly attendants and, therefore, plans for the future need to take into account their roles and responsibilities.

As reported below, late in the reporting year an external consultant was engaged to facilitate a process of consultation in relation to the duties of the Assembly attendant work group. Part of the focus of this consultation process is the community engagement work attendants carry out and planning ahead to meeting growing demands from schools and other community groups. The consultant's report is due early in the next reporting year.

### **Open Day 2007**

Parliament House Open Day was held on 30 September 2007. The day provides a unique opportunity for all to see inside our historic building and to stroll through the magnificently kept parliamentary gardens, enjoying a picnic or barbecue.

Extensive advertising was undertaken in daily newspapers. Banners were placed at the front and rear of the building. Open Day was also free listed on ABC 774, Information Victoria and in the *Sunday Herald-Sun* 'Sunday Best' section. In addition 3AW promoted the event on the Sunday garden program.

All Departments provided displays, many of them interactive, which created a lot of public interest. Displays were also set up by staff from the Victorian Auditor-General's Office and the Victorian Electoral Commission, enhancing the visit to our building by the general public.

The day was an outstanding success with over 4000 visitors attending. It provides a great opportunity for staff to interact with the public, to explain the work we carry out, how they can follow what happens at Parliament, and the ways in which they can participate in committee inquiries.

## **Youth Parliament**

The Parliament's 2007 YMCA Youth Parliament was held in the Legislative Assembly and Legislative Council Chambers between 1 October and 4 October 2007. Now in its 22<sup>nd</sup> year, the YMCA Youth Parliament attracted participants aged between 16 and 25 years from various suburban and regional secondary schools, youth councils and YMCA centres. Participants attended an opening ceremony and received initial training in parliamentary practice and procedure.

Bills nominated for debate included Promoting the Safety of Bicycles, VCE Reform, Improvement of Services Provided for and by Integration Aides, Mandatory Wills for Individuals over the age of 18 and Mandatory Education within Secondary Colleges of Common Adolescent Issues.

Members of Parliament rotated in the role of Youth Parliament Speaker and a Youth Parliament Governor was elected for the duration of the Youth Parliament whilst parliamentary staff provided Chamber support for the running of the 'Parliament'.

## **Work experience student program**

The Parliament offers a work experience program for secondary students wishing to obtain knowledge and skills associated with parliamentary practice and procedure. The program, which is administered by the Clerk of the Parliaments, offers participants the opportunity to undertake a week's work experience across a range of parliamentary work units.

In 2007–08 students spent time with their local member, attended question time in both Houses and met with Chamber officers and staff. Four students were accommodated during the year and all reported positive experiences in feature articles for the *Spring Street News*. Students were particularly appreciative of the structured work experience program and the amount of time devoted by parliamentary staff to assist them during their week at Parliament

## **Activities on the front steps**

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

- Dimattina & Co Pty Ltd's vintage car rally
- *Go for your life* Get Active Challenge media launch
- Purana Task Force's official photograph
- National in Excellence Teaching Awards — award recipients official photograph
- Road Trauma Support Team remembrance events
- Framlingham Aboriginal Trust's launch of a long distance run
- Melbourne University Overseas Students Service Amazing Race checkpoint

- Earth Hour's mannequin display to raise community awareness
- Qantas campaign photographic shoot
- Salvation Army's Youth Homelessness Outreach Bus
- Lions Club of State Parliament Victoria fundraising sausage sizzle
- City of Melbourne International Student Welcome checkpoint
- Melbourne Convention and Visitors Bureau's group photograph of people from China who met their sales targets
- Public Interest Law Clearing House Lawyers' Walk for Justice.

### **Queen's Hall**

The Department also coordinated events during the year which were held in Queen's Hall.

