



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

Annual Report 2008-09



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Front Cover

Legislative Assembly Gippsland Regional Sitting 2008 held
at the Monash University Gippsland Campus, Churchill.

Cover Design

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17 September 2009

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 2008–09.

Yours sincerely

R W Purdey
Clerk of the Legislative Assembly

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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

This report on the 2008–09 activities of the Department outlines the support that has been provided to the House and the members of the Legislative Assembly throughout the year. Readers will see that the Department achieved all its targeted output measures and as a consequence was fully funded for all services provided.

An extensive review of the Attendant services was undertaken and, following that review, the Unit was restructured and renamed the Tours and Customer Service Unit. The purpose of the restructure was to change the main focus of the Unit from attendant and light cleaning duties to the delivery of high quality tours and educational programs. The implementation of the restructure proceeded smoothly, with the Unit now working towards developing and expanding the delivery of outreach tours and presentations.

I do take this opportunity to acknowledge the significant contribution to the Department of our long serving Principal Attendant Warren Smith. Warren is currently on long service leave and is due to retire from the organisation after completing 25 years service on 11 August 2009. I thank Warren for his wonderful service to the Parliament and wish him well in retirement.

A highlight of the year was the Gippsland regional sitting which was conducted at the Monash University campus in Churchill on 15 October 2008. This one day sitting of the House in the regional area proved to be a successful event and we are indebted to the Monash University and the Latrobe City Council for the assistance they provided with the arrangements for this sitting. I also express my appreciation to the Assistant Clerk Procedure & Serjeant-at-Arms, Anne Sargent, who was responsible for planning and coordinating all arrangements for this event.

Much work was done to facilitate the transition of security responsibilities from the House Departments to the Department of Parliamentary Services. It is expected that all remaining security responsibilities will be transitioned to the Department of Parliamentary Services by 1 October 2009.

Traditionally the middle part of the parliamentary term is a high activity time for parliamentary committees with this year being no exception. Our joint investigatory committees have undertaken an extensive number of inspection visits and public hearings during the period and produced over 30 reports. The Privileges Committee was actively engaged in dealing with applications by citizens for rights of reply and the Standing Orders Committee produced a report that recommended that the House adopt an petition process.

During the year the House dealt with 85 bills which is similar to the number processed in other years. There are four of those bills that I would particularly like to draw attention

to. They are the Abortion Law Reform Bill 2008, Assisted Reproductive Treatment Bill 2008, Prohibition of Human Cloning for Reproduction Bill 2008, and Research Involving Human Embryos Bill 2008, the latter three being commonly referred to as the ART Bills. These four bills were debated and dealt with on the basis of conscience votes. The Abortion Law Reform Bill was dealt with during September and the ART Bills in the first sitting week of October. In both cases the sittings were extended to enable contributions by a majority of members and extensive and complex sets of amendments were proposed. Dealing with these bills proved to be both physically and mentally challenging for staff and I commend all those concerned for the stamina, intellect and commitment they displayed in meeting the needs of the House.

In closing, I would also like to thank the Legislative Assembly staff for their commitment and service to the organisation and I am most appreciative of the support I have received from the whole team.

Ray Purdey
Clerk of the Legislative Assembly

Report on Output Measures

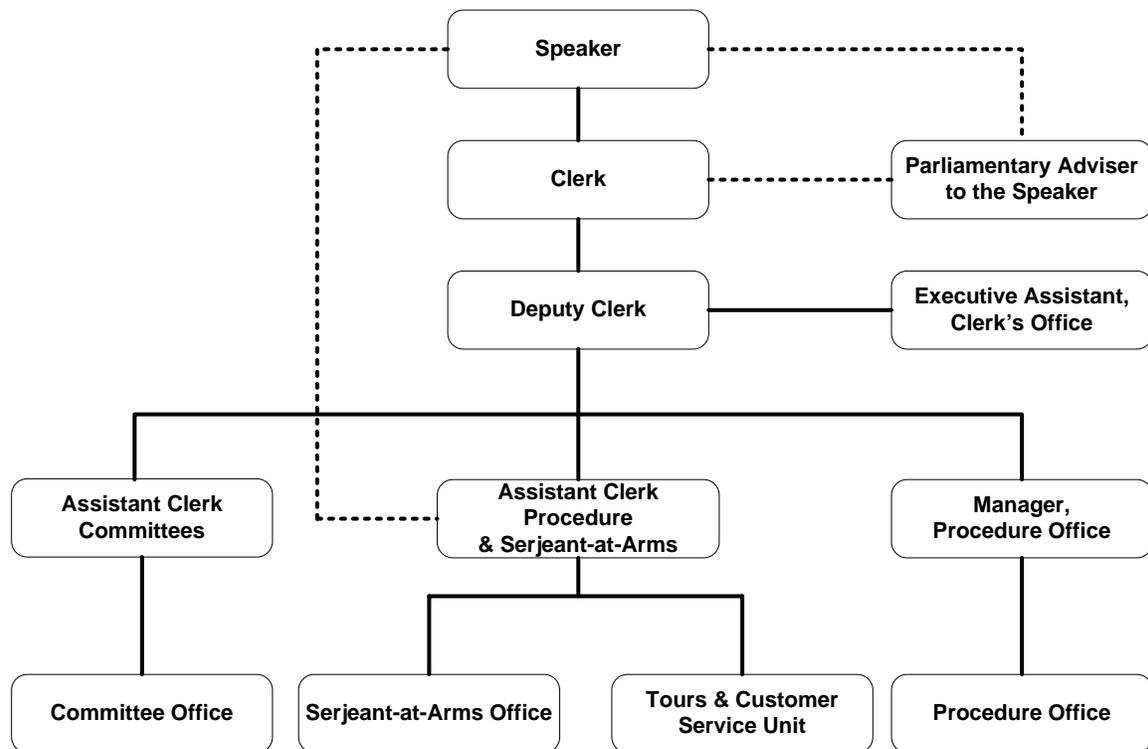
Output/Deliverable — Legislative Assembly	Target	Actual
<i>Quantity</i>		
Security audit requirements met a year	2	3
Procedural references updated biannually	2	2
<i>Quality</i>		
Constitutional, parliamentary and statutory requirements met	100%	100%
Bills and amendments processed accurately through all relevant stages	100%	100%
Member satisfaction with accuracy and timeliness of advice	80%	98%
Visitor satisfaction with service quality in relation to tours of Parliament	85%	90%
<i>Timeliness</i>		
House documents available one day after sitting day	100%	100%
Documents tabled within time guidelines	90%	100%

Output/Deliverable — Committees *	Target	Actual
<i>Quantity</i>		
Reports tabled per annum	28	38
Discussion/Issues Papers published per annum	1	2
<i>Quality</i>		
Committee Members satisfied with accuracy and timeliness of procedural, research and administrative advice	80%	88%
Reports produced in compliance with procedural and legislative requirements	100%	100%
<i>Timeliness</i>		
Reports tabled within procedural and legislative 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 55th 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, member services including accommodation, allowances and travel, and the security of the Chamber.

In addition, the Office maintains the Legislative Assembly Members List and provides accreditation for all media representatives operating within Parliament.

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

Tours and Customer Service Unit

Reporting to the Assistant Clerk Procedure & Serjeant-at-Arms, the Unit conducts community engagement programs such as public tours and presentations to school groups. With increasing focus on programs for school children, staff give presentations both at Parliament House and by attending schools in metropolitan and regional Victoria. In addition the Unit provides mail and other support services including support to the Chamber on sitting days.

Procedure Office

The Procedure Office provides administrative and research support to the Chamber and senior officers within the Department. The Office is responsible for answering inquiries from the Department's customers, including members, the media, government departments and the public. In addition, staff are responsible for the publication and distribution of House documents. This role includes 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:

- 46 Votes and Proceedings, including the consideration in detail supplement
- 47 Notice Papers
- 45 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).

Maintain and update our knowledge management systems

LAPRAC

Work has continued on the reissuing of the Legislative Assembly Practice Manual (LAPRAC). Two new chapters — *The Parliamentary Calendar* and *Control and Conduct of Debate* — were issued. A major review of the *Legislation* chapter commenced and work continued on the review of the *Privileges* chapter, which is expected to be reissued in the next financial cycle. The *Parliamentary Committees* chapter is the only remaining unissued chapter; work on a number of projects for this chapter has commenced.

Staff continued to work on a number of research and updating projects for both new and existing chapters. Topics covered included the independence of the Houses, strangers and the Dispute Resolution Committee. Ongoing updating of the index, legislation and standing orders tables and schedules was also carried out over the course of the reporting period.

Rulings from the Chair

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

Assembly Information System (AIS)

AIS is now fully functional after further work and testing to address several 'bugs' in the database continued and was completed during the reporting period. Proofing of the data is currently taking place and the system is expected to go live once this has been completed.

Clerk's Office

Complete the transfer of security to the Department of Parliamentary Services

The transfer of responsibility for security services to the Department of Parliamentary Services met a number of milestones during the past year. As mentioned in last year's annual report, a supplemental planning day was held on 16 July 2008, which saw the finalisation of the Security Charter. The objective of this Charter is to facilitate strategic security advice, recommendations and operational information to the Parliamentary Executive Group (PEG) in relation to security and emergency policy and its implementation. Based on the Charter, a plan was developed detailing how various security-related duties would be transitioned.

The plan provides for the management of the AFS (a private security firm responsible for the screening of visitors into the Parliament), the dissemination of information regarding demonstrations and/or protests, and the scanning of mail received by the Parliament, to be transitioned to the Department of Parliamentary Services in July and August 2009. The transition of the remaining security duties are expected to be completed by 1 October 2009.

