

Department of the Legislative Assembly
Annual Report 2009-2010



15 September 2010

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

Dear Speaker

I have pleasure in forwarding to you the Annual Report for the Department of Legislative Assembly for the year 2009–10.

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

Statement of Corporate Intent

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

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

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

Effective Corporate Governance

- Accountability.
- Confidentiality.
- Impartiality.
- Integrity.
- Learning Environment.

Excellent Service Delivery and Responsiveness

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

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

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

Clerk's Overview

The *Constitution Act 1975* was amended in 2003 to include a disputed bill process. This enables a bill in dispute between the Houses to be referred to the Dispute Resolution Committee for resolution of the impasse. In 2009–10 the disputed bill process was used for the first time with three bills referred to the Committee for resolution. Two bills, the Planning Legislation Amendment Bill 2009, and the Planning and Environment Amendment (Growth Areas Infrastructure Contribution) Bill 2010, were resolved via this process and passed the Houses in an amended form. A third bill, Transport Legislation (Ports Integration) Bill 2010, was still under consideration by the Committee at the time of writing.

Providing support to this process was both complex and challenging. There were contrasting outcomes negotiated for each bill that required the development of new and differing processes for the bills to be considered by the House. The procedures used for dealing with these bill will form a precedence base to deal with future bills that are subjected to the dispute resolution process.

A change in the membership of the Assembly occurred in January when Lynne Kosky, the Member for Altona, and Minister for Transport, resigned for personal reasons. Following the resultant by-election, Jill Hennessy was elected as the new Member for Altona and took her seat in the Assembly on 23 February 2010.

The transfer of the remaining security functions to the Department of Parliamentary Services (DPS) was achieved during the year. Other than responsibility for security in the Assembly Chamber, all security functions now reside with DPS. This initiative was first proposed in 2004 and it is pleasing to see it finally come to fruition.

Changes to our cleaning arrangements occurred during the year. All cleaning is now carried out under a comprehensive service agreement managed by DPS. This enables the Assembly areas of the building to be cleaned outside business hours, without disruption to members or staff. As part of the change in cleaning arrangements, our attendant workgroup is no longer responsible for light cleaning duties and this has allowed us to expand our public tour schedule and community engagement program.

Much work has been done during the year to expand our community engagement program to cover the requirements of year 12 legal studies. In developing this new presentation, our tour guides worked closely with some year 12 teachers to ensure that the information provided in the presentation is closely aligned with the Victorian Essential Learning Standards (VELS). The presentation is currently being trialled and will be available for schools in term one of 2011.

In previous reports I have mentioned the large amount of work that is undertaken to develop procedure and practice guides for staff. Our two major guides are the Legislative Assembly Practice Manual and the Committee Procedures Manual. These tomes are printed in hard copy form and are a valuable reference tool for Assembly staff. It has long been recognised that these manuals would be more beneficial if the information that they contain was easily searchable. We have recently trialled new

software called eComPress that provides fast and efficient searching capabilities. Work is currently underway to enable publication of these manuals through the eComPress system.

The Standing Orders Committee continued its work in reviewing and modernising the practices of the House. The Committee tabled two reports — one dealing with the improvements of certain procedures, such as divisions, passage of legislation and the adjournment debate; and the second recommending changes to simplify and improve the opening of Parliament arrangements. At this stage the House has not considered either of these reports, or the Report of the Committee tabled last year recommending the implementation of an epetition system.

Once again I thank all Assembly staff for their work in supporting the House and its committees over the past 12 months. The achievements of the Department during the year are a testament to their hard work and dedication.

Ray Purdey
Clerk of the Legislative Assembly

Report on Output Measures — Legislative Assembly

Output/Deliverable	Target	Actual
<i>Quantity</i>		
Security audit requirements met a year	2	2
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%	83%
Visitor satisfaction with service quality in relation to tours of Parliament	85%	90% ¹
<i>Timeliness</i>		
House documents available one day after sitting day	100%	100%
Documents tabled within time guidelines	90%	100% ²
<i>Cost</i>		
Total output costs	\$30.5m	\$30.1m

¹ The actual result is slightly in excess of 5% above the target. Satisfaction levels are always difficult to anticipate as the results depend on individual expectations and perceptions. For 2010–11 the target has been replaced with a survey based on teacher satisfaction with tours for school groups and a target of 90%.

² This measure relates to the processing of a range of documents for tabling in the House. These documents include reports, planning schemes, regulations, codes of practice and a range of other documents required to be tabled by statute. Our aim is to process the documentation to ensure it is tabled on the day following receipt. The volume processed for each sitting day varies significantly and the benchmark has been set bearing in mind the pressures staff work under at peak times. There are various factors outside our control which impact on our ability to achieve the target, including the volume of documents (particularly annual reports in September/October) and the time the tabling copy and stock are delivered to us. Apart from the actual percentage reflecting dedication of staff involved, there is a touch of good fortune in achieving a higher percentage because of the external factors beyond our control. If the Public Finance and Accountability Bill 2009 is enacted, this will considerably increase the workload for Assembly staff and put further pressure on them being able to meet the current output target.

Report on Output Measures — Joint Investigatory Committees

Output/Deliverable ¹	Target	Actual
<i>Quantity</i>		
Reports tabled per annum	28	43 ²
Discussion/Issues Papers published per annum	1	1 ³
<i>Quality</i>		
Committee Members satisfied with accuracy and timeliness of procedural, research and administrative advice	80%	90% ⁴
Reports produced in compliance with procedural and legislative requirements	100%	100%
<i>Timeliness</i>		
Reports tabled within procedural and legislative deadlines	100%	100%
<i>Cost</i>		
Total output cost	\$6.6m ⁵	\$6.5m

¹ Includes outputs of joint investigatory committees administered by the Legislative Council.

² Explanation of variance > 5%: Joint Investigatory Committees received more inquiries from the Houses of Parliament than anticipated and have therefore tabled a greater number of reports than expected. This reflects the responsive nature of committee work.

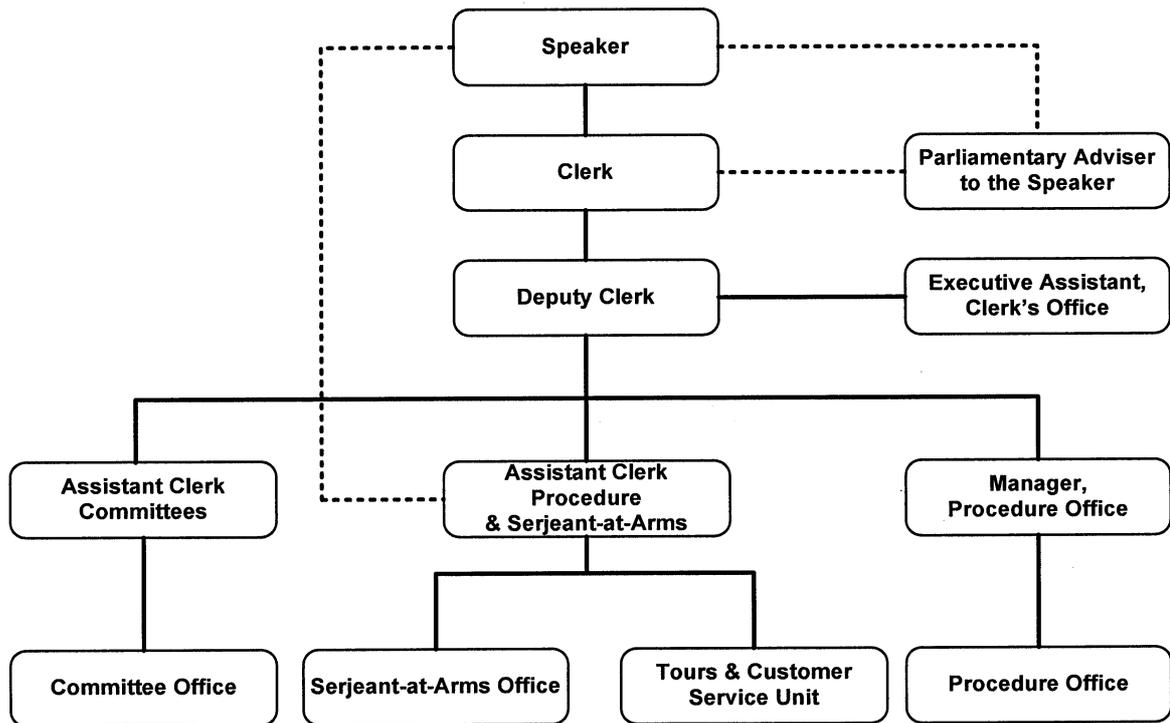
³ This discussion paper was tabled in both Houses. For output purposes, however, it is counted as a discussion paper and not a tabled report.

⁴ Figure provided in annual survey of members. Explanation for variance > 5%. Committee members reported a higher than expected level of satisfaction with advice given.

⁵ Target output includes services to the value of \$95,000 received at no charge from VAGO.

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

Serjeant-at-Arms Office

The Office of the Serjeant-at-Arms is, by custom, a long-established high profile position recognised in Westminster-style Parliaments. The position has existed in Victoria since the establishment of the first Legislative Assembly in 1856. As Principal Executive Officer to the Speaker, the role includes responsibility for ceremonial events; member services including 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, produces a number of records of the proceedings of the Assembly. Accurate records are produced in a timely manner, often under tight timeframes. Records produced in 2009–10 include:

- 52 *Votes and Proceedings*, including the Consideration in Detail supplement
- 51 Notice Papers
- 50 Question Papers
- 52 Chamber Minutes
- 6 Consideration in Detail Minutes.

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. In addition, a graphical analysis of statistics was published at the end of the calendar year.

The Procedure Office, under the authority of the Clerk, prepared bound volumes of parliamentary documents for the 2009 calendar year, including question and notice papers, and documents ordered to be printed (parliamentary papers).