The following launches, receptions and performances were held during the reporting period:

- Victorian Parliamentary Former Members Association Christmas luncheon and annual general meeting
- Victorian Cancer Agency's launch stakeholder reception
- Metropolitan Ambulance Service's anniversary celebration
- Schools Gardens Awards cocktail party
- Road Trauma Support Team Victoria Incorporated's memorial service
- Chabad of Melbourne CBD's annual Chanukah Menorah lighting ceremony
- Inaugural Victorian Wilberforce Awards dinner
- Department of Justice's conferral ceremony for the Victorian Crime and Violence Prevention Awards
- Aboriginal Affairs Victoria's national launch of the Diploma in Business (Governance)
- Frances Penington Award ceremony
- Reception in honour of the upcoming visit to Melbourne of General Shaw Clifton and Commissioner Helen Clifton, World Leaders of the Salvation Army
- Various Italian food and trade-related activities for the Bella Italia festival
- Australian Unity Limited Australia Day breakfast
- Alliance of Girls Schools' breakfast to celebrate International Women's Day
- Catholic Women's League Annual Pink Ribbon Day morning tea

- Cocktail party to mark the 20<sup>th</sup> Anniversary of the passing of the *Tobacco Act 1987* and the creation of the Victorian Health Promotion Foundation (VicHealth)
- Annual St Carthridge's Parish dinner
- 2007 Indigenous Community Justice Awards
- Fitted for Work — Launch of Information Kit
- Victorian Health Promotion Foundation's National Prevention Summit cocktail party
- ANZ Global Women's Network launch cocktail party
- Prostate Awareness Australia Incorporated's launch of DVD
- Information Victoria's History Awards ceremony
- Training seminar for women members and delegates to celebrate 100 years of women's suffrage in Victoria.

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

- 8<sup>th</sup> Annual Waverley Art Competition for Local Primary Schools
- Municipal Association of Victoria's information stall during Anti-Poverty Week
- Benetas' photographic exhibition to coincide with the 25<sup>th</sup> Victorian Seniors Festival
- Mental Health Research Institute's Cunningham Dax Exhibition
- The Interfaith Centre of Melbourne's *Breaking the Veils: Women Artists from the Islamic World* exhibition
- Polish Community Council of Victoria Incorporated's Joseph Conrad exhibition
- Australian Vietnamese Women's Association's exhibition.

### **Legislative Assembly Chamber**

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

- Schools State Constitutional Convention Program
- Public hearing conducted by the Education and Training Committee regarding dress codes and school uniforms in Victorian schools with primary and secondary school students
- General Sir John Monash Commemorative Service
- Forum for Program and Service Advisers of the Department of Human Services — North and West Metropolitan Region
- Model United Nations Assembly
- Victorian Climate Change Summit

- 774 ABC Melbourne's live broadcast and web-cast for special all-day summit to canvass ideas for the future of Australia.

### **Filming at Parliament House**

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

- Channel 9's *Postcards*
- Bayside Film Festival
- Deakin University
- St Matthews Primary School's *An Act of Parliament*
- Channel 10's *Thank God, You're Here*
- 360 Degree Films Pty Ltd's *Menzies and the Fate of Australia*
- JTV/ABC's interview with Brian Costar
- Presentation of Channel 10's weather report in Strangers' Corridor with chefs from the Bella Italia event
- *Coxy's Big Break*
- Channel 7 and City of Melbourne's *Absolutely Melbourne Summer Special*
- Cancer Council Victoria's 2007 Annual Review photography
- PricewaterhouseCoopers' employee based in Melbourne who trained for the 2008 Olympics pentathlon event
- Victorian WorkCover Awards video
- Hammerklavier Productions Pty Ltd *The Stamp of Australia*
- Russell Investment Group's investment summit photography
- Channel 31's lifestyle/current affairs program
- Ezekiel Films Pty Ltd's *Knowing*.

### **Tours booking system**

With a growing number of tours being conducted by Parliament, a decision was taken in 2007 to commission a new database which could facilitate an expanding tour program and make it easier to accurately maintain our reporting requirements.

The new Tours Booking Database was trialled in late 2007 and implemented in March 2008. The new database is primarily used by the Mail and Tours Office, and captures all booked tours at Parliament House, including Parliamentary Information Talks and Parliamentary Role Plays.

The improved functionality of the new database enables custom reporting to meet a number of end-user requirements, and allows users to make changes to default tour times, enabling better flexibility of the tour program.

### **Develop filming guidelines for the parliamentary precinct**

Work has commenced on putting in place formal guidelines. A survey has been conducted of all other Australian Parliaments to establish what guidelines each jurisdiction has in place. The survey results will be analysed with a view to draft guidelines being prepared in the next reporting year.

### **Gallery guidelines**

During question time on 5 February 2008, the Chamber was disrupted a number of times by persons in the upper public gallery.