The Security Charter also created the Parliamentary Security Group (PSG), which reports to PEG on security matters as required. The group is comprised of representatives from the Security and Electorate Properties Group, the Assistant Clerk – House and Usher of the Black Rod, the Assistant Clerk Procedure & Serjeant-at-Arms, and a representative from Victoria Police. The group is chaired by the Parliament's Director of Precinct and Property Management. The role of the PSG is to ensure a coordinated and structured response to security and emergency management across the Parliament by maintaining a consultative role in policy drafting, advice and high level information sharing and review of security policy.

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

The Parliamentary Officers' (Non-Executive Staff – Victoria) Union Collective Agreement 2007 has an expiry date of 1 March 2009. Its short duration was agreed in order to reinstate alignment with the VPS agreement which had the same expiry date.

During the course of the 2007 negotiations it was agreed that discussions on the new agreement would commence in July 2008. Although an approach was made to the Community and Public Sector Union (CPSU) by the Parliament at the start of July to start negotiations, the CPSU negotiating team was not ready to proceed at the stage. A series of meetings subsequently started in December 2008 and, as at the end of the reporting period, negotiations were continuing.

Serjeant-at-Arms Office

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

The Serjeant-at-Arms Office has continued work on the development of a cleaning strategy for the Department of the Legislative Assembly. A comprehensive schedule of cleaning requirements was finalised and approved by the Clerk in early 2009. The Department of Parliamentary Services is, at the end of this reporting period, seeking quotes for the cleaning requirements.

Value Two: Excellent Service Delivery and Responsiveness

Legislative Assembly

Participate in a Parliament-wide internet redesign project

The Assembly continued its involvement with this project through the project team.

The project team finalised its recommendations on the design of the new site and the recommendations were endorsed by the Presiding Officers and the Parliamentary Executive Group in early 2009. The building phase of the project has now begun.

During this time the Assembly has assisted with the audit of the current website and written new content.

Develop an epetition process in conjunction with the Standing Orders Committee

Last year's annual report noted that officers from the Clerk's Office, and the parliamentary library, were assisting the Standing Orders Committee in developing a prototype for an online petitions (epetitions) system. In the course of its analysis, the Committee determined that the provision of an e petitions system should replicate, as much as possible, the system that currently exists for hard copy petitions (paper petitions). The Committee took the view that the procedural requirements for e petitions should reflect the requirements for paper petitions, and that this approach would enable an online system to be readily understood by all those participating.

In May, the Committee tabled its *Report on Epetitions*. The report recommended that e petitions be permitted, based on the prototype developed for the Committee by the Parliamentary Library. The Committee did not recommend a system which involves any processes or enhancements that do not already apply to paper petitions, such as online discussion forums. In its report, the Committee pointed out that e petitions should be another mechanism for the community to petition the House, and not a replacement for paper petitions.

The Committee's proposed model requires a person initiating an e petition, called the principal petitioner, to submit a request form to a member who agrees to facilitate the e petition. The member then sends the form to the Clerk, who checks the petition wording for procedural admissibility, and places the e petition online as a current e petition. Epetitioners have one week to six months (a period stipulated by the principal petitioner) to sign the e petition, by adding their name, address and email address, as well as

completing a small security exercise designed to protect the database from computer generated signatures. The principal petitioner's name and suburb/town are published on the petitions page, but no information about the other petitioners is published.

When the time for adding signatures to the petition has expired, the Clerk's Office closes the petition online, so that no further details can be added. The Clerk's Office would then check signatures for validity, as for paper petitions, and print a final copy for tabling in the House with the next day's petitions. The print out will include the names and addresses of signatories, which is the case for paper petitions.

More details about the Committee's proposed process is available online at <http://www.parliament.vic.gov.au/assembly/soc/Epetitions%20May%202009.htm>

The House has not yet considered the Committee's recommendation to permit petitions and amend the standing orders as a consequence.

Chamber support in relation to the Abortion and ART Bills

In September and October 2008 four bills were debated and passed on the basis of conscience votes. The provision of procedural and administrative support to the Chamber during the period the bills were considered provided staff with some of the biggest procedural and resource challenges that had arisen for a number of years.

The Abortion Law Reform Bill 2008 was introduced in the Assembly in August 2008 and was debated during the September sitting week.

The debate took place over three days. Apart from being emotionally challenging for members who participated, as well as staff and visitors in the gallery who listened to it, a number of other issues arose in preparing for a lengthy and significant debate. Data relating to the debate aptly illustrates the challenges:

- Seven members had amendments to the bill. A number of amendments were changed as the week progressed, with three members actually formally circulating new amendments in the House in substitution of those already circulated.
- All amendments had to be checked for procedural validity, creating a huge resource challenge for staff. Ultimately 96 were actually circulated but substantially more had been checked prior to redrafting occurring.
- A total of 23 hours 27 minutes was spent debating the bill — nine hours on the second reading debate and 14 hours 27 minutes during consideration in detail. The House sat late on all three nights, concluding at 2.30 am, 12.55 am and 1.47 am respectively.

- Due to the complexity of the amendments, the need to consider how they were grouped and which were consequential, and the interrelationship between each member's amendments, 13 pages of notes were provided to the Deputy Speaker to assist her in chairing the consideration in detail stage. A separate seven page summary was distributed in the House. The notes and summary had to be redrafted on a number of occasions, sometimes at short notice, to reflect changes as amendments became available and/or were redrafted.

After passage by the Legislative Assembly, the Bill also passed the Legislative Council on 10 October 2008 and was granted royal assent on 22 October 2008.

The Assisted Reproductive Treatment Bill 2008, the Prohibition of Human Cloning for Reproduction Bill 2008 and the Research Involving Human Embryos Bill 2008 were all introduced in September 2008. During the first sitting week in October the second readings were debated concurrently and then each bill considered in detail separately. This was actually the sitting week directly following the sitting week in which the Abortion Law Reform Bill had been passed.

The challenges facing staff in supporting the Chamber were very similar to those experienced in relation to the Abortion Law Reform Bill. The debate was conducted with a great deal of respect being shown by members for views of others but was understandably emotional at times and aspects of the legislation were quite technical.

Again, some of the data relating to the debate indicates support needed by staff to the Chamber:

- Four members had amendments to the Assisted Reproductive Treatment Bill and two members in relation to each of the other bills.
- Again, all amendments were checked for procedural validity, including a number of initial drafts that were not ultimately circulated. In all 152 amendments were distributed in the Chamber.
- A total of 17 hours and 12 minutes was spent in debate overall for the three bills — just over seven hours on the second reading debate and the balance considering the bills in detail. Once again the House sat late over the three days finishing at 12.44 am, 2.45 am and 8.27 pm respectively.
- Notes were prepared for the Deputy Speaker covering the three separate consideration in detail stages; the final versions totalled 13 pages, with a number of initial drafts having to be revised as amendments were added/redrafted.

After passing the Legislative Council, the three bills received royal assent later in 2008.

All in all, the sitting two weeks were very testing in terms of ensuring support was given to the Chamber. In particular, preparation for considering the bills in detail, and subsequently advising during those stages, was intellectually and procedurally very challenging, not least working within tight timeframes during long sitting days. The October sitting week was not, however, the completion of challenges during that period as, the following week, considerably more work was needed to support the Gippsland Regional Sitting (see report below).

VCOSS Seminar

The Clerk of the Parliaments was approached during the reporting year by Victorian Council of Social Service (VCOSS) requesting assistance with a training session for some of its members, as part of a series of training sessions being offered.

VCOSS is the peak organisation for the non-government social and community services sector and the State's leading organisation for social policy advocacy. With more than 600 members, it aims to provide a strong, non-party political voice for the community sector in order to effectively represent issues relating to disadvantage to government and the wider community.

In 2008 VCOSS implemented a series of workshops and seminars designed to strengthen the capacity of its members to undertake effective and strategic advocacy. Parliament was asked to participate by hosting one workshop.

Accordingly, in April 2009, a half-day workshop was held for 22 VCOSS members who were participating in the training program. The day started with a tour of Parliament House, followed by a series of presentations from Clerks of both the Legislative Assembly and Legislative Council. Topics covered included an overview of Parliament, the make up of the Houses, typical sitting days, the dynamics of the passage of legislation in both Houses, and the operation of parliamentary committees. Opportunity for questions and discussion was also provided.

Feedback from participants on the workshop was very positive. Participants particularly appreciated being able to have personal contact with parliamentary staff and have some of the parliamentary processes demystified.

Clerk's Office/Procedure Office

Develop a functional specification for Minerva

Minerva is conceived as a database for procedural resources, including LAPRAC. It will be a substantial project and, early in the reporting year, it became apparent that it would not be possible to commence it when hoped due to the considerable amount of work

being undertaken in relation to the questions database and epetitions projects. Its commencement has therefore been deferred.

Implement a questions database in conjunction with other departments

Officers from the Assembly have continued to work with colleagues from the Legislative Council to develop a database for questions on notice. The database has been built and installed on Parliament's operating environment, and officers are now undertaking substantial testing. The testing covers two main aspects of the database's functionality. These are the submission and publication of questions and answers, and the generation of hard copy question papers, replicating the documents currently published. There is a significant amount of work to be achieved to include the legacy data of questions published during the course of the 56th Parliament, given the large number of questions asked in both Houses, particularly the Council.

Scope and develop a tabled documents database

Work on this project has been deferred until the questions database project has been completed. It is hoped to make progress during the next reporting year.

Attachments from Western Australia and Vanuatu

During 2008–09 the Department of the Legislative Assembly hosted two attachments from other Parliaments.

Western Australia Serjeant-at-Arms attachment

Dr Julia Lawrinson visited Parliament of Victoria on 25 August for a one day attachment and was hosted by the Assistant Clerk Procedure & Serjeant-at-Arms. Dr Lawrinson met with the Clerks of both Houses and various staff from Parliament of Victoria. The attachment program was prepared by the Clerk's Office.