Maintain and update our knowledge management systems

LAPRAC

Following investigation of options for the publication of LAPRAC, eComPress Publisher is being considered. This is a system for publishing documents in a compressed and secure (electronic) form: see the report on pages 58–9. In preparation for using eComPress, work on reviewing existing chapters for accuracy and currency took place in advance of reformatting the electronic chapter files for publication which will commence in 2010–11.

An overhaul of Chapter 1 — *The Parliament and the Relationship between the Houses* — was undertaken with the aim of reworking the chapter so as to be more practical in its procedural application. Issue of a new Chapter 1, titled *The Parliament, Constitution and other sources of Authority*, is expected in 2010–11 and will also be issued as part of the eComPress project.

The review of Chapter 10 — *Legislation* — continued with part one (of three) currently waiting approval. Review of the chapter is ongoing.

In addition, staff continued to work on a number of research and updating projects for both new and existing chapters. Topics covered included divisions procedure, Dispute Resolution Committee and joint investigatory committees. Ongoing updating of the index, schedules and tables of standing orders and statutes was also carried out.

Rulings from the Chair

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

Clerk's Office

Complete the transfer of security to the Department of Parliamentary Services

As mentioned in last year's annual report, this financial year saw security responsibilities (excluding security within the Assembly and Council Chambers) transferred from the Department of the Legislative Assembly and the Department of the Legislative Council to the Security and Electorate Properties Unit of the Department of Parliamentary Services.

The Security and Electorate Properties Unit assumed responsibility for the following activities:

- Overseeing the mail scanning function at Parliament House, effective 1 July 2009.
- Management of AFS (a private security firm responsible for screening visitors into the Parliament), effective 1 July 2009.
- Receipt and dissemination of information about demonstrations and protests, effective 1 August 2009.

The remaining security duties (excluding security within the Chambers) transitioned to the Unit on 27 October 2009. This included installation of the new access control system across the parliamentary precinct in accordance with the Parliamentary Security Pass & Building Access Policy & Procedure. The access control reader at the car park gate was not changed over to the new system at this time and continues to operate on the previous Ares access system. The Serjeant-at-Arms Office still manages access cards for this card reader and will continue to do this until the new Vehicle Management Policy is finalised and associated equipment installed.

The Parliamentary Security Group (PSG), which reported to PEG on security matters as detailed in last year's annual report, was disbanded on 13 November 2009. Policies in relation to security now go to the Senior Management Group and they consult with various stakeholders as required.

Serjeant-at-Arms Office

New cleaning arrangements in place

During 2009–10, the Department finalised work on the development of a cleaning strategy. As part of the project the Department's cleaning requirements were documented and a comprehensive cleaning schedule developed. Based on the documented cleaning requirements, the function of cleaning was transferred to the Department of Parliamentary Services effective from 1 February 2010.

The cleaning of staff and members' offices is now conducted outside of business hours. This and other changes associated with the transfer of the responsibility of cleaning have been very well received.

Revision of duties of Tours and Customer Service Unit staff

As cleaning services have now been transferred to the Department of Parliamentary Services, the attendant workgroup is no longer responsible for light cleaning duties. The finalisation of the transfer of cleaning services has led to changes to the position titles and position descriptions for the attendant staff. The attendant workgroup is now known as the Tours and Customer Service Unit, and the majority of the attendant positions are now known as either Tour Guide or Senior Tour Guide.

The new position titles reflect an expansion of the community engagement and education program offered by the Legislative Assembly.

Value Two: Excellent Service Delivery and Responsiveness

Legislative Assembly

Implement the revised Parliament internet site

In 2008 the Parliament of Victoria began a project to redesign the Parliament's internet site and in June this year the new site went live. The new site uses a content management system (CMS) and staff were trained in using the CMS during the year. Much work was then done to get the site ready for launch, particularly in the joint investigatory committees where there was a lot of information on previous inquiries to transfer to the new site. In addition all pages needed to be edited and styled appropriately. Through participation in the editorial group, the Assembly will continue to work on improving the new website.

Implement epetitions system

Last year's annual report noted that the Standing Orders Committee presented a report in May 2009 proposing an epetitions model. To date, the House has not debated, nor taken action to implement, the report's recommendations regarding epetitions.

The Standing Orders Committee's report on epetitions is available on the Parliament's website at www.parliament.vic.gov.au/la-standing-orders/article/635.

Develop program and host UK delegation

In September 2009 the Parliament hosted a delegation of six members and an accompanying officer from the United Kingdom House of Lords and House of Commons. The delegation aimed to get a better understanding of the challenges of healthcare and education in urban and rural areas of Victoria; the impacts of and lessons learnt from the 2009 Black Saturday bushfires; agricultural development and the environment; and the development of industries in Victoria. An extensive program was developed by the Clerk of the Parliaments.

During their visit, the delegates observed question time in both Houses and met with the Presiding Officers, Clerks and members. The delegates visited the City of Bendigo and had the opportunity to meet with the CEO of the Greater City of Bendigo, the Regional Director of Education and visit the Bendigo Health Care Group. Delegates also inspected the bushfire areas of Marysville and Kinglake and met with the Deputy Mayor of the City of Melbourne. In addition, they had the opportunity to visit the Melbourne Cricket Ground and the Yarra Valley.

Delegations

National Assembly of Vietnam

A delegation of 10 led by the Chairman of the Foreign Affairs Committee of the National Assembly in Vietnam, the Hon Nguyen Van Son, visited the Parliament in August 2009. A luncheon was organised by the Clerk's Office and hosted by the Presiding Officers.

Scottish Parliament

In October 2009, the Parliament hosted a delegation of eight members and accompanying officers from the Scottish Parliament led by the Speaker, Mr Alex Ferguson MSP. The delegation had the opportunity to observe question time in both Houses, meet with members and tour the building. The Presiding Officers hosted a luncheon attended by the Clerks of both Houses. The program was developed by the Clerk's Office.

Parliament of Vanuatu

A delegation of seven members from the Parliament of Vanuatu led by the Speaker, the Hon Maxime Koran Carlot MP, visited the Parliament in October 2009. A luncheon was organised by the Clerk's Office and hosted by the Presiding Officers. The delegates also met with the Environment and Natural Resources Committee Chair and secretariat.

Parliament of Bosnia and Herzegovina

A delegation of seven members from the Parliament of Bosnia and Herzegovina visited the Parliament in October 2009. A luncheon was organised by the Clerk's Office and hosted by the Speaker.

Jiangsu Delegation

A delegation from the Jiangsu Provincial People's Congress led by Mr Liang Baohua, Chairman of the Standing Committee, visited the Parliament to sign a Memorandum of Understanding with the State of Victoria in December 2009. The visit coincided with the 30th Anniversary of the Sister-State Relationship between Jiangsu and Victoria. Arrangements for the visit were organised by the Department of Premier and Cabinet. The Presiding Officers hosted a dinner at Parliament House attended by the Clerks of both Houses.

Aichi Delegation

A delegation from the Aichi Prefectural Assembly led by Mr Takamasa Suzuki, Vice Chairperson, visited the Parliament from 26–29 January 2010. Arrangements for the visit were organised by the Speaker's Office. During the visit delegates attended the Australian Tennis Open, viewed the bushfire reconstruction effort in Kinglake and Marysville, and toured the Yarra Valley. The Presiding Officers hosted a dinner in their honour which was also attended by the Clerks.

Chilean Delegation

A delegation led by His Excellency Senator Jovino Novoa, the President of the Senate of Chile, visited the Parliament in February 2010. The Presiding Officers hosted a lunch at Parliament House attended by the Clerks of both Houses.

La Trobe Summer School

In February 2010 the Victoria Branch of the Commonwealth Parliamentary Association hosted a delegation of 45 representatives from the La Trobe University 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.

Tasmanian Delegation

In May 2010, the Parliament hosted a delegation of four members led by the Speaker, the Hon Michael Polley MP, House of Assembly, Parliament of Tasmania. The Presiding Officers hosted a dinner at Parliament House attended by the Clerks of both Houses. A two day program prepared by the Clerk's Office included meetings with various parliamentary staff and members, and the opportunity to observe question time in both Houses.

Attachments

Hansard Director, Parliament of Nauru

Mrs Jennie Reiyetsi, Hansard Director, Parliament of Nauru, undertook an attachment with the Parliament from 3 to 16 August 2009. An extensive program was developed by the Clerk's Office which included meetings with various staff from the three departments and the opportunity to shadow Hansard reporters in the Chamber.

Officer from the Jiangsu Provincial People's Congress

The Legislative Assembly hosted Mr Xu Yajun from the Foreign Affairs Committee of the Jiangsu Provincial People's Congress for a one day attachment on 11 November 2009 as part of his overall attachment with Parliament of Victoria from 9–20 November 2009. A program was developed by the Clerk's Office. Officers also participated in other aspects of the overall program.

Director of Clerking and Report, Scottish Parliament

Ms Elizabeth Watson, Director of Clerking and Report for the Scottish Parliament, visited the Parliament in January 2010 on a one day attachment and was hosted by the Clerk. Ms Watson met with the Clerks of both Houses and other staff. The attachment program was prepared by the Clerk's Office.

Tuvalu Attachment

As part of the Commonwealth Parliamentary Association's Trust Fund Program, Mr Andrew Semeli, Deputy Clerk, Parliament of Tuvalu, undertook an attachment with the Parliament from 23 April to 10 May 2010. An extensive program was developed by

the Clerk's Office which included meetings with various staff from the three parliamentary departments.

DARU seminar

During the last reporting period Chamber Officers from both Houses ran a half-day workshop for the Victorian Council of Social Service (VCOSS). The workshop was part of a series being undertaken by VCOSS members to develop effective and strategic advocacy.

This year the Clerk of the Parliaments was approached by the Disability Advocacy Resource Unit (DARU) with a request to run a similar workshop. DARU is a statewide service run by and for people with disabilities. Its primary objective is to strengthen the total advocacy effort for people with disabilities.