The first disruption was one person interjecting from the upper gallery; the Speaker asked for that person to be removed. During the same question more people interjected from the upper gallery and the Speaker then asked the Serjeant-at-Arms to remove those people. The Speaker then warned the public gallery:

Order! I request some cooperation from the members of the gallery. One more outburst and the gallery will be cleared and not reopened for the rest of today.

Another question was asked of the Premier and he had only just begun to answer the question when there were more interjections from the upper gallery. The Speaker then asked for the upper gallery to be cleared and suspended the House while this was occurring.

At the conclusion of question time, the Leader of the House raised a point of order with the Speaker:

I am inquiring as to what the general policy is in relation to groups other than schoolchildren coming in here and making bookings for question time. I am also inquiring in relation to the responsibility of individual members of Parliament who bring groups and individuals into the Chamber and into the Parliament as to who is responsible for those groups ...

The Speaker indicated to the House that discussions had already taken place and that an investigation would occur to determine whether further action should be taken.

As a result of the issues raised in the House with the Speaker, gallery guidelines were developed. In general they detail who can access the public galleries, the seating capacity of the galleries and the priorities given to particular groups, ie former Legislative Assembly members and current Legislative Council members on sitting days.

The Speaker announced these guidelines in the House on Wednesday 27 February 2008 and stated:

I was extremely concerned that the privilege of all members had been compromised in that the business of the house had been impeded by the behaviour of those present in the public gallery on that day ...

She then went on to say:

A seat in the gallery is available to members of the general public on a first come, first serve basis. Bookings for the gallery will be accepted for school groups and community groups from a member's electorate where the booking is made by the member or his or her staff. Members will be accountable to the Speaker for their guests' behaviour. Delegations or visits by members of organisations that are not electorate specific will be made through the Speaker's office or the Serjeant at Arms.

Since these guidelines have been in place, the House has been interrupted by persons in the public gallery, however these guidelines have certainly assisted the staff and security personnel in informing all guests coming into the gallery of the rules and conduct of the House.

## **Procedure Office**

### **Update the Style Guide**

The Assembly style guide has been reviewed and relevant staff consulted. An updated guide has not yet been issued, but is planned for 2008–09.



## **Value Three: Sustainability with a Focus on the Medium to Long-term View**

### **Legislative Assembly**

#### **Review functions of attendants in light of cleaning service review**

As reported above, work has been progressing on preparing a cleaning strategy. Interlinked with this work is consideration of the duties of the Assembly attendants, who currently carry out light cleaning.

Late in the reporting year an external consultant was engaged to facilitate a consultation process with the Assembly attendants. Part of that consultation process concerns the impact on their duties if responsibility for cleaning is removed and consideration of other duties, particularly in the community engagement field, that they would be able to undertake instead. The consultant's report is due early in the next reporting year.

#### **Manage issues arising out of the relocation of committee staff to 55 St Andrews Place**

At the time that the third floor at 55 St Andrews Place was designed for fit out, there were 10 parliamentary committees in operation. At the time the committee office moved into the new accommodation, there were 11 committees and space was at a premium. In January 2008, the Parliamentary Library Research Unit, which had been located on the third floor on non-sitting weeks, relocated to the first floor of the building. This allowed the area to be reconfigured for committee staff accommodation.

In addition to building works occurring on the third floor, all of the committee meeting rooms on the ground floor were supplied with larger tables, which were more suitable for public hearing environments.

#### **Participate in the development and implementation of a parliament-wide sustainability policy**

The Sustainability Team, consisting of members of the Senior Management Group and other staff, has met regularly throughout the year.

A number of sustainability initiatives have been developed in conjunction with the Parliament's participation in the ResourceSmart pilot program coordinated by the Environment Protection Authority and Sustainability Victoria.

Following workshops, the Team developed a draft Policy and Sustainability Framework which, as at the end of the reporting year, is being considered by the Presiding Officers and the Parliamentary Executive Group.

A full report on Parliament's sustainability activities is included in the Department of Parliamentary Services Annual Report for 2007–08.

### **Plan for the Gippsland Regional Sitting**

In his speech at the opening of the current Parliament, the Governor advised that regional sittings of each House would take place in Gippsland. Subsequently it was announced that the Legislative Assembly's regional sitting would take place on 15 October 2008.