Vanuatu Hansard staff

As part of the CPA Education Trust Fund, the Parliament of Victoria hosted two Hansard staff from the Parliament of Vanuatu from 24 July to 1 August 2008. The extensive program was prepared by the Clerk's Office.

Delegations

La Trobe Study Group

In February 2009 the Victoria Branch of the Commonwealth Parliamentary Association hosted a delegation of 45 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.

Swedish Committee Delegation

Members of the Parliament of Sweden's Committee for Social Insurance visited the Family and Community Development Committee for a morning tea on 2 September 2008. The arrangements were coordinated by the Clerk's Office.

Iraqi Delegation

For two days in December 2008 the Parliament of Victoria hosted a delegation of nine members from the Iraqi Council of Representatives. As part of the detailed program arranged by the Clerk of the Parliaments, the delegation attended a luncheon hosted by the Presiding Officers and Clerks, attended question time and met with various parliamentary committee members and staff.

Indonesian Delegation

A delegation of 14 members from the Parliament of Indonesia visited the Parliament of Victoria on 5 December 2008. An afternoon tea and tour was arranged by the Clerk's Office and hosted by the Speaker.

European Parliament Delegation

A delegation of nine members and staff from the European Parliament visited the Parliament of Victoria on 27 February 2009. A luncheon meeting was organised by the Clerk's Office and hosted by the Speaker and Deputy President.

UK Delegation

In September 2009 the Victoria Branch of the Commonwealth Parliamentary Association will host a delegation of seven representatives from the UK Branch for six days. An extensive program is being prepared by the Clerk's Office.

Committees

Drugs and Crime Prevention Committee

During 2008–09 the Drugs and Crime Prevention Committee focussed its work on the inquiry into Strategies to Prevent High Volume Offending and Recidivism by Young People. The Committee finalised its discussion paper, undertook the consultation phase of the inquiry, conducted independent research and drafted the report which was subsequently tabled on 28 July 2009.

Discussion paper

The Committee produced a detailed discussion paper, which highlighted the scope and complexity of issues to be addressed, provided an overview of the current data on 'high volume' crime using official police crime statistics, identified the factors that may be contributing to youth offending and provided a summary of some current strategies that

have been developed to address the problem. The discussion paper also raised specific questions to be addressed and invited community response. It was circulated widely and a copy was placed on the Committee's website. Calls for written submissions were published on 2 August 2008 in the *Herald Sun* and *The Age* after the discussion paper was released. Print media and radio interest also alerted the public to the inquiry. Letters inviting submissions to the inquiry were sent to all local councils and shires and key government and non-government agencies in Victoria.

Consultation phase of the inquiry

The Committee undertook a number of approaches to the consulting process. In addition to conducting public hearings in Melbourne and Morwell and obtaining expert opinion, the Committee held meetings with key organisations in and around Melbourne and in rural Victoria. Members visited diversion and alternative school programs and observed juvenile court proceedings. The Committee also visited the Melbourne Juvenile Justice Centre, Malmsbury Youth Justice System and Wulgunggo Ngalu Learning Place in order to speak with the young people in custody and the staff. These visits enabled the Committee to conduct informal meetings with a range of individuals and representatives to gain their views on specific issues relating to the inquiry. They also provided valuable insights into the excellent work of various community and government organisations.

During the inquiry the Committee held two forums to collect evidence.

Forum with young people from culturally and linguistically diverse communities

During its deliberations for the inquiry the Committee was keen to establish the extent to which juvenile offending is a problem for Victorians from culturally and linguistically diverse (CALD) communities and the challenges this might pose for these communities. With the assistance of the Youth Affairs Council of Victoria (YACVic) and the Centre for Multicultural Youth the Committee held a forum on 10 November 2008 with young people from numerous CALD communities. Given the limited evidence available with regard to youth offending among CALD communities, this forum provided an excellent opportunity to obtain valuable information from a small, but enthusiastic sample of Melbourne's various ethnic groups.

Forum with young people in out-of-home and foster care

Members of the Committee recognised the importance of thoroughly canvassing the views of young people with regard to any inquiry that impacts, to whatever degree, on their lives. The Committee therefore decided to hold a forum with young people who have received or are receiving out-of-home or foster care. With the assistance of YACVic and the CREATE Foundation (formerly known as the Australian Association of Young People In Care) a closed forum was held on 10 November 2008.

Both forums proved to be extremely insightful and provided important views and information.

Further research

Independent statistical research

The Committee sought the assistance of Jason Payne, a senior research analyst from the Australian Institute of Criminology, to examine data regarding youth offending in Victoria, from Victoria Police statistics. The purpose of this analysis was to investigate what precisely can be counted as a 'high volume' crime. Equally important was the need to examine the criminal 'careers' of youth offenders. Whilst some offenders may indeed be long-term and frequent offenders with a wide repertoire of crimes and a long criminal history, it is well established that other young people may get caught up in the criminal justice system for a one-off offence or at least relatively infrequently. The distinction between short-term offenders and long-term or multiple offenders is important, as different strategies and approaches may need to apply in each case. The research was extremely important because it has never been undertaken in Victoria before.

Review of New Zealand's research and practice

The Committee's research revealed that the level of youth crime and extent of repeat offending was identified as a serious problem in New Zealand. As a consequence an extensive review of the juvenile justice system was undertaken in 2000–01 and a comprehensive Youth Offending Strategy consisting of a range of innovative policies and programs was developed and implemented to reduce juvenile offending.

As the strategy and the projects developed had been in place for some years, the Committee travelled to New Zealand to learn of New Zealand's experience and observe valuable best practice strategies and programs at first hand, and in particular learn how effective the new initiatives implemented to improve interagency coordination and performance measurement have been.

The Committee was most appreciative of the time, effort and valuable contribution that all the individuals and organisations made during the progress of this inquiry. The submissions, visits, public hearings and research projects have provided insights into the excellent work of various community and government organisations and valuable knowledge into what has turned out to be an extremely interesting but complex issue.

Electoral Matters Committee

During the year under review, the Committee was inquiring into three matters.

Inquiry into Political Donations and Disclosure and Inquiry into Voter Participation and Informal Voting

On 16 April 2008 the Legislative Council referred to the Committee an 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.

On 5 May 2008 the Committee self-referenced an inquiry to consider and report to Parliament by 30 June 2009 on issues relating to voter participation and informal voting.

For both of the above inquiries, the Committee took considerable evidence at public hearings and received a number of relevant submissions. Both inquiries were well received by organisations and individuals interested in electoral reform. During the year the Commonwealth Government continued its electoral reform process with a Green Paper on Donations, Funding and Expenditure released in December 2008. As a consequence, the issue of political donations and disclosure continued to receive widespread media and public interest. The Committee provided the Commonwealth Government's Electoral Reform secretariat with a submission based on the evidence and research gained whilst on its international investigations.

On 7 May 2009, the Committee tabled its Report on Political Donations and Disclosure; the Report on Voter Participation and Informal Voting is due for tabling early in the next reporting year.

Inquiry into whether the provisions of the Electoral Act 2002 should be amended to make better provision for misleading or deceptive electoral conduct

On 1 April 2009, the Committee received terms of reference from the Legislative Council to inquire, consider and report no later than 28 February 2010 on issues arising out of the June 2008 Kororoit by-election. The Committee has received a number of submissions for this inquiry and will be holding public hearings in August 2009.

Additional activities of the Committee

During the course of the year, and as part of its inquiries into Political Donations and Disclosure, and Voter Participation and Informal Voting, the Committee conducted international investigations in Canada, the United States of America, the United Kingdom and New Zealand.

The Committee met with electoral commissions, organisations and individuals interested in electoral matters in each of the countries visited. The evidence the Committee received whilst overseas assisted the Committee to develop a strong understanding of current trends in political finance regulation and electoral participation. The Committee appreciated the time and effort each organisation and individual took to meet with the Committee.

During the year the Committee also met with a senior delegation from the Iraqi Council of Representatives at Parliament House Melbourne for a discussion on matters of mutual electoral interest.

Family and Community Development Committee

The Committee continued to work on its inquiries into supported accommodation for Victorians with a disability and/or mental illness. As noted in last year's annual report, the Committee received two separate terms of reference from the upper and lower Houses on this issue. They contain subtle differences, but are broadly covering the one issue.

This has led to some unprecedented issues for the Committee to contend with, including:

- Seeking revised tabling dates in both Houses to extend the timelines for the inquiries from 30 June 2009 to 15 December 2009.
- Determining whether to submit individual reports addressing each terms of reference or a combined report covering them both.
- Negotiating a way forward regarding differences in the two references.
- Briefing witnesses on how to address the terms of references in view of the differences.

To date, the Committee has approached the two inquiries as one — preparing a brief discussion paper to provide guidance to those witnesses addressing the references to the inquiries (either in writing or in person). This has assisted to overcome some of the differences, and inconsistencies, in the two references.

The Committee conducted several public hearings in October, November and December 2008. A range of individuals and organisations attended these public hearings, including families in caring roles, service providers and representatives from the Department of Human Services. Following the identification of gaps in its evidence relating to specific population groups, an additional public hearing was held in April 2009. This included people from Aboriginal communities, culturally and linguistically diverse communities and rural and regional communities.

Site visits to supported accommodation facilities in the disability and mental health sectors were conducted in October 2008.

In March 2009, Ms Marlene Kairouz MP joined the Committee replacing Mr Adem Somyurek MLC.

Public Accounts and Estimates Committee

The Committee has continued its busy program for fulfilling its dual responsibilities on scrutinising both the public accounts and the budget estimates this year.

It has been particularly active in two separate tranches of inquiries (including public hearings) into the findings and recommendations of the Auditor-General's performance audit reports, it has examined the 2008–09 budget estimates, together with public hearings with ministers and the 2007–08 financial and performance outcomes.