DARU runs regular training sessions to assist disability advocates in their work. They had identified that many disability advocates are unsure of parliamentary processes and a better understanding would be beneficial in their work

Accordingly, in March 2010, a half-day workshop was held for DARU members. Following a tour of Parliament House, Clerks of both the Legislative Assembly and Legislative Council presented topics on the work of the Houses and practical ways in which DARU members can track and seek to influence legislation. These prompted considerable discussion and positive feedback from participants.

Clerk's Office

Support the Standing Orders Committee in its review of the arrangements for the Opening of Parliament

During the year, the Clerk's Office provided support and advice to the Standing Orders Committee as it carried out an inquiry into ways to modernise the Opening of Parliament. The Committee presented its report in December 2009, and made some recommendations to improve and modernise the Opening, while retaining some traditional elements. The main changes proposed are to:

- conduct an indigenous Welcome to Country ceremony and a smoking ceremony
- no longer require the introduction of a Privilege Bill, and assert the House's rights through formal business instead
- have the Commissioner appointed to swear in Assembly members proceed direct to the Assembly Chamber, removing the need for Assembly members to attend the Council Chamber to hear the Commission from the Governor being read
- ensure there is sufficient accommodation in the Council Chamber and galleries for Assembly members to be accommodated during the Governor's speech.

In reaching its recommendations, the Committee worked with the Standing Orders Committee of the Legislative Council, as the Opening of Parliament involves both Houses. The Standing Orders Committees jointly appointed a subcommittee to investigate the issues and report back to the Committees.

To date, the House has not debated the recommendations, nor amended the Standing Orders to give effect to the proposals. The proposals would require significant changes to the operational arrangements for Opening Day, and officers of all three parliamentary departments will need to respond to any requirements set out by the Houses.

The Committee's report is available on the Parliament's website at <http://www.parliament.vic.gov.au/la-standing-orders/article/635>.

Modernising standing orders

During the reporting period, the Standing Orders Committee reviewed the standing orders and procedures relating to the passage of legislation, petitions, the adjournment debate and divisions to identify any improvements. The Clerk's Office supported the Committee in its investigations. The Committee presented its report in December 2009. In its report, the Committee proposed:

- providing for members with childcare responsibilities to participate in party votes, while keeping the child with them
- a response mechanism for matters raised on the adjournment debate on occasions where the responsible minister is not in the Chamber when the matter is raised
- a response mechanism by which ministers provide a written response to petitions presented to the House
- no change to the arrangements for the passage of legislation, as the current process serves the House well.

The analysis and recommendations are set out in the report presented to the House in December, which also covered arrangements for the Opening of Parliament.

Clerk's Office/Procedure Office

Scope and develop a tabled documents database

Last year's annual report noted that work on scoping a tabled documents database had been deferred in lieu of the completion of the questions database. With the questions database now in its final stages of completion Assembly officers, in collaboration with colleagues from the Legislative Council, began work on scoping an online tabled documents database. Currently the Assembly maintains a database which has limited functionality and is available on the intranet only.

The initial aim of the scope was to assess the ability of a tabled documents database to provide:

- a searchable database of all documents tabled in the Legislative Assembly and Legislative Council, to enable easy tracking of tabled documents through an internet webpage interface
- easy access to electronic copies (PDF) of tabled documents
- public access to tabled documents via the internet.

In November the Government introduced the Public Finance and Accountability Bill 2009. The Bill facilitates the tabling of annual reports on non-sitting days and requires the Clerks to provide a copy of such reports to each member. During discussions between officers and colleagues in the Council it was decided that, due to the possibility of large quantities of reports being tabled out of session, the easiest way to comply with the requirement to provide members with copies would be to provide a link to a database containing the report. In consultation with staff from the Library it was decided that the current tabled database was capable of being enhanced to manage the required task.

Initially, to meet the requirements anticipated by the Bill, an interim upgrade has been planned. Following the implementation of the interim measures, work will return to focussing on developing the full online version of the tabled documents database within the original aims of the scope.

Implement the questions database in conjunction with other departments

Assembly staff, along with their Council colleagues, undertook significant testing of the questions database during the year. Earlier stages of the database's development were explained in last year's annual report. A great deal of work was accomplished this year in:

- installing the database in Parliament's environment
- developing a tool with which to generate question paper documents
- refining the search functionality which will be available to members and the public
- uploading legacy data, noting that both Houses have published an extraordinary number of questions on notice this Parliament
- creating a tool with which to upload answers to questions on notice directly by Parliament, rather than interfacing with government departments.

Subject to further testing, the Assembly and Council intend to start using the database to generate question paper documents early in the next reporting period, with a view to launching the database in time for use in the 57th Parliament.

Participate in review of legislation website

Following advice from the Office of the Chief Parliamentary Counsel (OCPC) that it planned to update the legislation website, the opportunity was taken to consider updates to the parliamentary documents part of the website. Following a review of the bills pages of other Australian parliaments, a 'wish list' of potential upgrades was developed and subsequently shared with the OCPC. It is hoped that some of these changes can be put in place in the next 12 months. The intention is also to transfer the House documents, including notice papers and *Votes and Proceedings* to the Parliament's new website during this period.

Proofreading of bills for royal assent

One of the critical, yet largely unseen, duties of Procedure Office staff is to proofread all bills before they are presented to the Governor for royal assent.

Proofreading takes place in teams of two, each person in turn reading out a page which is checked against the certified bill agreed to by both Houses. This is a time consuming process but one that is essential. Victorians need to be able to rely on there being no inconsistency between the bill as passed and the copy assented to by the Governor.

One challenge in providing resources for proofreading is that it is difficult to predict the volume of work arising from a sitting week. It is entirely dependent on legislation being agreed to by both Houses. Similarly, the size of bills varies considerably.

In March, staff in the Procedure Office faced the challenge of having to proofread what is believed to be the largest bill ever passed by the Parliament of Victoria, the Offshore Petroleum and Greenhouse Gas Storage Bill 2010. The bill was a hefty 966 pages long and, having been passed by the Legislative Assembly in February, was then passed by the Legislative Council in the evening of Thursday 11 March 2010.

The challenge of completing the proofreading in a reasonable time was compounded by the need to also proofread other bills passed that week, notably the Accident Compensation Amendment Bill 2009 which was 349 pages long.

In all, staff spent a combined total of 55 hours and 20 minutes working hours over a period of nearly five working days proofreading these two bills. Given the size of the task, other staff were also prevailed upon to help. That was particularly necessary because the proofreading had to be finished in a non-sitting week which was sandwiched between two sitting weeks. It was with much relief that the proofreading was completed in time for the Governor to assent to both bills on 23 March 2010.

Preparation of petitions for presentation in the House

Members wishing to present petitions must lodge them with the Clerk. Before presentation, petitions need to be checked by staff from the Clerk's Office. Only signatures from Victorian residents are acceptable and, inevitably, the occasional frivolous signature needs to be discounted. Staff then calculate the total number of valid signatures.

The checking process can be very time consuming, particularly for large petitions. In addition, it is not possible to predict or plan for the number of petitions lodged by members in any given week. To the end of the reporting period 1,015 petitions have been presented during the current Parliament, containing an overall total of 523,139 signatures.

One particularly significant petition was tabled in the last sitting week of the reporting period. The petition for additional police officers contained 67,104 signatures. It is the largest single petition known to have been tabled in the Legislative Assembly, beating the previous largest of 51,645 tabled in 1999 relating to capital punishment.

Spread amongst a number of staff, it took a total of 46 hours and 5 minutes to check the signatures prior to tabling. Given the amount of work, staff from outside the Clerk's Office were co-opted to assist with the checking process.

Bearing in mind that, in the week it was tabled, 28 other petitions were also presented containing a total of 12,362 signatures, it can be seen that the level of resources required to process petitions for presentation in a timely fashion is considerable. Staff take a lot of pride in supporting the Chamber to the best of their ability and often face significant workloads and time pressures in providing that service.

Committees

Drugs and Crime Prevention Committee

It has been an extremely busy year for the Drugs and Crime Prevention Committee. The Committee completed its inquiry into Strategies to Prevent High Volume Offending and Recidivism by Young People and commenced three new inquiries — Inquiry Into People Trafficking for Sex Work, the Inquiry into Strategies to Reduce Crime Against the Person and the Inquiry into the Impact of Drug-related Offending on Female Prisoner Numbers. Each inquiry has proved to be extremely interesting and challenging and to be far more complex than originally anticipated.

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

During 2009 the Committee focussed its work this inquiry. The report was tabled in July 2009. The Committee examined strategies that aim to, firstly, prevent young people from ever getting into the juvenile justice system and secondly, if this is unsuccessful, to recommend strategies that will reduce or eliminate further offending. The report contained 41 recommendations to Government in the areas of education, employment and training, legal and justice strategies — particularly those focussing on diversionary measures — child development and welfare, community capacity building and research.

There has been considerable interest in this report and the Chair has been invited to speak at national seminars on the Committee's findings and recommendations.

Inquiry into People Trafficking for Sex Work

In recent years there have been growing concerns expressed at state level that the illicit trade in women for sexual purposes is increasing in Victoria, most noticeably in

Melbourne based brothels and other areas of the sex industry. Evidence also suggested that Melbourne is second only to Sydney as a destination for victims of sex traffickers, with the majority of cases of sexual servitude and trafficking being heard in Victorian criminal courts. These cases have followed Department of Immigration and Citizenship compliance raids on Victorian brothels and/or investigations by Australian Federal Police based in Melbourne.

Whilst the investigation and prosecution of trafficking crimes is primarily a federal responsibility, states can play an important role in addressing sex trafficking through their regulatory oversight of brothels and prostitution. Although there have been a number of inquiries into sex trafficking at the federal level, given the concerns expressed with regard to trafficking on the local scene, it was timely that an inquiry into sex trafficking be held at state level. The Committee commenced the inquiry in September 2009.