Late in 2007 possible venues for the sitting were considered. There are a number of logistical considerations to be taken into account when choosing a venue. The venue has to be large enough to cater for 88 members, their staff and parliamentary staff, plus provide for public galleries and presentations to school children. After a number of sites were considered, Monash University Gippsland Campus was chosen, with plans to use an auditorium that was still at that stage in the course of construction.

During the rest of the reporting year a considerable amount of planning work was undertaken, particularly by the Speaker's Office and the Serjeant-at-Arms Office. A number of visits to the Gippsland Campus were conducted and the Assistant Clerk Procedure & Serjeant-at-Arms coordinated regular inter-departmental planning meetings for parliamentary staff.

The involvement of the local community is critical for the success of a regional sitting. Planning work has been carried out in close consultation with Monash University staff and officials, together with the Latrobe City Council. Representatives from both the University and the Council have also visited Parliament to see a sitting day in action.

By the end of the reporting year accommodation had been secured; plans put in place for community engagement activities; logistical considerations such as transport arrangements, seating, offices for members and staff had been worked through; and sound systems and information technology infrastructure discussed in detail. The auditorium had been completed and was looking magnificent.

### **Conduct a staff feedback survey**

During 2008 an external consultant was engaged to conduct a confidential online climate survey of Assembly staff. The same consultant had conducted a similar survey three years ago, enabling comparative data to be produced.

The survey results were presented by the consultant in April 2008. Analysis covered overall organisation data, reports by work units and special reports such as on employee engagement and living Parliament's values and behaviours.

The survey is an important process to allow confidential feedback to be given. A number of initiatives were introduced as a result of the earlier survey conducted. The work of analysing feedback will continue in 2008–09 with individual work units looking in more detail at issues arising in their specific areas in consultation with managers.

### **Parliamentary printing contract**

The Parliament's printing contract was due to expire in June 2008 and therefore the contract was put out for tender in April. Following the tender process, the Parliament appointed a new printing contractor, Document Printing Australia. As a result June was a busy transitional time with the new printers testing their new processes and coming to terms with our overnight printing requirements and complicated invoicing requirements.

## **Procedure Office**

### **Plan the clean-up and archiving of records and Procedure Office files**

The plan was developed and was signed off by the Clerk in December 2007. The plan covers hard copy records in the Clerk's safe, compactuses and Procedure Office files as well as electronic files.

Some records from the Clerk's safe were transferred to the Public Record Office Victoria (PROV), others were deemed not required for permanent records and as no longer having any use and were therefore destroyed, and still others were reserved for future appraisal by PROV. Some 'Call to Arms' records were identified and transferred to the National Archives.

Work continues of the clean up of the Procedure Office drive with some files deleted and others consolidated or moved into the one location.

### **Participate in the internet redesign project**

In March 2008 the Parliament began an internet redesign project and the Assembly has participated in this project through involvement in the project team.

The initial phase involved the appointment of consultants and the collection of data about business and user requirements of the Parliament's internet site. A draft information architecture was developed and various designs were considered. Recommendations for these will be finalised following further consultation and user testing.

## **Serjeant-at-Arms**

### **Develop the parliamentary knowledge of the attendant group**

As in earlier years, knowledge development sessions for the attendant group have been an important tool in increasing their knowledge of how Parliament operates by drawing on the expertise and knowledge of parliamentary officials and other staff.

During the reporting year attendants were fortunate enough to have the Speaker talk to them about her role and responsibilities, giving them a valuable opportunity to ask questions and gain a greater insight into her duties.

Another session was run by the Australian Electoral Commission, which also has an active community engagement program. In addition, training was given on some of the differences between Federal and State Parliaments, a question that often arises during tours.