In June 2009, under its public accounts functions, the Committee delivered significant recommendations within its report, *New Directions in Accountability — Inquiry into Victoria's Public Finance Practices and Legislation* to ensure that Victoria progresses to a leading edge public finance and accountability framework in changes foreshadowed by the Government in its overhaul of the *Financial Management Act 1994*.

In addition to this, in June 2009, under its public accounts responsibilities and as signalled by the Government's Statement of Government Intentions 2009, the Committee commenced a significant inquiry into Victoria's *Audit Act 1994*. The *Audit Act 1994* establishes the operating powers and responsibilities of the Auditor-General. It has been some time since there has been a comprehensive and exhaustive review of the Act, to take into account modern day service delivery arrangements in the public sector. The Committee will report on this inquiry by October 2010.

During the year, the Committee formally met on 26 occasions and held a total of 53 public hearings in relation to its inquiries on:

- State Investment in Major Events.
- Maintaining Victoria's Rail Infrastructure Assets.
- Promoting Better Health Through Healthy Eating and Physical Activity.
- Funding and Delivery of Two Freeway Upgrade Projects.
- Improving Our Schools: Monitoring and Support.
- 2009–10 Budget Estimates.

Key activities that have occurred during 2008–09 included the following:

- Tabling nine reports (see Appendix 6).
- 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 *State Investment in Major Events*, *Maintaining Victoria's Rail Infrastructure* and *Promoting Better Health Through Healthy Eating and Physical Activity* (October 2008).
- Conducted public hearings in relation to priority one reviews on the findings and recommendations of the Auditor-General's three audit reports listed above.
- Questionnaires developed and sent to ministers and departmental secretaries as part of the inquiries into the 2007–08 Financial and Performance Outcomes (October 2008 – November 2008) and into the 2009–10 Budget Estimates (March 2009);
- 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 *Funding and Delivery of Two Freeway Upgrade Projects* and *Improving Our Schools: Monitoring and Support* (March 2009).
- Conducted public hearings in relation to priority one reviews on the findings and recommendations of the Auditor-General's audit reports relating to *Funding and Delivery of Two Freeway Upgrade Projects* and *Improving Our Schools: Monitoring and Support* (April 2009).
- Co-hosted the 2009–10 State Budget Briefing for Parliamentarians with the Department of Treasury and Finance (May 2009).

- Conducted public hearings with Ministers and Presiding Officers of Parliament for the *2009–10 Budget Estimates Hearings* (May 2009).

In November 2008, the Committee received the Government's response to the 90 recommendations it made on its report on the *2006–07 Financial and Performance Outcomes*. A total of 61, or 68 per cent, of the recommendations or parts of recommendations were accepted, accepted in part or accepted in principle, with an additional 13, or 14 per cent, were 'under review' by the Government. An additional nine recommendations directed at the Victorian Auditor-General's Office resulted in eight per cent acceptance.

In May 2009, the Committee received the Government's response to the 49 recommendations it made in the *Report on the 2008–09 Budget Estimates — Part Three*. A total of 88 per cent of the recommendations or parts of recommendations were accepted, accepted in part or accepted in principle.

Also received in May 2009 was the Government's response to the *Review of the Findings and Recommendations of the Auditor-General's Reports tabled July 2006–February 2007* with 87 per cent of the recommendations or parts of recommendations accepted, accepted in part or accepted in principle.

In relation to its statutory functions with regard to the Victorian Auditor-General's Office, the Committee has met with the Auditor-General and his representatives on several occasions during 2008–09 to discuss:

- The Auditor-General's draft Annual Plan for 2009–10.
- 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 10 occasions with senior representatives of the Victorian Auditor-General's Office to consider proposed specifications pertaining to 30 performance audits.

The Committee welcomed the World Public Accounts Committees/La Trobe University Summer Residential School and participated in an information sharing session.

Further detailed information on the Committee's activities over 2008–09 may be obtained from its *2008–09 Annual Report*.

Rural and Regional Committee

The Report of the Committee's Inquiry into Rural and Regional Tourism was tabled on 30 July 2008. The focus for the Rural and Regional Committee since then has been the Inquiry into Regional Centres of the Future. This inquiry was referred to the Committee by the Legislative Assembly on 27 May 2008. The terms of reference cover an enormous breadth of issues surrounding regional development in the State. The Secretariat has been engaged in preparation of background material for Committee members; establishing and

administering a busy public consultation program; organising an overseas visit; organising workshops with expert witnesses; coordinating inter and intra state inspections and preparing for the drafting of the report.

The community engagement and consultation program included 10 public hearings in regional Victoria and three in Melbourne. Consultations were held in Geelong, Ballarat, Morwell, Shepparton, Bendigo, Horsham, Warrnambool, Mildura, Wodonga and Wangaratta, as well as Canberra and Melbourne.

Given the breadth and complexity of issues that arose from the inquiry the Committee also conducted a number of workshops with senior experts in regional development and related subjects. Three were conducted in Melbourne and one in Geelong. In the latter, the Committee met with Mr Trevor Budge, Senior Lecturer, Centre for Sustainable Regional Development, La Trobe University. In the former, a half day workshop was held at SGS Economics and Planning Pty Ltd where a discussion was facilitated by Mr Marcus Spiller, Director. The Committee was also invited to participate in Regional Business Roundtable discussions, held by the Victorian Employers Chamber of Commerce and Industry, in Bendigo and Melbourne. It also held further workshops with Dr Paul Collits — an expert on regional development from RMIT and Dr Anna Howe, Consultant Gerontologist.

A subcommittee of members spent two days in Canberra consulting with federal colleagues, including the Parliamentary Secretary for Regional Affairs, Mr Gray MP AO; the Senate Standing Committee on Rural and Regional Affairs and Transport; the House Standing Committee on Infrastructure, Regional Development and Local Government; including the Chair, the Federal Member for Ballarat Ms Catherine King MP. The subcommittee also met with representatives of the Commonwealth Department of Infrastructure, Transport, Regional Development and Local Government; Australian Rural Leadership Foundation; and Rural Industries Research and Development Corporation.

A strong feature of the work of the Rural and Regional Committee is its commitment to community engagement and consultation. The purpose of the consultation program is to ensure that its inquiry reports reflect the issues confronting rural and regional communities from their own perspective. During regional consultations for the inquiry, the Committee was generously welcomed into communities by the individuals and organisations that provided submissions and/or participated at public hearings. Government, industry and other representatives were supportive of the Committee's work and keen to participate.

An important and distinguishing feature of the public consultation program for this inquiry was the decision to begin each public hearing taking evidence from local council representatives in a less formal, and more interactive format. Mayors, councillors and officers from the region were given an opportunity to discuss issues around the table as well as with the Committee. It was an extremely effective format that provided insights

into local councils' plans for the future, challenges they are facing, and opportunities for cooperation by councils on a regional basis.

During the inquiry the Committee continued to employ an innovation — a section appended to every regional public hearing during which those present but not appearing as formal witnesses were invited to make 'comments from the floor'. This is a process where interested members of the general public — including private citizens and representatives of local community groups — are able to give evidence directly to the Committee on the day and have it formally incorporated into the evidence. This information gathering method was again popular where such comments were taken at around 70 per cent of public hearings conducted.

As part of the investigation process, a subcommittee of members travelled to Victoria and Vancouver in British Columbia, Washington DC and Virginia in the United States of America, Bristol and London in the United Kingdom and Dublin, Galway and Athlone in Ireland. Members met with experts in regional economic development, members of Parliament and practitioners involved in development in their communities.

The work of the Committee throughout this period has been focussed on collecting evidence for the inquiry, conducting background research for the report, and gaining a greater understand of the issues around regional development. The global financial crisis that occurred during the inquiry led to a sharper focus by members on establishing measures that might ensure that regional communities are not as adversely affected by economic downturns. Similarly, the Black Saturday bushfires brought into focus the seasonal climatic issues facing the Committee's regional stakeholders.

The Committee is expected to begin drafting and deliberation on the report in August and September 2009 with a view to tabling the report in October.

Scrutiny of Acts and Regulations Committee

Statutory functions

The Committee has statutory reporting responsibilities under three Acts:

- *Parliamentary Committees Act 2003 s 17*
- *Subordinate Legislation Act 1994 ss 21 to 23*
- *Charter of Human Rights and Responsibilities Act 2006 s 30*

Annual reports and Committee website

The Committee tabled its Annual Review in March 2009. The Review outlines the functions and work of the Committee in calendar 2008. In the period 2008–09 the Committee tabled 14 Alert Digests reviewing over 100 bills. In the same period the Committee, through its Regulation Review Subcommittee, reviewed over 170 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 and regular updates/developments on any relevant inquiry currently before the Committee.

Human rights terms of reference

On the recommendation of the Committee, the Speaker authorised the reappointment of Associate Professor Jeremy Gans of the University of Melbourne Law School as the Committee's Human Rights Adviser. 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 rights issue the Alert Digests now feature a distinct Charter report section discussing the relevant Charter compatibility matters.

Regulation review

The Regulation Review Subcommittee held nine meetings in the period 2008–09 and considered 171 statutory rules along with three subordinate instruments deemed to be statutory rules. Of those rules 25 were accompanied by regulatory impact statements. Pursuant to its obligations the Subcommittee also considered every statutory rule in the context of human rights and compatibility with the Charter of Human Rights and Responsibilities. Additional comments about this area of scrutiny were made in the Annual Review at page 18.

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 redundant Acts which were identified were publicly advertised and the Committee 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. Acting on this advice and the written submissions, the Committee tabled its final report in December 2008.

Statute Law Repeals Bills 2008–09

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. In the previous year the Committee had tabled three reports on statute law repeal bills. In May 2009 the Committee tabled a further report on the Legislation Reform (Repeals No. 4) Bill 2009 concerning the repeal of 45 spent or redundant principal Acts and five amending Acts.