In conducting the inquiry the Committee employed a variety of processes and methodologies to gain a comprehensive understanding of people trafficking for sex work in Victoria and the current strategies that are employed or are needed to combat the problem. The research and deliberation process included a comprehensive literature review, a call for public submissions, public hearings and briefings. Local councils and shires, and key government and non-government agencies were encouraged to make submissions. The Committee also travelled to Canberra and Sydney to gather evidence.

The report was tabled in June 2010. A key recommendation made by the Committee was that a special unit be located in the Department of Justice to oversee the sex industry with a brief to address the issue of sex trafficking in Victoria in collaboration with state and federal law enforcement authorities and community agencies with expertise in supporting trafficked women. There has been considerable interest in the findings of this inquiry. The Chair has been invited to be a keynote speaker at the Australian and New Zealand Institute of Criminology's annual conference, Cross-border and Transnational Crime: Risks and Responses, in September 2010.

Inquiry into Strategies to Reduce Crime Against the Person in Victoria

Crime against the person is one of four general classes of crime recorded in Victoria. Within this class there are six offence categories. Given the complexities and magnitude of undertaking an inquiry that sought to investigate and make recommendations to address all four categories of crime, the Committee decided to narrow the scope of the inquiry.

In Victoria there has been growing concern about the nature and extent of violent crime in recent times. Newspaper headlines and editorials have focussed on alcohol-fuelled violence occurring in late night entertainment precincts, and attacks on international students and other groups who were seen to be vulnerable.

Given recent concern which has focussed on assaults in public places, particularly in and around licensed premises and the alleged targeting of particular groups, the Committee decided to focus its work on assaults in public places. This narrowing of the scope of the inquiry does not suggest that the Committee views violence that occurs in family and private situations as not being significant or extremely harmful.

In conducting the inquiry the Committee worked to gain a comprehensive understanding of the nature, extent and causes of assaults in public places in Victoria, and strategies that are currently employed or are needed to address the problem.

The Committee commenced the inquiry by receiving a background briefing from Victoria Police and undertaking a comprehensive review of the literature on assaults in public places and initiatives that have been used in Victoria, Australia and overseas to address the problem. Public hearings were held in Melbourne from October 2009 to March 2010. The Committee also conducted telephone conferences with expert witnesses from interstate.

Through its research the Committee identified that Dandenong, Frankston and Ballarat, along with the Melbourne CBD, St Kilda and Prahran, had experienced significant rises in the number of assaults in public places. As the Committee had already called for submissions and held public hearings where it collected considerable evidence on matters relating to the Melbourne CBD, St Kilda and Prahran, it decided to travel to Dandenong, Frankston and Ballarat to conduct forums and public hearings. The Committee also held meetings and a forum in Geelong. Geelong was selected because it had implemented a range of successful initiatives to reduce problems of alcohol-fuelled violence in the region. Members visited the Geelong entertainment precinct with members of Victoria Police and the Safe City Committee of Geelong.

The Committee undertook a night-time site visit of the Melbourne CBD with representatives of Victoria Police. This provided it with first-hand experience of some of the issues confronting community safety in the CBD. In addition, Committee members and staff attended a conference and seminars relating directly to the inquiry's terms of reference.

The report is due to be tabled in the Parliament on 31 August 2010.

Inquiry into the Impact of Drug-related Offending on Female Prisoner Numbers

In 2009 the Victorian women's prison population reached its highest level since 1892. Between 2008 and 2009 the number of incarcerated women rose by 25 per cent. This increase has prompted a range of concerns shared by government and the community. One of the reasons thought to contribute to the increase is a correlative increase in drug and drug-related offending among women.

The Parliament of Victoria has therefore requested that the Committee inquire into and consider the impact of drug-related offending on female prisoner numbers. The Committee commenced this inquiry in May 2010.

In conducting this inquiry the Committee has examined data including research and policy literature, statistical reports on offending and demographic data pertaining to the women's prison population in Victoria. The Committee drew on various strategies to canvass the issues and receive input and information from as many individuals, agencies and organisations as possible that have an interest in the issues the terms of reference raised.

A review of the literature on drugs and women's imprisonment in Australia, including academic articles, policy documents and available statistical information has been undertaken. Those with an interest in the area made submissions and public hearings

were conducted in Melbourne in June and August 2010. The Committee visited women's prisons in Victoria to gain insights into the work of these organisations, the programs conducted and the views of senior staff on issues relating to the inquiry. In the time available, the Committee expects to write only an interim report, to be tabled in September 2010.

Electoral Matters Committee

The Committee completed three inquiries in the reporting period.

Inquiry into voter participation and informal voting

In 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.

Inquiry into provisions of the Electoral Act 2002 relating to misleading or deceptive political advertising

In April 2009, the Committee received terms of reference from the Legislative Council to inquire, consider and report no later than 28 February 2010:

- (1) on the deliberate misleading of the electors in the 28 June 2008 Kororoit by-election, whereby a pamphlet authorised by the Secretary of the Australian Labor Party was distributed that claimed 'A vote for Les Twentyman is a vote for the Liberals' contributing, in the opinion of the Victorian Electoral Commissioner, to 'an undesirable trend for candidates to take advantage or build on community misunderstandings of preferential voting with confusing statements'; and
- (2) as the Victorian Electoral Commissioner has suggested in his *Report on the Kororoit District By-election held on 28 June 2008*, whether the *Electoral Act 2002* should be amended to improve the operation of the misleading provisions of the Act so that such abuses are more likely to be successfully prosecuted.

Inquiry into the functions and administration of voting centres

In May 2010 the Committee self-referenced an inquiry to consider and report to Parliament into the functions and administration of voting centres (including joint voting centres) giving consideration to issues of location, accessibility, participation and transparency.

Inquiry work

For each of the inquiries the Committee advertised the terms of reference in the major daily newspapers and received many submissions. The submissions were placed on the Committee's webpage. All the inquiries were well received by organisations and individuals interested in electoral reform.

Public hearings were held for the inquiry into voter participation and informal voting, and the inquiry into the provisions of the *Electoral Act 2002* relating to misleading or deceptive electoral conduct. The latter inquiry generated considerable media interest. Much of the work for the inquiry into voter participation and informal voting was completed in the previous financial year and the report was tabled in July 2009. The

government response to this report was tabled in June 2010, the same day the Electoral Amendment (Electoral Participation) Bill 2010 was introduced into the Legislative Assembly. The Bill contains legislative amendments to the *Electoral Act 2002*, a number of which drew on the report's recommendations.

With the November 2010 election in mind, the Committee considered an inquiry into the functions and administration of voting centres was timely, to enable interested electoral participants to comment. The inquiry was a necessarily short one of six weeks to enable the Committee to inform the Victorian Electoral Commission at the earliest opportunity of the findings and recommendations, so that the planning and work for the State election could proceed unabated. As a consequence of the short inquiry timelines the Committee did not hold public hearings, though did consult with the Commission.

Of the three inquiries, the Committee tabled the *Report into Voter Participation and Informal Voting* in July 2009. The *Report into the provisions of the Electoral Act 2002 (Vic) relating to misleading or deceptive political advertising* was tabled in March 2010 and the *Report into the Functions and Administration of Voting Centres* was tabled in June 2010.

Other activities of the Committee

The Committee's inquiry into political donations and disclosure generated considerable media and community interest and, in July 2009, the Chair and Deputy Chair participated in a forum at Parliament House on the topic.

In February 2010 Mr Robin Scott MP became the new Chair of the Committee following the resignation in December 2009 of Mr Adem Somyurek MLC as Chair, who remained a member of the Committee.

The Committee also received several briefings from the Victorian Electoral Commission on plans for the 2010 Victorian State election.

In February 2010 the Victorian Government released its *Annual Statement of Government Intentions* in which it indicated that the Committee would be required to evaluate the outcomes of the Commonwealth Government's White Paper on Electoral Reform and report to the Parliament with recommendations for Victoria. It is, however, unlikely that the White Paper will be released until later in the calendar year.

Family and Community Development Committee

The Committee completed its Inquiry 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 requesting it to consider this issue. The Committee combined the terms of reference and produced one report.

The final report for the inquiry was tabled out of session in January 2010 and formally tabled in the Houses in February.

The Committee received a new inquiry from the Legislative Council in August 2009, due to report on 30 September 2010. The terms of reference asked the Committee to consider the adequacy and future directions of public housing in Victoria.

Due to resource shortages, the Committee started the inquiry in November 2009 when it called for submissions. Briefings were held in December 2009 with a number of non-government and government service providers and advocacy groups. This assisted members in building a broad understanding of current issues relating to public housing in Victoria and to produce a submission guide. The Committee received 109 submissions.

Public hearings were held in February and March 2010 with 94 witnesses appearing before the Committee, representing 42 organisations. Site visits were conducted in March 2010. The Committee visited public housing sites in metropolitan and regional Victoria, including existing and older public housing and new social housing developments.

In February 2010, Mrs Helen Shardey MP joined the Committee replacing Ms Mary Wooldridge MP.

Public Accounts and Estimates Committee

The Committee has continued to examine the budget estimates and financial and performance outcomes, and to undertake its legislative responsibilities connected with the operations of the Victorian Auditor-General's Office. The Committee is now in its third year of following up the findings of the Auditor-General's reports, in a systematic manner.

Significantly, the Committee has progressed its Inquiry into Victoria's *Audit Act 1994* with submissions from, and hearings with, important stakeholders from the public and private sectors. The Committee hopes to table its final report on this inquiry with better practice recommendations by October 2010.

In May 2010, as required under the *Audit Act 1994*, the Committee also completed its tender, selection and recommended appointment of an independent financial auditor for a period of three years to conduct annual financial audits of the Victorian Auditor-General's Office, as well as an independent performance auditor to conduct a performance audit of the Auditor-General and Victorian Auditor-General's Office. The auditors will report their findings in early 2010–11.