## **Appendices**



## Appendix 1 — Staff Employment details July 2007– June 2008

	Ongoing Employees				Fixed term & casual employees
	Employees (headcount)	Full time (headcount)	Part time (headcount)	FTE	FTE
June 2008	51	45	6	50	5
June 2007	49	43	6	47	6

	June 2008			June 2007		
	Ongoing		Fixed term & casual employees	Ongoing		Fixed term & casual employees
	Employee (headcount)	FTE	FTE	Employee (headcount)	FTE	FTE
<b>Gender</b>						
Male	23	23	0.5	22	22	1
Female	28	27	4.5	27	25	5
<b>Age</b>						
Under 25	1	1	0	1	1	0
25–34	11	11	2	9	9	2
35–44	12	11	1	11	10	3
45–54	13	13	0	14	14	0
55–64	13	13	0	14	13	0
Over 64	1	1	1	0	0	1
<b>Classification</b>						
VPS 1	1	1	0	1	1	0
VPS 2	18	18	1	17	17	2
VPS 3	13	13	2	13	12	1
VPS 4	2	2	1	1	1	2
VPS 5	7	7	1	6	6	1
VPS 6	8	8	0	9	9	0
Executives	2	2	0	2	2	0

### NOTES

- All figures reflect active employees in the last full pay period of June of each year.
- Ongoing employees means people engaged on an open ended contract of employment who were active in the last full pay period of June.
- FTE means full time staff equivalent.
- The headcounts excludes those persons on leave without pay.
- The increase in employment levels between June 2007 and June 2008 is a result of additional staff being recruited to support the parliamentary committees, including the Electoral Matters Committee which was established in the current Parliament.

## Appendix 2 — Staff Listing as at 30 June 2008

### **Clerk's Office**

---

Ray Purdey	Clerk of the Legislative Assembly and Clerk of the Parliaments
Liz Choat	Deputy Clerk
Bridget Noonan	Assistant Clerk Committees
Mardi Moore	Executive Assistant, Clerk's Office

### **Serjeant-at-Arms Office**

---

Anne Sargent	Assistant Clerk Procedure & Serjeant-at-Arms
Skye Thomas	Assistant Chamber Officer
Helen Dorian	Personal Assistant to the Serjeant-at-Arms

#### *Attendant Staff*

Warren Smith	Principal Attendant
Mark Smith	Deputy Principal Attendant
Michael Gigliotti	Post Office Attendant
Baron Campbell-Tennant	Attendant Level 2
Ray Davis	Attendant Level 2
Trevor Day	Attendant Level 2
Craig Foster	Attendant Level 2
Richard McCullough	Attendant Level 2
David Robertson	Attendant Level 2
Kerry Slade	Attendant Level 2
Jeremy Walsh	Personal Assistant to the Speaker
Tony Favier	Attendant Level 1
Michael Gruschel	Attendant Level 1
Martin Hylton-Smith	Attendant Level 1
Leigh Pride	Attendant Level 1
Zdenka Zumr	Attendant Level 1

#### *Cleaning Staff*

Herta Zimmerman	Cleaner
-----------------	---------

### **Speaker's Office**

---

Beth Klein	Parliamentary Adviser to the Speaker [part time]
Natalie Lupton	Acting Parliamentary Adviser to the Speaker [part time]

## **Procedure Office**

---

Kate Murray                      Manager

### *Papers Section*

Jessica Nolan                      Parliamentary Officer  
Adam Smith                      Customer Service Officer

### *Table Section*

Vivienne Bannan                      Senior Parliamentary Officer  
Charlene Kenny                      Parliamentary Officer  
Sorrel D'Silva                      Administrative Officer

## **Committee Office**

---

### *Drugs and Crime Prevention*

Sandy Cook                      Executive Officer  
Peter Johnston                      Research Officer  
Michelle Summerhill                      Committee Administrative Officer [part time]  
Dominique Comber-Sticca                      Committee Administrative Officer [part time]

### *Electoral Matters*

Mark Roberts                      Executive Officer  
Natalie Wray                      Research Officer  
Nathaniel Reader                      Committee Administrative Officer

### *Family and Community Development*

Paul Bourke                      Executive Officer  
Tanya Caulfield                      Research Officer  
Lara Howe                      Committee Administrative Officer

### *Public Accounts and Estimates*

Valerie Cheong                      Executive Officer  
Ian Claessen                      Research Officer  
Vicky Delgos                      Senior Research Officer (Audit Compliance)  
Kristopher Waring                      Senior Research Officer (Economist/Budget Analyst)  
Jennifer Nathan                      Business Support Officer  
Karen Taylor                      Committee Administrative Officer

### *Scrutiny of Acts and Regulations*

Andrew Homer                      Executive Officer  
Helen Mason                      Legal Adviser (Regulations)  
Simon Dinsbergs                      Business Support Officer  
Sonya Caruana                      Committee Administrative Officer  
Victoria Kalapac                      Acting Committee Administrative Officer