Exceptions and Exemptions Inquiry — Equal Opportunity Act 1995

In December 2008 the Committee received an inquiry by Governor in Council Order to undertake a review of the exceptions and exemptions provisions in the *Equal Opportunity Act 1995* and to make recommendations whether any amendments should be made to these provisions. On the recommendation of the Committee the Speaker authorised the

appointment of Associate Professor Elizabeth Gaze of the University of Melbourne as a specialist legal adviser/consultant to assist the Committee during the course of the inquiry. The Committee released a detailed discussion paper in May 2009 inviting written submissions concerning the relevant issues raised by this challenging broad based inquiry. After holding public hearings in August the Committee expects to release its final report in October or November 2009.

Committee Office Activities

Improved online publication system

The Committee Office continued its involvement in the whole-of-Parliament project to redesign Parliament's website. The committees section of the website has 12 individual sites — one for each committee — and a page of information common to all committees, such as notes for witnesses on committee procedure. Committees use their sites as a key mechanism for engaging with the community in the inquiry process, by advertising calls for submissions, displaying information about public hearings and site visits, and publishing discussion papers and reports. Some committees choose to publish non-confidential evidence online as well. It is, therefore, important that the committee sites are easy to navigate and understand for public users, and straightforward for committee staff to update.

Early in the year, committees agreed on a common method of arranging information on their sites, which could be adapted to suit the particular requirements of each committee. As the whole-of-Parliament redesign is implemented, committees will be able to transfer existing data and the way it is arranged over to the new sites.

Intranet resources

Committee work relies on several procedural resources and precedent information. In order to better share such material across the 12 small teams in the Committee Office, staff worked in developing an intranet site. At present, the site is only accessible to staff but, subject to testing and appropriate controls, it could be developed into a resource for members as well.

Electronic submissions

At the commencement of the 56th Parliament the Presiding Officers waived the requirement for submissions to committees to be delivered as signed hard copies. Electronic submissions are now acceptable, providing the submission's authenticity can be substantiated to the satisfaction of the committee. To date, committees have received electronic submissions by email and, occasionally, on disk. The system is working well, and reduces the need for committee staff to scan and file submissions as they are received.

Officers are keen to develop an online database so that stakeholders can upload submissions directly through the committees' websites, and discussions have commenced with the Library and IT Services on how such a service might be delivered.

Administrative operations

A working group of committee staff, management, and the Community and Public Sector Union reviewed the business needs and operations of the committees' administrative areas, following broad consultation with staff. The group made some recommendations to the Clerks about how to better service the modern day requirements of the Committee Office. Those recommendations were under consideration as at the end of the business planning period.

Recognising the potential for staff development and effective resourcing between committees, the working group developed guidelines to provide for the reassignment of staff between comparable positions (for example, moving a research officer from one committee's inquiry to another) in the case of vacancies. The guidelines were endorsed by the Clerks and issued to staff at the end of the planning period.

Accommodation requirements

As the Committee Office has now been located at the 55 St Andrews Place premises for two years, it was considered timely to review the effectiveness and the functioning of the accommodation arrangements. Opportunities to improve the physical infrastructure on the ground floor meeting rooms were identified, to do with videoconferencing facilities, signage to assist public visitors to hearings, and meeting room equipment. Work is underway, in consultation with Hansard and IT Services, to make more effective use of the existing accommodation.

Report printing options

It is often difficult for committees to predict an adequate print run for reports. This can lead to costly re-printing, where demand is high, and waste of resources, where demand is low. Committee staff reviewed the sustainability of current report printing approaches, and developed some ideas to reach a balance between producing a suitable number of reports for members and stakeholders, without creating excess waste. Committees will monitor demand for hard copies of reports for the remainder of the Parliament, with a view to gathering data on report use. Further, practical steps such as printing additional covers during the additional print run, and printing some extracts of the recommendations and executive summary only, will be taken where committees consider it appropriate.

Progress on investigations

For many years, the Committee Office has produced a monthly report giving an update on committee inquiry activities. The *Progress on Investigations* (POI) is published in hard copy and circulated to parliamentary documents subscribers, and published online at <http://www.parliament.vic.gov.au/committees/poi/default.htm> While it provides a useful snapshot of committee events, it is not easily searchable or dynamic, and it assumes a

degree of knowledge about committee proceedings. Committee staff reviewed the effectiveness of the POI and made recommendations to the Assistant Clerks Committees about different ways of capturing and presenting the information. Further work is planned for the next business planning period.

Serjeant-at-Arms Office

Facilitate Gippsland Regional Sitting

On 15 October 2008, the Legislative Assembly held a regional sitting at the Monash University Gippsland campus. The sitting provided an opportunity for local communities to see Parliament in action, and represented only the third occasion on which the Legislative Assembly has sat outside Melbourne. The Legislative Council held its regional sitting in Lakes Entrance on 15 and 16 October 2008.

The day commenced with a Welcome to Country by Mr Wayne Thorpe on behalf of the Gunaikurnai people. The Welcome to Country was followed by addresses from the Premier and Leader of the Opposition. Professor Richard Larkins, Vice-Chancellor of Monash University, and Mr Bruce Lougheed, Mayor of Latrobe City Council, were admitted onto the floor of the House to respond to the addresses. The day then followed a set program of parliamentary business.

In addition to visitors in the public gallery throughout the day, approximately 450 school students attended the regional sitting where they witnessed proceedings from the gallery, and received a presentation from the Parliament's Education and Community Engagement Officer.

Planning and preparation for the 2008 Regional Sitting began in mid-2007 and was coordinated by the Assistant Clerk Procedure & Serjeant-at-Arms. Once the venue had been identified, parliamentary staff began working closely with officers from Monash University and the Latrobe City Council to manage wide-ranging aspects of the regional sitting including information technology services, audio recording of the proceedings, the physical layout of the Chamber, security and catering. Regular meetings were held with Monash University and the Latrobe City Council in both Melbourne and Churchill in the lead up to the regional sitting, with staff involved from the Legislative Assembly, IT Services and Hansard.

Members and staff were accommodated in a range of motels in the neighbouring towns of Traralgon and Morwell.

In addition to planning support, Monash University hosted a community luncheon on 15 October 2008, at which the six local councils of Gippsland were showcased to members and other guests. The luncheon was a spectacular display of local produce, and included Noojee salmon, Thorpdale potatoes, and a selection of Gippsland cheeses.

The Latrobe City Council hosted a civic reception for members and the local community on the evening of 15 October 2008 at the Latrobe Regional Gallery. Guests were welcomed by Latrobe City Council Mayor, Cr Bruce Lougheed, and heard addresses from the Premier of Victoria, the Hon John Brumby; Leader of the Opposition, Mr Ted Baillieu; and the Speaker of the Legislative Assembly, the Hon Jenny Lindell. Following the reception, guests enjoyed the opportunity to explore the Latrobe Regional Gallery.

Parliamentary Information Talks

During the year, parliamentary staff conducted 21 Parliamentary Information Talks (PITs) at schools in the Melbourne metropolitan area.

The PITs were held on Thursdays of non-sitting weeks and were presented by parliamentary attendants. Each Thursday, two attendants travelled from Parliament House to schools located within the metropolitan area to deliver a one-hour information session to students in grades five and six. The information provided to students during a PIT is relevant to the Victorian Essential Learning Standards (VELS) curriculum requirements for grades five and six, covering such topics as representation and the democratic process in Victoria, tasks of a member of Parliament, how a law is made, and the history of Parliament and Parliament House.

PITs continued to demonstrate their popularity, with almost all sessions fully booked during 2008–09. Consideration is currently being given to increasing the number of PITs offered per week to meet rising demand for the program in the next financial year.

Parliamentary Role Plays

The Parliamentary Role Play (PRP) program provides grades five and six students with an opportunity to act out the roles of parliamentarians and pass their own law. This program continued to enjoy a high level of popularity with a total of 20 sessions conducted in 2008–09 for schools predominantly from metropolitan Melbourne.

PRP tours take place on Wednesdays of non-sitting weeks. Conducted by experienced staff members, the topics covered are designed to assist in meeting Level 4 of the Civics and Citizenship domain of the Victorian Essential Learning Standards (VELS) including how laws are made, the concept of representative democracy and the history and function of the Parliament of Victoria. Students use the Legislative Assembly Chamber, dress up and use props. Acting in the roles of Speaker, Clerk, Serjeant-at-Arms, Premier, Leader of the Opposition, ministers and other members, students choose an issue to debate and read from prepared scripts before voting on the 'proposed law'.

The PRP program is currently undergoing a review process with the aim of expanding the number of sessions available to school groups as well as further developing its content and format to provide students with an even more dynamic, exciting and engaging experience.

Regional presentations

Regional visit to Stawell

Regional visits are a relatively recent addition to the Parliament's education and community engagement program. Taking place over two days, parliamentary staff travel to regional Victoria to present Parliamentary Information Talks (PITs) and facilitate Parliamentary Role Plays (PRPs) for local primary school students.

On 19 and 20 May 2009, Assembly staff travelled to Stawell and spoke to students from a number of local schools. A total of 140 students from Stawell Primary School, St Patrick's Stawell, Great Western Primary School and Concongella Primary School attended over the two days.

All groups took part in both a PIT and PRP. During the PRP, students acted in the roles of parliamentary officers, such as the Clerk and Serjeant-at-Arms, as well as members of the government and opposition. Debates took place covering topics such as fast food, toxic waste and plastic bags.

The information sessions and role plays were held at the Stawell Entertainment Centre and received positive feedback from the schools involved. The regional visits are an important part of the Parliament's education and community engagement program, and it is planned that over the next reporting period staff will visit many more regional areas to speak to local school students.

Planning for regional visit to Benalla

A regional visit to Benalla is planned to take place on 23 and 24 July 2009, and parliamentary staff have been preparing for the visit since May 2009.

Assembly staff travelled to Benalla in June 2009 to identify a suitable venue for the information sessions and role plays, and it was determined that the Benalla Performing Arts and Convention Centre (BPACC) would be an ideal venue for the information sessions and role plays.