During the year, the Committee formally met on 27 occasions and held a total of 58 public hearings in relation to its inquiries on:

- the 2010–11 Budget Estimates
- Victoria's *Audit Act 1994*
- a review of the findings and recommendations of the Auditor-General's report *Patient Safety in Public Hospitals*
- a review of the findings and recommendations of the Auditor-General's report *Planning for Water Infrastructure in Victoria*

- a review of the findings and recommendations of the Auditor-General's report *Biosecurity Incidents: Planning and Risk Management for Livestock Diseases*
- a review of the findings and recommendations of the Auditor-General's report *Managing Acute Patient Flows*.

Key activities that have occurred during 2009–10 included the following:

- Questionnaires were developed and sent to the Auditor-General, departmental secretaries and other relevant stakeholders on priority one reviews on the findings and recommendations of the Auditor-General's reports *Planning for Water Infrastructure in Victoria* and *Patient Safety in Public Hospitals* (August 2009).
- Tabled the *PAEC Annual Report 2008–09* (September 2009).
- Tabled the *Review of the Findings and Recommendations of the Auditor-General's Reports 2007–2008* (September 2009).
- Public submissions were invited and public hearings conducted in relation to priority one reviews on *Planning for Water Infrastructure in Victoria* and *Patient Safety in Public Hospitals* (September 2009).
- Tabled the *Report on the 2009–10 Budget Estimates — Part Two* (October 2009).
- Tabled the *Inquiry into Victoria's Audit Act 1994 — Discussion Paper* (February 2010).
- Questionnaires were developed and sent to ministers and departmental secretaries as part of the inquiries into the 2008–09 Financial and Performance Outcomes (October 2009 and December 2009) and into the 2010–11 Budget Estimates (March 2010).
- Questionnaires were developed and sent to the Auditor-General, departmental secretaries and other relevant stakeholders on priority one reviews on the findings and recommendations of the Auditor-General's reports *Biosecurity Incidents: Planning and Risk Management for Livestock Diseases* and *Managing Acute Patient Flows* (March 2010).
- Public submissions were invited and public hearings conducted in relation to the Inquiry into Victoria's *Audit Act 1994* (April 2010).
- Public submissions were invited and public hearings conducted in relation to priority one reviews on the findings and recommendations of the Auditor-General's reports *Biosecurity Incidents: Planning and Risk Management for Livestock Diseases* and *Managing Acute Patient Flows* (April 2010).
- Tabled the *Review of the Findings and Recommendations of the Auditor-General's Reports 2008* (May 2010).
- Co-hosted the 2010–11 State Budget Briefing for Parliamentarians with the Department of Treasury and Finance (May 2010).

- Tabled the *Report on the 2008–09 Financial and Performance Outcomes* (May 2010).
- Tabled the *Report on the Appointment of Persons to Conduct the Financial Audit of the Victorian Auditor-General's Office and the Performance Audit of the Victorian Auditor-General and the Victorian Auditor-General's Office* (May 2010).
- Conducted public hearings with the Premier, Deputy Premier and Attorney-General, Treasurer, Ministers and Presiding Officers of Parliament for the 2010–11 budget estimates hearings (May 2010).
- Tabled the *Report on the 2010–11 Budget Estimates — Part One* (May 2010).
- Tabled the *Report on the 2010–11 Budget Estimates — Part Two* (June 2010).

Government responses have been received to a number of the Committee's reports during the reporting year. As a percentage of those made, recommendations were accepted in full, part or in principle as follows:

- *Report on the 2007–08 Financial and Performance Outcomes*, 71 per cent
- *Review of the Findings and Recommendations of the Auditor-General's Reports — 2007*, 93 per cent
- *New Directions in Accountability, Inquiry into Victoria's Finance Practices and Legislation*, 84 per cent
- *Review of the Findings and Recommendations of the Auditor-General's Reports 2007–08*, 83 per cent
- *Report on the 2009–10 Budget Estimates — Part Two*, 79 per cent.

In relation to its statutory functions regarding the Victorian Auditor-General's Office, the Committee has met with the Auditor-General and his representatives on several occasions during 2009–10 to discuss:

- the Auditor-General's draft Annual Plan for 2010–11
- the Committee's follow-up reviews of the findings and recommendations of specific priority tabled audit reports.

The Committee's four-member Audit Subcommittee 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 La Trobe University Summer Residential School and participated in an information sharing session.

Further detailed information on the Committee's activities and reports over 2009–10 may be obtained from its *2009–10 Annual Report* and its website, www.parliament.vic.gov.au/paec.

Rural and Regional Committee

The Rural and Regional Committee has worked on three different inquiries in 2009–10.

Inquiry into Regional Centres of the Future

The Committee focussed on writing and editing the report throughout the latter half of 2009. It was tabled in December 2009 and the Government provided a response in May 2010.

Inquiry into Positioning the Wimmera-Mallee Pipeline Region to Capitalise on New Economic Development Opportunities

The inquiry was referred to the Committee by the Legislative Assembly in November 2009.

The terms of reference for this inquiry are specific to the Wimmera Mallee region. The Committee therefore planned a community engagement and consultation program that included public hearings in the Wimmera Mallee. These consultations took place in February and March 2010. Hearings took place in Warracknabeal and Donald. The Committee conducted a further hearing for the inquiry in Mildura. This hearing took place in order for the Committee to gain a perspective on a similar project that has been in operation for a longer period. A final hearing took place in Melbourne with the Minister for Regional and Rural Development, Jacinta Allan MP, and departmental staff providing evidence.

From January to March 2010 Committee staff were engaged in preparation of background material for Committee members; establishing and administering the public consultation program; and preparing for the drafting of the report.

This report is to be tabled in August 2010.

Inquiry into the Extent and Nature of Disadvantage and Inequity in Rural and Regional Victoria

The terms of reference for this inquiry cover an enormous breadth of issues surrounding regional and rural development.

From January to May 2010 Committee staff were engaged in preparation of background material for members; establishing and administering a busy public consultation program; organising workshops with expert witnesses; and preparing for the drafting of the report.

The community engagement and consultation program included 12 public hearings in regional Victoria and a public hearing in Melbourne at which the Minister for Regional and Rural Development, Jacinta Allan MP, and the Minister for Community Development, Hon Lily D'Ambrosio MP, appeared.

Public hearings began in February 2010 and continued to May. Hearings took place in Warracknabeal, Donald, Mildura, Robinvale, Portland, Benalla, Corryong, Lakes Entrance, Mallacoota, Bendigo, Maryborough, Ballarat, Geelong and Seymour.

Given the breadth and complexity of issues that arose, the Committee also conducted a workshop with senior experts in regional development and related subjects. The

Committee met with Professor John Wiseman, Director of the McCaughey Centre: VicHealth Centre for the Promotion of Mental Health and Community Wellbeing, School of Population Health, University of Melbourne, and Associate Professor Chris Hickey, Deputy Head of School, Faculty of Arts and Education, Deakin University, Geelong.

A strong feature of the work of the Committee is its commitment to community engagement and consultation. One aim 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 to the inquiry and/or participated at public hearings. Stakeholders were keen to participate.

The work of the Committee throughout the period from December 2009 has been focussed on collecting evidence at public hearings and through submissions for the inquiry. At the close of the reporting period the secretariat is well underway with the drafting of the report. The Committee expects to table the report in October 2010.

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 21–23
- *Charter of Human Rights and Responsibilities Act 2006* s 30.

Annual reports and committee website

The Committee tabled its *Annual Review 2009* in March 2010. The Review outlines the functions and work of the Committee during 2009.

In the reporting period, the Committee tabled 17 Alert Digests reviewing over 100 bills. In the same period the Committee, through its Regulation Review Subcommittee, reviewed over 170 statutory rules ('regulations'). The Annual Review covering regulations from 2008 was tabled in the Parliament in July 2009.

The Committee continued to provide speedy internet access to its Alert Digests (reports on scrutiny of bills) most often within a day of tabling in the Parliament and continued to provide regular updates concerning any current Committee inquiry.

Human rights terms of reference

The Committee re-appointed Associate Professor Jeremy Gans of the University of Melbourne Law School as its human rights adviser during the reporting period. Dr Gans commenced his scrutiny of bills and regulations for the Committee in August 2007. Where provisions in a bill engage a Charter of Human Rights and Responsibilities 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 2009–10 and considered 185 statutory rules. Of those rules 29 were accompanied by regulatory impact statements. The Subcommittee also considered every statutory rule in the context of human rights and compatibility with the Charter.

Statute law repeals bills

A Government initiative since the commencement of the current Parliament in December 2006 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 focussed statute law repeal bills.

The Government introduced the Legislation Reform (Repeals No. 5) Bill 2009 in November 2009 giving effect in large measure to the recommendations made by the Committee in its report of December 2008 concerning the proposed repeal of a number of redundant corporations laws and related Acts.

In February 2010 the Committee tabled its report on the Legislation Reform (Repeals No. 6) Bill concerning the repeal of 23 spent or redundant principal Acts and a further 40 amending Acts.

Exceptions and Exemptions Inquiry — Equal Opportunity Act 1995

In December 2008 the Committee received an inquiry by Order in Council 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. The Committee engaged Associate Professor Elizabeth Gaze of the University of Melbourne as a specialist legal adviser 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 2009, the Committee tabled its final report in November 2009. Many of the Committee's recommendations were subsequently adopted with the passing of the *Equal Opportunity Act 2010* which received royal assent on 27 April 2010.

Committee Office Activities

Changes to the Joint Committee Administration Office

In December 2009, the former Joint Committee Administration Office became known as the Committee Services Office (CSO). The CSO provides operational support to the joint investigatory committees. In particular, it offers areas of expertise that may otherwise be unavailable to individual committee teams.