*Rural and Regional*

Lilian Topic	Executive Officer
Cheryl Hercus	Research Officer
Yan Zhang	Research Assistant
Jason Ngam	Committee Administrative Officer

*Joint Committee Administration Office*

Muriel O’Gorman	Acting Manager
Laurel Keith	Administrative Officer

## Appendix 3 — Legislative Assembly Expenditure Statement

	2007–08		2006–07
	Budget \$	Expenditure \$	Expenditure \$
<b>Departmental</b>			
Salaries, overtime and allowances	2,115,000	1,994,123	2,007,730
Payroll Tax	739,000	756,603	703,203
Employer contribution to superannuation	293,500	143,268	247,502
Long Service Leave	63,000	92,879	85,175
WorkCover	219,000	86,873	61,461
General expenses	576,500	409,191	471,463
Printing	625,000	375,204	538,128
Other operating expenses	44,500	40,134	12,500
<b>Total Department operating expenses</b>	<b>4,675,500</b>	<b>3,898,275</b>	<b>4,142,314</b>
<b>Assembly Members</b>			
Salaries and allowances*	9,510,300	9,297,145	9,030,332
Members travel and subsistence	2,528,100	2,424,483	2,402,875
Superannuation	0	230,000	0.00
<b>Total members salaries and superannuation</b>	<b>12,038,455</b>	<b>11,951,627</b>	<b>11,433,208</b>

\* *Excluding Ministers*

### Note

This information is provided for the benefit of Members. A complete set of Financial Statements of the Parliament of Victoria, including for joint investigatory committees, is provided in the Department of Parliamentary Services Annual Report for 2007–08.

## Appendix 4 — Committee Statistics

<b>Committee</b>	<b>Drugs and Crime Prevention</b>	<b>Electoral Matters</b>	<b>Family and Community Development</b>	<b>Public Accounts and Estimates</b>	<b>Rural and Regional</b>	<b>Scrutiny of Acts and Regulations</b>
Full Committee Meetings	12	18	10	29	14	20
Subcommittee Meetings	Nil	3	Nil	7	2	10
Public Hearings	5	3	Nil	64	19	2
Inspections*	13	3	Nil	Nil	1	Nil
Reports Tabled	2	1	Nil	8	Nil	23
Discussion Papers	Nil	Nil	Nil	Nil	Nil	Nil

\* Inspections were conducted either intrastate, interstate or overseas.

## **Appendix 5 — Committee Reports**

(Committees under the administration of the Legislative Assembly)

### **Drugs and Crime Prevention Committee**

Report on Overseas Evidence Seeking Trip 2007

Inquiry into the Misuse/Abuse of Benzodiazepines and Other Forms of Pharmaceutical Drugs in Victoria — Final Report

### **Electoral Matters Committee**

Inquiry into the Conduct of the 2006 Victorian State Election

### **Family and Community Development Committee**

—

### **Public Accounts and Estimates Committee**

Report on 2007–08 Budget Estimates — Part 3

Inquiry into Trustee Arrangements for Governing the Parliamentary Contributory Superannuation Fund

Annual Report for 2006–07

Inquiry into Strengthening Government and Parliamentary Accountability in Victoria

Report on 2006–07 Financial and Performance Outcomes

Report on 2008–09 Budget Estimates — Part 1

Report on 2008–09 Budget Estimates — Part 2

Inquiry into Public Finance Practices and Legislation — Notification of New Inquiry