After booking the venue, letters were sent to 13 schools in the Benalla area, inviting grades five and six students to attend a session.

An initiative for the regional visit to Benalla will be to provide each student with a show bag of educational resources from the Parliament. Each bag will contain a ruler, pencil, postcard and information brochure about the Parliament, and it is hoped that these will be a popular keepsake for those students attending.

Victoria Law Foundation — Horsham

Parliamentary staff participated in the Victoria Law Foundation Law Talks schools program in Horsham on 13 and 14 May 2009. The Law Talks school program is aimed at Victorian Certificate of Education (VCE) curriculum and has been offered by the Victoria Law Foundation since 2007. A number of organisations have been involved in Law

Talks, including the Supreme Court of Victoria, Magistrates' Court of Victoria and the Parliament of Victoria.

The Parliament's involvement in Law Talks is coordinated by the Education and Community Engagement Unit, and involves two Legislative Assembly attendant staff. At the Horsham event, parliamentary staff delivered a presentation on the strengths and weaknesses of Parliament as a law-maker, and facilitated a role play on a Human Rights Bill. During the role play, students assumed the roles of government and opposition members of Parliament to debate a bill to introduce a Charter of Human Rights for Victoria.

Open days

The Parliament of Victoria held two open days during 2008–09, one in 2008 (23 November) and the second in 2009 (22 March). The reason for this was a decision in 2009 to change the date for the annual open day from the latter half of the calendar year to March. Going forward, it is expected that the open day will be held in March each year.

The 2008 open day coincided with the 100th anniversary of Victorian women's right to vote. The theme for the 2008 open day was Victorian Women's Suffrage, and a number of activities and special events were held throughout the day in cooperation with the Victorian Office of Women's Policy, in recognition of this historic event. Visitors strolled throughout the building, enjoying information stands about Parliament, women's suffrage, the Public Record Office Victoria and the Victorian Electoral Commission.

Approximately 2,800 visitors were welcomed to Parliament House on 23 November 2008.

The Parliament's 2009 open day was held on 22 March. Approximately 3,000 visitors took the opportunity to tour Parliament House on this occasion, and many stayed throughout the afternoon to enjoy the entertainment provided by the Victoria Police Band and the Australian Youth Band in the parliamentary gardens. Visitors enjoyed light refreshments in the Members' Dining Room, and a sausage sizzle was on offer in the gardens.

Aiming to improve the open day experience for visitors, parliamentary staff worked with a print designer to revamp the tour map for the 2009 event. Internal 'number' signs were also introduced, which corresponded to each point of interest shown on the map. Feedback suggests that these improvements made the tour route easier to follow.

A number of display stands were located around the building, at which visitors could speak to parliamentary staff and obtain information about the Parliament across a wide range of topics. Some of the display stands included: Hansard, the Parliamentary Library, Parliamentary Committees, Working at Parliament, and the Table and Procedure Offices. The Victorian Electoral Commission and Public Record Office Victoria also presented display stands.

In 2009 parliamentary staff conducted a survey to ascertain how visitors found out about the open day. The results from approximately 860 responses were as follows:

Type of Advertising	Percentage
Signage at Parliament House (including passers-by on the day)	40%
<i>Herald Sun</i> newspaper	22%
<i>The Age</i> newspaper	17%
Other (includes word of mouth, university, other publications)	12%
<i>City Weekly</i>	3%
<i>Melbourne Weekly</i>	3%
Parliament website	3%
3AW radio	<1%

Open days are an important part of the Parliament’s community engagement and education program. They are a wonderful opportunity for the people of Victoria and visitors to the State to tour Parliament House and obtain information first hand about a range of matters including parliamentary processes, committee inquiries, the history of the building, and much more.

Melbourne Show

In 2008, the Parliament of Victoria exhibited a stand at the Royal Melbourne Show which was held from 18–28 September. The theme for the stand was *Our House is Your House*, with a number of interactive elements, information, prizes and giveaways on offer.

Boasting red and green oak leaf carpet and pillars, the focus of the stand was the life size cut-outs of the Serjeant-at-Arms and Usher of the Black Rod. These cut-outs gave visitors the opportunity to have their photograph taken with their head in the place of that of the Serjeant-at-Arms or Usher of the Black Rod, and their hands holding a replica mace or black rod. This interactive element to the stand was very popular, and staff provided visitors with a framed polaroid photograph to take home.

The Parliament’s website was promoted via a computer kiosk where visitors could freely browse the website. A DVD showing images of Parliament House was also on view. Hansard and the Speaker’s Office provided an old Speaker’s wig, and a stenograph machine for display.

A popular part of this year’s stand was the certificates with a greeting from the President of the Legislative Council and the Speaker of the Legislative Assembly. Two calligraphers were on hand each day to write visitors’ names on the pre-printed certificates. More than 3,000 certificates were given away.

Members of the public who visited the stand also had the opportunity to win a complimentary high tea at Parliament House by correctly answering three questions about

the Parliament and entering into the draw. The answers were available from the information boards at the stand. Two complimentary high tea vouchers were drawn each day.

The Parliament of Victoria stand at the Royal Melbourne Show offered visitors access to information about the Parliament and parliamentary staff, fun interactive activities, and giveaways.

YMCA Youth Parliament 2008

The 2008 YMCA Youth Parliament was held in the Legislative Assembly and Legislative Council Chambers between 30 September and 2 October 2008, and involved 86 young participants from 17 secondary schools, YMCA centres and youth councils from around Victoria.

Now in its 23rd year, the YMCA Youth Parliament continued to provide young people with an opportunity to express their views on current issues. In 2008, bills debated by the Youth Parliament included the Subsidisation of Student Repayment Schemes for Students undertaking Tertiary Education Courses, Duty of Care for the Taxi Cab Industry, Voting Rights for 16 and 17 Year Olds, and Controlling the Environmental Impact from Victoria's Desalination Plant.

To prepare participants for the Youth Parliament, the Serjeant-at-Arms and Usher of the Black Rod provided a training session on 29 September 2008 covering aspects of Chamber protocols, information regarding the role of the Serjeant-at-Arms and Usher of the Black Rod, and a preliminary run-through of the opening ceremony.

Nine current members of Parliament lent their support in taking on the role of Acting Speakers for the Youth Parliament, and parliamentary staff provided Chamber assistance. All proceedings were recorded by Hansard.

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 2008–09 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

Coordinated by the Serjeant-at-Arms Office, the front steps were used for various activities, including launches and community awareness campaigns:

- Guandong General Chamber of Commerce's supporting ceremony for the Beijing Olympics
- Display of Centenary of Suffrage figurines
- The Salvation Army's Overdose Awareness Day memorial service
- Together We Can Stop It Choir (against bullying) performance
- Rotary's *Round Australia Bike Ride* launch
- Office of Women's Policy display of the 2008 Monster Petition
- *So You Think You Can Dance* promotional shots of dancers
- Modification of Parliament House's lighting system to commemorate the Centenary of Women's Suffrage
- International Volunteers Day photographic opportunity
- 2009 Walk for Justice
- Photography for front cover of the 2009 White Pages
- Victorian Women's Trust commemoration of the centenary of the gazetting of the Adult Suffrage Bill 1908
- Department of Justice's Family Violence Road Show media launch
- STOMP09 media call and performance
- Campaign launch of *Victoria's East — Victorious East*.

Queen's Hall

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

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

- Government reception in recognition of the Chile Independence Day
- Australian Unity Limited Australia Day Breakfast
- Menzies Lecture Trust Dinner
- *Fitted for Work* information kit launch
- Victorian Health Promotion Foundation's National Prevention Summit launch
- The Duke of Edinburgh's Awards ceremony
- 25th Anniversary Gala Dinner for the Office of Public Prosecutions

- Jewish Community Council of Victoria's function on behalf of Victoria's Jewish and Indigenous communities
- 20th Anniversary of the Centre for Multicultural Youth
- Annual Waverley Art Competition Presentation of the School Winners
- Book launch of *Stalwarts — A History of the Transport Industry*
- Melbourne Legacy's launch of their Annual Badge Appeal
- Dinner celebrating the Victorian Centenary of Suffrage
- Frances Penington Award ceremony
- Kokoda Reunion Dinner
- Alliance of Girls Schools' International Women's Day Breakfast
- Yarra Valley Italian Cultural Group's book launch of *Dreams from a Suitcase*
- 2009 Victorian Community History Awards
- Reception to mark the 150th Anniversary of the founding of the Presbyterian Church of Victoria by the Scots' Church
- Book launch of *The Cretans of Oceania from the 19th Century*
- Australian Turkish Institute's reception in honour of the wife of the Turkish Prime Minister
- Victorian Multicultural Commission's Interpreters' Scholarship Ceremony.

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

- Display marking the 60th Anniversary of the adoption and proclamation by the General Assembly of the United Nations of the Universal Declaration of Human Rights
- Exhibition of modern miniature paintings to celebrate 40 years of Turkish migration to Victoria
- Annual Waverley Art Competition Display of the School Winners
- U3A Network Victoria's photographic exhibition as part of the Network's 20th Anniversary Celebrations
- Exhibition of *Stalwarts — A History of the Transport Industry*
- Chinese National Day Committee Victoria's Beijing Olympic photographic exhibition
- Australian Denizli Association Incorporated's exhibition of Hattat, an Islamic form of calligraphy

- Araluen Centre for Intellectual Disabilities Corporate Sponsorship Art Program's exhibition of art work
- *Graphic Memory of the Grandmothers from Plaza de Mayo* photographic exhibition
- Mental Illness Fellowship Victoria's photographic exhibition.