A Coordinator and an Administrative Officer for the CSO were appointed, and work commenced on whole-of-office projects such as the reissuing of the Committee Procedures Manual.

It is intended that the coming period will provide opportunities to further fine-tune the purpose, role and standing of the CSO within the Committee Office, and more broadly within the Parliament as a whole.

Booking of meeting rooms by external organisations

The number of external hirers — predominantly parliamentary committees from other jurisdictions — has increased during the reporting period. Managed by the Committee Services Office, external bookings have been made by referral and usually involve the use of the ground floor committee meeting rooms and ancillary facilities. A meeting user information kit is currently in development, to provide prospective external hirers with information on what facilities and services are available.

Redevelopment of committees internet pages

Starting in the last reporting period, a Parliament-wide project group has been working towards developing and implementing a new website for the organisation. The Committee Office has participated via representation on the working group, and the new website has been launched. Committee web authors have been designated and worked through the latter part of the reporting period to transfer existing committee information to the new content management system.

A committees website usergroup is soon to be established which will bring all web authors together to share corporate knowledge on website maintenance. The usergroup's first task will be to further refine a style guide subsidiary to the main parliamentary style guide, that will ensure consistency of presentation of committee information.

Development of electronic Progress on Investigations

Every month the Committee Services Office publishes a hard copy document tracking progress on committee investigations, called the Progress on Investigations (POI).

The POI translation has been on hold pending the launch of the new organisation-wide website. Based on the final release of the new website, it is intended that the project scoping document be reviewed in the coming reporting period, with a deliverable ready for implementation ahead of the establishment of committees in the 57th Parliament.

Esubmissions

Joint investigatory committees have continued to look for ways to improve public access to committee activities. It is clear to committee staff that many stakeholders expect to be able to engage with committees by electronic means. At the start of the 56th Parliament, recognising that community expectation, the Presiding Officers removed the requirement for hard copy, signed, submissions to be presented to committees. This meant that people making submissions could submit evidence by email, providing their authenticity could be verified. While this has proved to be beneficial for committee stakeholders, it does not fully take advantage of Parliament's IT infrastructure, nor deliver a dynamic service to members.

Following the redevelopment of Parliament's website, discussed earlier in this report, committee staff explored the possibility of incorporating some simple form-based software to enable submissions to be lodged with committees directly through each committee's webpage. The Parliamentary Library has committed to working with the committees over the election period to develop and test this functionality with a view to implementing it from the start of the 57th Parliament.

Procedures Manual

Committee staff and members rely on the Committees Procedures Manual as a source of procedural and administrative information. It had not been reissued since the proclamation of the *Parliamentary Committees Act 2003* and so, from 2004, a substantial editing task began to update and clarify the information in the Manual. In that time, both Houses amended their standing orders and the Parliamentary Committees Regulations 2003 were revised.

The Procedures Manual was reissued in hard copy in June, and the Committee Services Office now collates legislative updates, and precedents from committee activities, for twice-yearly updates.

Electronic publication of Procedures Manual

As well as referring to the updated hard copy Manual, staff have determined that there is value in using an electronic version of the Manual, to enable quicker searching. The Committee Services Office is keen to pursue a method that also enables procedural updates and new precedents to be tracked in a master version of the document. To that end, committees are considering a proposal to convert the Manual into a compressed document format (see the report on eComPress at pages 58–9), and make that version available to staff and committee members.

Planning is underway for the conversion, and the Committee Services Office intends to start work on the project early in the next reporting period.

Inquiry debriefs

With 12 joint investigatory committees working within Parliament, staff often find that a good source of information about committee methods and operations is to discuss issues with colleagues. In order to provide some structured discussion to enable staff to share information more readily, two debriefs were held across committee teams during the year. At the conclusion of an inquiry, staff from that team gave a presentation to other committee staff discussing how the research was approached, what techniques in gathering evidence worked effectively, and how the staff approached the writing process. Committee staff were receptive to discussing ideas with their colleagues and obtaining feedback on ways to improve the inquiry process.

Committee Administration Officer meetings

During the reporting period, administrative staff including committee administration officers, business support officers and desktop publishers, met regularly to discuss issues of mutual interest and to share corporate knowledge. Each meeting is coordinated by a rotating facilitator, with support from the Committee Services Office.

These meetings have met with positive feedback, and have highlighted several areas of common practice that could be streamlined for greater office efficiency.

Developing archiving guidelines

As part of the Committee Procedures Manual review, archiving guidelines were developed within a broader records management strategy. The guidelines will be revised based on input from committee staff once the coming archiving cycle is complete.

Survey of witnesses

Committees interact with a significant range of stakeholders, including departmental secretaries and ministers, industry leaders, academics, and members of the community. All have varying experience with Parliament. In gathering evidence, however, the same procedures and rules apply. Committee staff, therefore, need to be able to communicate effectively about committee procedure and arrangements with a range of stakeholders. The Committee Office has information guides to help submitters and witnesses, but there has been no mechanism to measure their effectiveness and, if necessary, identify improvements.

Staff developed a survey to obtain feedback from submitters and witnesses about the effectiveness of the information provided by the Committee secretariat. The intention is to trial the survey early in the next reporting period, in order to improve engagement with the public, and help explain committee proceedings.

Output measures

One of the Committee Office's performance indicators relates to the number of reports produced. Recognising that 2010–11 is an election year, with reduced committee activity, the Committee Office liaised with the Department of Treasury and Finance to reduce the output measure specifying the number of reports to be tabled in that period. Committees expect to increase the output target relating to reports for 2011–12 to reflect the level of committee activity at that stage of the parliamentary cycle.

VPS information sessions

Committee secretariats are keen to foster positive relations with government departments. Various parliamentary jurisdictions have noted over time that, where government officers have a limited understanding of the role and powers of Parliament and its committees, Parliament's rights and immunities can be infringed and the institution undermined.

Therefore, in order to increase departmental officers' understanding of committee procedures and functions, committee staff continued to hold informal briefings for interested public sector units throughout the year.

Planning for transition to new parliament

The Committee Office, managed jointly with the Department of the Legislative Council, is one of Parliament's largest workgroups, consisting of approximately 55 staff. Those staff provide research, executive and administrative support and advice to 12 joint investigatory committees, in small teams.

In recent parliaments, the overall number of joint investigatory committees has grown, by way of amendments to the *Parliamentary Committees Act 2003*. In the 54th Parliament, there were eight committees; in the 55th Parliament, 11; and, in the current Parliament, there are 12.

With the changes to the electoral system for the Legislative Council made in 2003, that House has developed a different complexion as a House of review. In keeping with that role, the Legislative Council Standing Orders Committee was tasked with examining proposals for a committee system for the Legislative Council. While the detail of any new Council committee system will not be known until the 57th Parliament, any significant changes could result in an overall reduction of joint investigatory committees, noting that Council members may have less time to devote to joint committees.

Therefore, the Clerks of Houses commenced a consultation process with committee staff in 2008 to discuss resourcing options for the joint committee system, should there be a reduction in committee numbers, and consequently staffing needs, in the 57th Parliament. While no action will be taken until the next Parliament, if at all, Clerks and staff found it useful to hold the discussions well in advance in order to consider as many relevant options as possible.

Survey of Chairs and members

Committee staff are keen to ensure that any new committee members and Chairs in the next Parliament are as confident and well-informed in their roles as possible. The Committee Office, therefore, intends to offer induction material particular to committees in the next Parliament.

Acknowledging that members come to committee work with a range of experiences, committee staff decided it would be helpful to understand members' expectations of the work, and of the services and advice provided. Therefore, staff conducted a survey of members who were new to committee work, or chairing, during the 56th Parliament to get their impressions of training and induction needs. The feedback and reflections provided by those members have provided valuable suggestions for induction material for the next Parliament. The Committee Office thanks those members for their time and insights.

Signage and audiovisual facilities

Improved signage was installed, first within the Committee Office to show common utilities, then in the committee meeting rooms to better identify meeting room resources.

A new teleconferencing and videoconferencing service provider was engaged to manage audio and audiovisual links for conference calls of more than three parties. The service has elicited positive feedback from users, however the impending installation of new telephony throughout the precinct will require the need for an external provider to be revisited.

The mobile videoconferencing unit was tested and deployed on several occasions within the reporting period. Policy to underpin costs and service provision is yet to be developed, however the Committee Office is committed to working with other units to harness technology to improve work patterns.

Compactus space/space audit

As part of a regular inspection, a preliminary storage space audit was conducted by committee staff, to identify storage needs of each team. The inspection analysis highlighted an uneven spread of resource allocation and the need for further storage space as the life of a parliament comes to a close.

Options for inclusion of a compactus in a storage facility elsewhere in the building are subject to the broader precinct master-planning project, but the issue of storage space allocation will be revisited once committees are established in the 57th Parliament.

Serjeant-at-Arms Office

Review of community engagement programs

The community engagement programs offered by the Legislative Assembly have undergone a number of changes aimed at expanding and improving the tour services offered to schools and the community. Details are reported below.

Parliamentary Information Talks

During the 2009–10 financial year, there were 28 Parliamentary Information Talks (PITs) conducted at schools in the Melbourne metropolitan area.

The PITs were held on Tuesdays and Thursdays of non-sitting weeks, and presented by senior tour guides. On each of these days, two staff travelled from Parliament House to schools located within the metropolitan area to deliver a one hour information session to students in years five, six and, since February 2010, seven.

The information provided to students during a PIT is relevant to the Victorian Essential Learning Standards (VELS) curriculum requirements, covering such topics as representation and the democratic process in Victoria, the three levels of government, 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 2009–10. The introduction of a PowerPoint presentation which contains video footage of the roles and functions of the Parliament, slides introducing both the Assembly and Council members from the local area, and pictures showing Parliament House, has also contributed to the success and positive feedback received from schools participating in the PIT program.

For 2009–10, the overall satisfaction rating for PIT presentations was 96 per cent.