### **Rural and Regional Committee**

—

## **Scrutiny of Acts and Regulations Committee**

Annual Review 2006\*

Annual Review 2007

Annual Review Regulations 2006\*

Annual Review Regulations 2007

Report on the Legislation Reform (Repeals No. 1) Bill 2007

Report on the Legislation Reform (Repeals No. 2) Bill 2007

Report on the Legislation Reform (Repeals No. 3) Bill 2007

Report on the Police Integrity Bill 2008

Alert Digest Nos 9–16 2007

Alert Digest Nos 1–8 2008

---

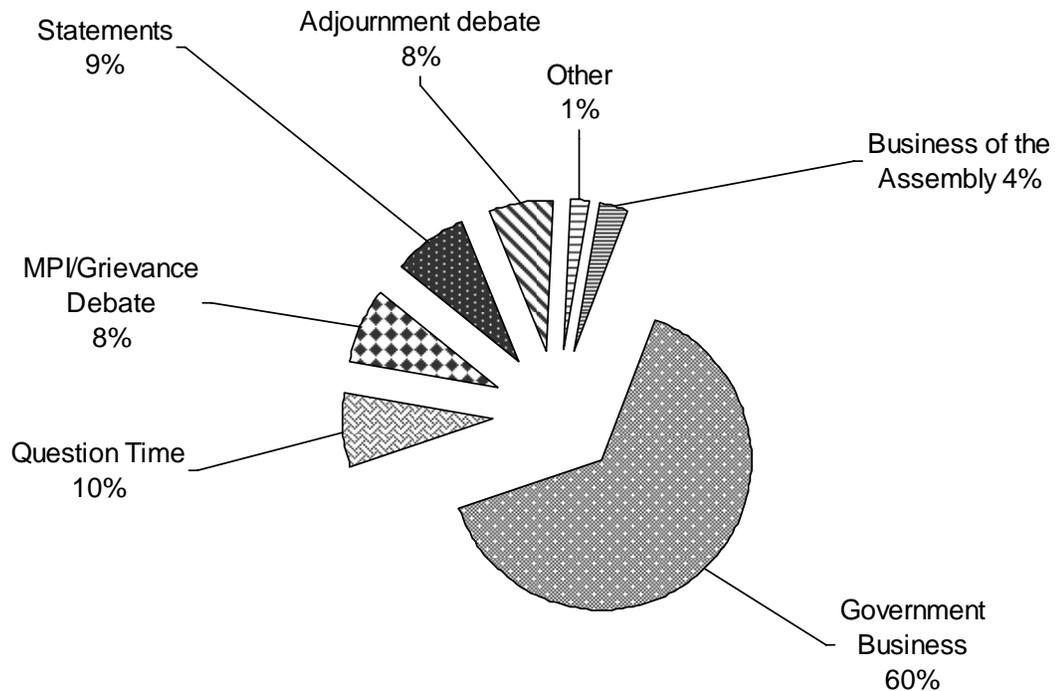
\* These were tabled in August 2007 but were incorrectly shown in the Annual Report 2006–07 as having been tabled in that reporting year.

## Appendix 6 — Business Statistics

<b>Assembly Business Statistics</b>		<b>2007–08</b>	<b>2006–07</b>	<b>2005–06</b>
House related documents produced		214	169	189
Reports presented by Command		3	5	4
Annual reports presented		317	297	399
Reports tabled by leave		17	15	15
Other documents tabled		1,012	982	892
Messages presented		148	122	246
Reports presented by parliamentary committees		40	38	29
Questions	On Notice	1,158	374	1,093
	Without Notice	510	390	480
Bills	Introduced in the Assembly	88	70	99
	Amended in the Assembly	9	6	15
	Passed both Houses	79	75	99
	Reasoned amendments moved	8	4	18
Divisions		42	51	100
Petitions presented		207	140	415
Days on which grievances were debated		6	5	6
General business notices of motion		987	577	519
Matters of public importance		11	9	8
Statements by members		1,057	783	1026
Statements on parliamentary committee reports		102	66	97
Pages of bills proofread		3,072	3,341	5,877
Sitting days		51	40	48
Hours including meal breaks		500:04	392:27	488:24

## Appendix 7 — Business Conducted in the Assembly

### A breakdown of the time spent on different types of business



Note:

- Other business includes condolences and personal explanations.
- Business of the Assembly includes presentation of petitions and tabling of reports.
- Statements are statements by members (90 second statements) and statements on committee reports.
- No general business was debated during this period.

## **Appendix 8 — Disclosures Made Under the Whistleblowers Protection Act 2001**

For the period 1 July 2007 to 30 June 2008 one disclosure was made alleging improper conduct. The Speaker did not assess the disclosure to be a protected disclosure.

## **Appendix 9 — Documents and Evidence Disclosed Under Standing Order 231(3)**

Access has been granted to the following records:

- Submissions made to the Drugs and Crime Prevention Committee's Inquiry into Strategies to Reduce Alcohol Consumption, 2003–06.
- Public Accounts and Estimates Committee's Inquiry into Government Research Scholarships, 1912–20.