Legislative Assembly Chamber

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

- One-day debating competition for local secondary schools in the Bentleigh Electorate
- Institute of Public Administration Australia (Victoria) Policy Leadership Course, *Gain the Policy Edge*
- General Sir John Monash Commemorative Service
- *No To Violence*, Male Family Violence Prevention Association's White Ribbon Day
- Global Terrorism Research Centre, Monash University conference
- Local Government Professionals Incorporated Emerging Leaders Program
- Australian Business Forum's Global Business Forum
- Rotary's Model United Nations Assembly Debates.

Filming at Parliament House

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

- Niruththa Indian Fine Arts Association filming for an Indian DVD
- Numerous RMIT and Swinburne Applied Photography and Fashion Studies shoots
- Channel 7's *Absolutely Melbourne* promotion shoot
- Southern Star Productions No 4 Pty Ltd's *Tangle*
- Lumiere Cine Production and The Salvation Army's *Restore*
- Victorian Employers' Chamber of Commerce and Industry's shoot for images for its Policy and Representation Department
- Tourism Victoria's photographic shoot for the Singapore market and *Nuyou* magazine
- *Levon's Crown* photographic shoot for its inside cover for a CD
- Renegade Films' shoot for its documentary *Ned Kelly Uncovered*
- Tourism Victoria's filming in conjunction with Tourism Australia's Visiting Journalists Program
- Filming for the Tropfest09
- Filming for Australian Tennis Open by WOWOW TV, Japan

- Panoramic 360 virtual reality photography by a member of the public
- Southern Star Productions No 7 Pty Ltd's *Rush*
- Municipal Association of Victoria's photography for their annual report
- Filming by a former member for an Australian-Turkish program.

Procedure Office

Update the Style Guide

The style guide was re-issued in March 2009. Some of the main changes were the inclusion of dates when referencing House documents and Hansard to aid online searching, updated question paper styles and new LAPRAC styles.

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

Legislative Assembly

Review functions of attendants in light of cleaning services review

The review of cleaning services for the Department is now nearing its final stages and, as reported last year, this will have an impact on the Assembly attendants who are currently responsible for light cleaning duties.

In September 2008, following an independently-facilitated consultation process, a report and a number of recommendations were provided to the Department. The report recommended that the cleaning function be removed from the current duties of the Assembly attendants, with a view to this eventually being carried out by a specialist external provider.

This recommendation will impact the start and finish times for attendants, and may lead to an expansion in the community engagement education program. Some of the suggestions relating to the expansion of the tours program include specialist tours of Parliament House (eg 'architecture' and 'art') and the development of Parliamentary Information Talks and Parliamentary Role Plays for year seven students, in addition to years five and six currently being offered.

Participate in the development and implementation of a Parliament-wide sustainability policy

Building on the work commenced in the previous reporting year, Parliament continued to participate in Sustainability Victoria's ResourceSmart Pilot Program.

Following a workshop held for the Sustainability Team, a Sustainability Framework relating to the parliamentary departments was drafted and made available for staff to give feedback. The Framework follows a format developed through the ResourceSmart pilot and represents an alternative environment management system approach for smaller public sector organisations. It provides a basis for sustainability activities over the period 2008–11.

The Framework was subsequently formally approved 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 2008–09.

At a departmental level, discussions have commenced with the Grounds and Maintenance Team over the establishment of recycling points within Parliament House. Options are currently being investigated with a view to implementation during the next reporting period.

Act on outcomes of staff feedback survey

During the reporting year discussions have taken place with staff over the feedback from the confidential survey conducted in the previous year.

As a direct result of those discussions, a new sitting day roster for Procedure Office staff has been developed and is being trialled. Its development followed consultation with all staff in the Office. It attempts to balance the requirement to ensure the Chamber is fully supported at all times with, for reasons of OH&S and work-life balance, the aim to roster as many staff off as possible during evenings.

As is reported elsewhere in this report, there has been considerable consultation with the Attendant Group and, whilst the focus of this consultation was one of their duties and the general operation of the Group, many of the issues which were discussed paralleled those coming out of the survey.

ANZACATT conference, Norfolk Island

In 2009, the Professional Development Seminar of the Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) was hosted for the first time by Norfolk Island. Four officers from the Legislative Assembly attended the Seminar, which this year focussed on the theme of parliamentary privilege.

The Seminar was held from 26 to 30 January, and delegates were shown exceptional hospitality on Norfolk Island. Many opportunities were provided for delegates to obtain an insight into the island way of life, including visits to a number of homes as part of a progressive dinner, and a tour of the island.

A choice of workshops were offered during the Seminar, looking at issues affecting members of Parliaments and committees, the impact of modern communication technologies, and the operation of privilege committees. Four plenary sessions were held relating to the Seminar's theme of parliamentary privilege, during which attendees heard from Professor Geoffrey Lindell and a number of overseas delegates who offered a comparative perspective on the latest developments and issues of parliamentary privilege.

The highlight for Legislative Assembly staff attending the Seminar was the session held on the last day, when questions could be asked off-the-record, and Clerks of Parliaments provided their insights and counsel on varied questions from delegates.

The next ANZACATT Professional Development Seminar will be held in Canberra in January 2010.

Review of regulations relating to parliamentary allowances

Officers in the three parliamentary departments are responsible for administering members' allowances prescribed by the *Parliamentary Allowances Regulations 2003* and the *Parliamentary Committees Regulations 2003*. Both sets of regulations have been amended in a piecemeal fashion over time, and there are now inconsistencies which cause officers and members difficulty in applying them. At the request of the Presiding Officers, officers have commenced working with the Department of Premier and Cabinet to review the effectiveness of the regulations. It is hoped that the outcome of the review will result in regulations that are clearer to apply and which ensure greater transparency.

Clerk's Office

Reflections project

The aim of the project is to collate memories of staff working at Parliament House over the last 50 years. It had been hoped to progress the project during the reporting year but, beyond making contact with a former Clerk and securing his agreement to assist, it had not been possible to make further progress by the end of the reporting year.

In the course of archiving projects undertaken by the Procedure Office, various papers have, however, been identified which may be of interest in throwing light on life as a staff member over the last few decades. These will be formally assessed during the next reporting period.

Procedure Office

Implement the 2008 Archiving Plan

In assessing material in the compactus area, accounts records were identified, disposed of as appropriate, and the remainder were labelled and marked for future disposal.

Work continued on the records in the Clerk's safe. Various miscellaneous documents have either been archived at the Public Record Office Victoria (PROV) or destroyed, as appropriate. Other records have been identified as relevant to existing series and are being boxed in anticipation of future transfers to PROV.

Staff continued to work on the clean-out of the of the Procedure Office's electronic folders, in particular on the readers for the Chamber.

Procedural training for Library staff

In April 2008, the Assembly, together with the Council, presented a training session for interested Library staff on 'how a law is made.' The session was well received and a follow up session on 'a typical sitting day' is planned for late 2009.

Serjeant-at-Arms Office

Attendant group

During the past year, the Assembly attendants have had considerable involvement in a review of the functions and responsibilities of the attendant group. The primary objective of the review was to analyse, consider and determine:

- The implications on the duties of the work group if responsibilities for cleaning and operation of the Chamber sound monitor were removed from attendants; and
- Whether the work of attendants generally undertaken is effective, efficient and economical in the current organisational context.

A consultant was engaged to facilitate discussions with relevant attendants, managers and key stakeholders and to prepare an issues paper. After further consultation and discussion the consultant presented a final report to the Clerk in September 2008. Most of the recommendations contained in the report were accepted by the Clerk and directly led to a restructure of the attendant workgroup.

The restructure allows for career progression and gives a platform from which the community engagement role of attendant staff can be further developed and enhanced. The new work unit is known as the Tours and Customer Service Unit. Three new positions were created as part of the restructure — Manager, Tours and Customer Service Unit; Outreach Program Coordinator; and Tours Program Coordinator. Over the next reporting period changes will be made to duties of staff and a number of job titles will be changed to reflect the change in emphasis of many of the roles within the Unit.

With a restructure and the creation of a number of new roles, the focus of knowledge development over the past year for attendants has been on application writing and interview skills, rather than parliamentary knowledge. Specifically-designed training was provided by the Parliament's Organisational Development unit, which covered aspects of the recruitment and selection process, addressing key selection criteria, and interview preparation. Training was provided in October and November 2008, and was well attended, prior to the new positions being advertised. Appointments to the three new positions were made by the end of the reporting year.

Appendices

Appendix 1 — Staff Employment details July 2008–June 2009

	Ongoing Employees				Fixed term & casual employees
	Employees (headcount)	Full time (headcount)	Part time (headcount)	FTE	FTE
June 2009	53	49	4	49.2	5.6
June 2008	51	45	6	50	5

	June 2009			June 2008		
	Ongoing		Fixed term & casual employees	Ongoing		Fixed term & casual employees
	Employee (headcount)	FTE	FTE	Employee (headcount)	FTE	FTE
Gender						
Male	25	25	1	23	23	0.5
Female	28	24.2	4.6	28	27	4.5
Age						
Under 25	0	0	0	1	1	0
25–34	11	10	3.6	11	11	2
35–44	17	15	1	12	11	1
45–54	10	10	0	13	13	0
55–64	14	13.2	0	13	13	0
Over 64	1	1	1	1	1	1
Classification						
VPS 1	1	0.58	0	1	1	0
VPS 2	16	15.6	1	18	18	1
VPS 3	15	12	1.6	13	13	2
VPS 4	3	3	1	2	2	1
VPS 5	8	8	2	7	7	1
VPS 6	8	8	0	8	8	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.