Parliamentary Role Plays

Parliament Role Plays (PRPs) are one of the most popular community engagement programs on offer. Demand for the program is high and PRPs are often fully booked for the year within a few months of bookings becoming available. Over the past year, 25 PRPs were conducted.

From 2010, the number of sessions held each non-sitting week was increased to two and the program was extended to year seven students (previously only years five and six).

A PowerPoint presentation has also been developed by Tours and Customer Service staff. Each PRP now includes a presentation which provides an introduction to key information and concepts, and video extracts. Excerpts from various parliamentary education DVDs have been incorporated, assisting students to better understand the Parliament's role as a lawmaker and the processes involved in debating bills.

The new format creates greater consistency in delivery and better assists in meeting the Level 4 VELs. Surveys taken between 1 July 2009 and 30 June 2010 indicate that, on average, teachers gave an overall satisfaction rating of 96 per cent for the PRPs.

Regional presentations

During 2009–10, the Outreach Program team conducted five regional visits to towns across Victoria. The aim of the regional visits is to take the community engagement and education programs to regional areas. Senior tour guides travel to regional towns for two days and provide Parliamentary Information Talks (PITs) and Parliament Role Plays (PRPs) for local school students. In preparing for a regional visit, staff first undertake a reconnaissance visit to investigate facilities and visit local schools who may be interested in attending a session.

Over the last 12 months, staff have travelled to Benalla, Echuca, Sale, Warragul and Colac. In total, 32 schools and more than 1,000 students from these regions attended the program.

The regional visit to Benalla took place in July 2009 and 288 local school students attended both a PIT and a PRP. Students were treated to a visit from the local Legislative Assembly Member, Bill Sykes MP, who attended two sessions and discussed with students the role of a member of Parliament.

A highlight for the staff who visited Benalla for the program was the attendance of students from Broken Creek Primary School, which had nine students from years two to six participate in both the PIT and PRP sessions. The School only has a total of 17 students and the Principal drove the nine who attended to the session in their own bus.

In August 2009, staff travelled to Echuca to conduct PIT and PRP sessions for 265 students from 10 local schools. The sessions were presented in the Echuca Shire Council chambers, which provided an inspiring setting for the students. The visit to Echuca also saw the introduction of a PowerPoint presentation to the PIT and PRP sessions.

Following the visit to Echuca, the Outreach team visited Sale in October 2009. With the help of the Wellington Shire Council, who assisted with the program and the equipment required to accommodate students, the tour guides presented PITs and PRPs for 229 students from seven local schools.

In November 2009, the team travelled to Warragul to present information sessions to 178 local school students. The program was held at the Warragul Performing Arts Centre.

The final visit for 2009–10 was Colac in May 2010. In line with changes to the PIT and PRP programs, Colac included the first presentation to students in years seven (as well as year five and six students). Held at the Colac Performing Arts Centre, 190 students attended for both a PIT and PRP.

Public tour schedule revised

From 1 January 2010, the public tours schedule was changed to move starting times throughout the day to the half-hour. Previously, public tours have started on the hour. This change relieves some of the congestion in the Vestibule, the meeting point for all booked and public tours.

As well as the scheduling changes, an additional public tour has been added to the program for each non-sitting day. This brings the total number of public tours offered on a non-sitting day to seven.

The results from surveys over the last 12 months have shown that public tours of Parliament House continue to be popular with the community, with over 95 per cent of visitors satisfied with the tour provided.

Satisfaction surveys developed in relation to community engagement programs

One of the major new initiatives in the financial year was the introduction of satisfaction surveys. A questionnaire was developed for each tour program, covering a number of aspects of the tours, including the knowledge of the tour guide, relevance of the tour to education standards (where appropriate) and tour length.

The questionnaire for public tours also requests postcode information, in the aim of developing a better understanding of the breakdown of local, interstate and international visitors.

Feedback received via the new questionnaires will assist in further improving the Department's community engagement programs.

Data on public tours collected and analysed

Another initiative for the public tour program has been the introduction of processes to capture the number of people attending public tours each day. Tour guides stationed at the Vestibule desk record the numbers for each tour, each day. The numbers are collated and trends in demand for public tours are tracked to identify peak timeslots, and periods during the year, and to allocate resources accordingly.

From the figures collected so far, it is clear January is the most popular month for public tours, with 2,070 people attending in January this year. In 2009–10, 16,990 people visited Parliament House for a public tour, demonstrating the popularity and success of the public tour program.

Victoria Law Foundation presentation

Staff participated in the Victorian Law Foundation Law Talks schools program in Sale on 9 and 10 September 2009. The Law Talks School program is aimed at the Victorian Certificate of Education (VCE) curriculum and has been offered by the Victorian Law Foundation since 2007. A number of organisations have been involved in the Law Talks, including the Supreme Court, Magistrates' Court and the Parliament.

The Parliament's involvement is coordinated by the Education and Community Engagement Unit and involves two Legislative Assembly senior tour guides. At the Sale event, the guides were accompanied by the Clerk of the Legislative Assembly and the Director of Library, Hansard and Information Technology, who were there to observe the presentations.

On 9 September, the presentation was delivered to year 11 students and, the following day, to year 12 students. The presentation consisted of 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.

VCE legal studies presentation strategy developed

Work has started on developing a role play for year 11 and 12 legal studies students. As with other role plays, students will take on various roles of government and opposition members, as well as parliamentary officials. The role play will be based on the passage of the Summary Offences Amendment (Upskirting) Bill 2007. The scripts for each role will include extracts from members' actual contributions during the second reading debate. A PowerPoint presentation will complement the role play. Feedback has been provided from two current legal studies teachers and their suggestions incorporated.

During the next financial year the role play will be trialled with the intention of offering the new program in term one of 2011.

Public Tour Manual developed

Tour guides were involved in the development of the Public Tour Manual, which has now been completed. The Manual is designed to assist staff who conduct public tours, and will ensure there is more consistency in the information delivered on public tours. The Manual will be an invaluable tool for training new tour guides.

Parliamentary Information Talks Guide developed

A PIT guide for staff was developed during the reporting period by senior tour guides. As with the Public Tour Manual, the PIT Guide will assist staff in presenting consistent information each presentation, and will be used for training purposes in the future.

Open Day

The Parliament of Victoria held its annual Open Day on 21 March 2010. Open Day is an integral part of the Parliament's community engagement and education program. It is a great opportunity for members of the community and visitors to tour Parliament House and gain an insight into the history and purpose of the building.

A number of information stands were on display around the building, including Hansard, the Procedure and Table Offices, the Parliamentary Library, the Organisation Development Unit, and parliamentary committees. The Victorian Electoral Commission (VEC) and the Public Record Office Victoria (PROV) were also involved in Open Day, with interactive display stands in Queen's Hall and the Legislative Council Committee Room respectively.

Live entertainment was programmed throughout the day, and visitors could enjoy the Navy Band, Victoria Police Band and the Australian Youth Band playing on the front steps and in the parliamentary gardens. Light refreshments and a barbecue were again offered by the dining rooms.

A total of 3,950 visitors attended this year's Open Day, and it is hoped that this number will increase again at next year's event, currently scheduled for March 2011.

Plan developed for Melbourne Show

In past years, the Parliament of Victoria has participated in the Government Expo at the Royal Melbourne Show by hosting a Parliament of Victoria display stand. The Parliament last attended the Royal Melbourne Show in 2008 and was planning to return for the event in September 2010.

However, after discussions with Information Victoria, it became apparent that the branding and promotional aspects of the 2010 Government Expo would make it difficult for the Parliament to have a stand in that area. An alternative site for the Parliament's display stand was considered, however a decision was made that the commercial cost of this space could not be justified and that a secure location was, in any event, not available.

The Parliament of Victoria hopes to participate in the Royal Melbourne Show in future years.

YMCA Youth Parliament 2009

The 2009 YMCA Youth Parliament was held at the Parliament of Victoria on 29 September and 1 October. The event has been held annually for the past 23 years, and aims to provide young people with a forum to express their views on current issues and to provide a mechanism for communicating those views to the government of the day. The event also provides participants with the opportunity to gain experience in public speaking and debating skills.

The 2009 event attracted approximately 100 young people, with 18 teams across the Legislative Assembly and the Legislative Council. Each team sponsored its own bill to be debated and voted on by the Youth Parliament.

The Opening Ceremony was held on 29 September, and was attended by Graham Kent, President of the Victorian Council of YMCAs, Luke Donnellan MP, Parliamentary Secretary to the Premier, the Hon Louise Asher MP, Deputy Leader of the Opposition, and Siobhan Shaw, the 2009 Youth Governor, along with the President and Deputy Speaker. The Opening Ceremony took place in the Legislative Council Chamber and mirrored an official opening of Parliament.

Eight teams of Youth Parliamentarians were hosted by the Legislative Assembly. During their time in the House, participants debated bills covering topics including the medication of youths, access to alternative education, the prevention of bullying in Victorian schools, and strategies to reduce the impact of bushfires on the community.

The closing ceremony was held in the Legislative Assembly Chamber on 1 October. Youth parliamentarians were congratulated on their terrific efforts by Peter Burns, Chief Executive Officer of the Victorian Council of YMCAs. Siobhan Shaw also addressed the House, announcing the 2010 Youth Governor and officially closing proceedings.

Members of the Legislative Assembly provided their support for the event by acting in the role of Speaker for the debates. Parliamentary staff, including Hansard, also provided their time and support for the Youth Parliament.

Review the post office, reproduction and mail services

As reported in 2009, a review of the attendant workgroup was undertaken during 2008–09 and a number of recommendations for change were made by an external consultant. Most of the recommendations were accepted by the Clerk and directly led to a restructure of the workgroup.

One of the recommendations was to examine the function and role of the Post Office, copying and mail services in the Department.

It was agreed that an external and independent consultant should be engaged to facilitate consultation, and document issues and opportunities in relation to the operations of the Post Office. Forrester Taylor, a Melbourne-based company specialising in professional and organisational development, was appointed to undertake this review in April 2010.