Appendix 2 — Staff Listing as at 30 June 2009

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
Herta Zimmerman	Cleaner

Tours and Customer Service Unit

Paul Groenewegen	Manager
Warren Smith	Principal Attendant
Mark Smith	Tours Program Coordinator
Andrew Doolan	Outreach Program Coordinator
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
Zdenka Zumr	Attendant Level 1

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 [*on secondment*]

Adam Smith Acting Parliamentary 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

Cheryl Hercus Research Officer

Michelle Summerhill Committee Administrative Officer [part time]

Electoral Matters

Mark Roberts Executive Officer

Natalie Wray Research Officer

Nathaniel Reader Committee Administrative Officer

Family and Community Development

Janine Bush Executive Officer

Tanya Caulfield Research Officer

Lara Howe Committee Administrative Officer

Public Accounts and Estimates

Valerie Cheong Executive Officer

Vicky Delgos Senior Research Officer (Audit Compliance)

Kristopher Waring Senior Research Officer (Economist/Budget Analyst)

Leah Brohm Senior Research Officer (Casual)

Ian Claessen Research Officer

David Baker Research Officer

Melanie Hondros Business Support Officer

Rural and Regional

Lilian Topic Executive Officer

Veronica Pavlovic Research Assistant

Jason Ngam 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

Joint Committee Administration Office

Muriel O’Gorman	Acting Manager
Laurel Keith	Administrative Officer

Appendix 3 — Legislative Assembly Expenditure Statement

	2008–09		2007–08
	Budget \$	Expenditure \$	Expenditure \$
Departmental			
Salaries, overtime and allowances	2,134,725	2,003,265	1,994,123
Payroll Tax	767,952	757,410	756,603
Employer contribution to superannuation	176,174	180,063	143,268
Long Service Leave	90,390	61,541	92,879
WorkCover	120,460	108,973	86,873
General expenses	727,000	405,209	409,191
Printing	546,299	323,745	375,204
Other operating expenses	218,000	184,211	40,134
Total Department operating expenses	4,781,000	4,024,417	3,898,275
Assembly Members			
Salaries and allowances*	9,704,000	9,308,008	9,297,145
Members travel and subsistence	2,968,000	2,775,093	2,424,483
Superannuation	12,130,000	12,605,273	230,000
Total members salaries and superannuation	24,802,000	24,688,374	11,951,627

* *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 2008–09.

Appendix 4 — Joint Investigative Committees Expenditure Statement

Committee	2008–2009	
	Budget \$	Actual \$
Drugs and Crime Prevention	443,390	391,048
Economic Development and Infrastructure	291,413	269,800
Education and Training	521,691	518,896
Electoral Matters	444,238	393,227
Environment and Natural Resources	481,081	404,549
Family and Community Development	390,902	406,789
Law Reform	396,425	390,355
Outer Suburban/Interface Services and Development	324,807	317,681
Public Accounts and Estimates	877,644	853,903
Road Safety	384,758	357,466
Rural and Regional	428,058	390,306
Scrutiny of Acts and Regulations	499,882	483,888
Joint Committee Administration Office	841,721	747,386
Total	6,326,000	5,925,294

Notes

- 1 Committees administered by the Legislative Assembly:
 Drugs and Crime Prevention
 Electoral Matters
 Family and Community Development
 Public Accounts and Estimates
 Rural and Regional
 Scrutiny of Acts and Regulations

- 2 Committees administered by the Legislative Council:
 Economic Development and Infrastructure
 Education and Training
 Environment and Natural Resources
 Law Reform
 Outer Suburban/Interface Services and Development
 Road Safety

- 3 Both House Departments jointly administer the Joint Committee Administration Office. Its budget includes the rental payments for Committee accommodation.

Appendix 5 — Committee Statistics

Committee	Drugs and Crime Prevention	Electoral Matters	Family and Community Development	Public Accounts and Estimates	Rural and Regional	Scrutiny of Acts and Regulations
Full Committee Meetings	14	32	23	43	16	14
Subcommittee Meetings	2	0	4	10	3	10
Public Hearings	14	3	11	13	13	0
Inspections*	19	2	7	0	2	0
Reports Tabled	0	2	1	9	1	19
Discussion Papers	1	0	1	0	0	0

* Inspections were conducted either intrastate, interstate or overseas.

Appendix 6 — Committee Reports

(Committees under the administration of the Legislative Assembly)

Drugs and Crime Prevention Committee

Discussion Paper

Inquiry into Strategies to Prevent High Volume Offending by Young People

Electoral Matters Committee

Reports

International Investigations into Political Donations and Disclosure and Voter Participation and Informal Voting

Inquiry into Political Donations and Disclosure

Family and Community Development Committee

Discussion Paper

Inquiry into Supported Accommodation for Victorians with a Disability or Mental Illness

Report

Inquiry into the Involvement of Small and Medium Size Business in Corporate Social Responsibility

Public Accounts and Estimates Committee

Reports

Annual Report 2007–08

2008–09 Budget Estimates — Part Three

Review of the Findings and Recommendations of the Auditor-General's Reports tabled July 2006 to February 2007

Preliminary Report on New Directions in Accountability — Inquiry into Victoria's Public Finance Practices and Legislation

2007–08 Financial and Performance Outcomes

Review of the Findings and Recommendations of the Auditor-General's Reports 2007

2009–10 Budget Estimates Part One — Volumes One and Two

New Directions in Accountability — Inquiry into Victoria’s Public Finance Practices and Legislation

Inquiry into Victoria’s *Audit Act 1994* — Notification of New Inquiry

Rural and Regional Committee

Report

Inquiry into Rural and Regional Tourism

Scrutiny of Acts and Regulations Committee

Reports

Annual Review 2008

Annual Review 2007, Regulations 2007*

Redundant Corporations Laws

Exceptions and Exemptions to the *Equal Opportunity Act 1995*, Options Paper

Legislation Reform (Repeals No. 4) Bill 2009

Alert Digest Nos 9–15 2008

Alert Digest Nos 1–7 2009

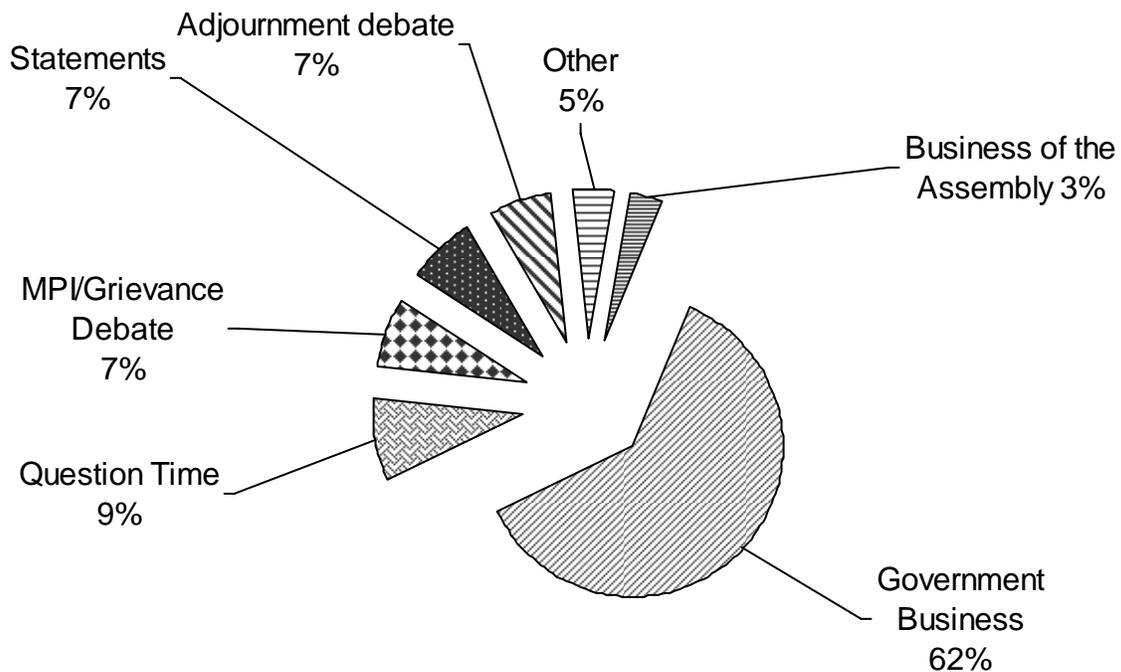
* This was tabled in August 2008 but was incorrectly shown in the Annual Report 2007–08 as having been tabled in that reporting year.

Appendix 7 — Business Statistics

Assembly Business Statistics		2008–09	2007–08	2006–07
House related documents produced		205	214	169
Reports presented by Command		4	3	5
Annual reports presented		298	317	297
Reports tabled by leave		23	17	15
Other documents tabled		1,134	1,012	982
Messages presented		176	148	122
Reports presented by parliamentary committees		40	40	38
Questions	On Notice	988	1,158	374
	Without Notice	420	510	390
Bills	Introduced in the Assembly	85	88	70
	Amended in the Assembly	7	9	6
	Passed both Houses	90	79	75
	Reasoned amendments moved	8	8	4
Divisions		71	42	51
Petitions presented		359	207	140
Days on which grievances were debated		6	6	5
General business notices of motion		652	987	577
Matters of public importance		9	11	9
Statements by members		878	1,057	783
Statements on parliamentary committee reports		84	102	66
Pages of bills proofread		3,889	3,072	3,341
Sitting days		46	51	40
Hours including meal breaks		471:49	500:04	392:27

Appendix 8 — Business Conducted in the Assembly

A breakdown of the time spent on different types of business



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

Appendix 9 — Disclosures Made Under the Whistleblowers Protection Act 2001

For the period 1 July 2008 to 30 June 2009 no disclosures were made.

Appendix 10 — Documents and Evidence Disclosed Under Standing Order 231(3)

Access has been granted to the following records:

- Select Committee on the Yarra Bend Lunatic Asylum, 1856–1919.
- General records of inquiries conducted by the Public Accounts Committee, 1926–30.
- Select Committee on Officers of Parliament, 1856–1919.
- Inward correspondence and general papers, Royal Commission upon the Parliament Buildings, 1877–1991.
- Select Committee on Privilege and Select Committee on Complaints, 1860–1992.