During May and June, Forrester Taylor consulted with staff from the Tours and Customer Service Unit and other stakeholders, including staff representatives from Hansard, the Library, committees, the Department of Parliamentary Services, and the Legislative Council. The aim of the discussions was to assess the demand and service level expectations for the postal and copying services.

Members of the Legislative Assembly and the Legislative Council were invited to participate in a survey regarding the postal and copying services, and 33 responses were received during the survey period.

Forrester Taylor is expected to deliver a report to the Department early in the new financial year. After delivery of the final report, staff will have the opportunity to provide feedback, which will be considered before recommendations are finalised.

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 2009–10 students spent time with their local member of Parliament, attended question time in both Houses and met with Chamber officers and staff. Four students were accommodated during the year in various business units, including the Library and committees, and all reported positive experiences in feature articles for the *Spring Street News*. Students were particularly appreciative of the structured work experience program and the amount of time devoted by parliamentary staff to assist them during their week at Parliament.

Activities on the front steps

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

- Photo shoot for Wyndham City Council involving Councillors and Upper House Members.
- Commemoration of 91st Anniversary of Remembrance Day.
- Lions Club of State Parliament Victoria fundraising sausage sizzle.
- Photo shoot for Breast Cancer Australia.
- TOYS event involving dancers and choreographers as part of the 2009 Melbourne Fringe Festival.
- Modification of Parliament House's lighting system for the Celebrate India Diwali 2009 celebrations.
- Photo shoot for Orchestra Victoria's 40th Anniversary to accompany an article in *The Age*.
- Media event involving students from Damascus College at the conclusion of their solar-powered journey from Darwin to Melbourne.
- Media event involving the Hon Rob Hulls MP, *Reminder not to leave your kids in the car*.
- Photo shoot of Members of Parliament for Ovarian Cancer Awareness.
- Launch by Kidney Health Australia of their program *Protect your Kidneys — Control Diabetes*.
- Health checks by the Baker Institute of Health.
- Garden-filled ute to promote the 2010 Melbourne Food and Wine Festival.
- Media event involving Ms Sue Pennicuik MLC, *Save Live Australian Music*.
- Public Interest Law Clearing House's *Walk for Justice*.

- Media event involving Mr Terry Mulder MP and the Eastern Transport Coalition in conjunction with seven Councils in Melbourne's East.

Queen's Hall

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

The following lunches, receptions and conferences were held during the reporting period:

- Ambulance Victoria 2009 Community Hero Awards presentation.
- Social Enterprise World Forum.
- Performance by Sing Australia Hawthorn Choir.
- Mary Poppins launch by the Premier, the Hon John Brumby MP.
- Yarra Valley Italian Cultural Group's launch of the book *Dreams from a Suitcase*.
- Welcome function for the new Commissioner and Board Members of the Victorian Equal Opportunity and Human Rights Commission.
- Government reception to recognise the contribution to the Black Saturday Bushfire recovery effort by coronial, forensic, police and emergency services personnel.
- Australian Council of Bosnian Herzegovina Organisations' commemoration service.
- Victorian Parliamentary Former Members' Association' Annual Christmas Luncheon.
- Department of Sport, Recreation and Youth Affairs youth awards ceremony.
- United Nations Youth Association and The Oaktree Foundation's conference.
- Lunch and launch for Legacy Week.
- Reception for Aborigines Advancement League to celebrate NAIDOC Week.
- 2010 Kokoda Reunion Dinner.
- Department of Premier and Cabinet cocktail party.
- Australian Unity Limited Australia Day breakfast.
- Alliance of Girls' Schools' International Women's Day breakfast.
- International Women's Day breakfast.

- Launch of the Victorian Aboriginal Economic Development Report in conjunction with National Sorry Day.
- Hellenic Australian Chamber of Commerce cocktail function.
- Government reception to launch Good Samaritan Day.
- Road Trauma Support Services Victoria's Time of Remembrance ceremony for people affected by road trauma.
- United Nations Youth Association of Australia's Victorian Tertiary Conference.
- Australian Queen's Scout Association's Founder's Day dinner.

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

- Regional Development Victoria's Microbrewery showcase.
- City of Ballarat's *Ballarat Today, Tomorrow, Together* exhibition.
- Jesuit Social Services' Abbotsford Biscuits stand.
- Annual Waverley Art Competition presentation to school winners and display of winners' art work.
- Heritage book launch *Remember Them*, a guide to Victoria's wartime heritage and accompanying exhibition.
- *Fields of View* art exhibition.
- Picture exhibition of Taiwanese culture and scenery.
- Koorie Heritage Trust's Aboriginal art exhibition.
- Taralye Oral Language Centre for Deaf Children's exhibition.

Legislative Assembly Chamber

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

- Menzies Lecture Trust Lecture.
- General Sir John Monash Commemorative Service.
- Australia Israel Leadership Forum.
- United Nations Youth Association of Australia Evatt Trophy Competition Debates.

- Institute of Public Administration Australia (Victoria) *Gain the Policy Edge*, leadership forum.
- Victorian Employers' Chamber of Commerce and Industry 2009 Victoria Summit.
- Rotary's Model United Nations Assembly Debates.
- Global Access Partners Congress on Australia's Health.
- Juvenile Diabetes Research Foundation *Kids in the House* program.
- Australian American Leadership Dialogue Forum.
- Schools' State Constitutional Convention Program.
- Australasian Union of Jewish Students Victoria Conference.
- Institute for Social Research, Swinburne University of Technology, debate.

Filming and photography at Parliament House

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

- Various Film, Television, Fashion and Photographic student applications to film in conjunction with their studies at RMIT and other universities.
- Department of Treasury and Finance 2008–09 annual report.
- The Film Company's *Hawke* for Channel 10.
- Regional Cities Victoria, representing the 10 largest municipalities in regional Victoria, photography.
- *Discovering Stone*, use of photography to illustrate the use of locally-sourced stone in historical buildings in Melbourne.
- Filming of members of Parliament for the Premier's website throughout the year in Queen's Hall.
- Channel 10's New Year's Eve program with Shaun Micallef.
- Educational video for Video Education Australasia.
- Promotion for Nine News with Jacqueline Freegard.
- Promotion for L'Oreal Melbourne Fashion Festival.
- *Coxy's Big Break*, 'A to Z' of Melbourne, using Parliament for the letter 'P'.
- Southern Cross Productions No 4 Pty Ltd's *Tangle*.

- Promotional photography for New Skinn's album using iconic background shots of Parliament House.
- Bollywood film *Orange*.
- Filming in the Legislative Assembly Chamber for a documentary in the lead-up to the State election.
- Vision impaired photographer conducted a night-time photography workshop.
- Bollywood film *Crook — It's Good to be Bad*.
- The Librarians Pty Ltd's *The Librarians*.

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

Legislative Assembly

Participate in the preparation of front-of-house redevelopment plan

In considering how the services of the Department would be maintained, Assembly staff participated in the preparations for the front-of-house redevelopment. Procedure Office staff surveyed the number and type of visitors to the office and then worked with Grounds and Maintenance staff to develop a plan for serving customers and the fit-out of the office after the proposed redevelopment. The Serjeant-at-Arms Office and tour guide staff provided input to the proposed layout of the Vestibule taking into account customer service requirements and staff amenity.

Clerk's Office

Reflections project

The aim of the project is to collate memories of staff working at Parliament House over approximately the last 50 years. Rather than reflecting procedural changes, which are well documented, the project's focus is more of a social history.

In the last 50 years there have been many changes in workplaces generally, not least with technology. Parliament is a fascinating place in which to look back at the changes. It combines a traditional environment with an institution that seeks to operate efficiently and dynamically in the twenty-first century. Parliament's core business has not changed since 1856 and it is fascinating to work out how conducting that core business has changed during recent decades.

During the course of the year a former Clerk has been interviewed in detail. His personal knowledge spanned the period 1949 to 1985 and he has been very helpful in providing his recollections.

In addition, various 1950s files from the Clerk's Office have been reviewed. They provide a revealing insight into how staff appointments were made at the time and aptly depict how different the Department is more than half a century later.

It is hoped to be able to complete the interviews of former staff in the next reporting period.

Participate in a review of regulations regarding parliamentary allowances

Parliamentary staff are involved in the administration of the Parliamentary Allowances Regulations 2003 and the Parliamentary Committee Regulations 2003.

The regulations are based on earlier allowance regulations which have been updated and amended on a piecemeal basis over the years. No comprehensive review has been undertaken for some time and, as a result, a number of inconsistencies have arisen. In addition, the regulations are difficult to apply in some situations and do not cater for more recent practices, such as the Parliament holding regional sittings.

In 2009, in conjunction with the Department of the Premier and Cabinet, and officers from the Legislative Council and the Department of Parliamentary Services, a review commenced of both regulations. This involved identifying all issues with the current regulations and discussing possible alternative approaches. A number of discussions have been held and, as at the end of the reporting period, the review has yet to be completed.

Audit of public information documents by the Plain English Foundation

The Legislative Assembly has 35 fact sheets on a range of topics, both procedural and historical. These are available online and in hard copy. They are designed for a wide range of readers, including members of Parliament, their staff, interest groups, government departmental staff, school children and the public generally.

A constant challenge has been to try and demystify parliamentary practices and procedures, yet provide sufficient information for the fact sheets to be of practical use, particularly for members and their staff. It is easy to become too close to topics and believe they are being explained clearly, when in reality the language and terminology used is unclear to readers.

To try and benchmark the standard of the Department's fact sheets, a project commenced this year involving the Plain English Foundation. The Foundation works to improve public communication by helping organisations to use plain English in their writing. Their aim is to introduce best plain English practice to people who write as part of their everyday work.

The initial part of the project involved the Foundation auditing all the fact sheets through an editorial assessment. This evaluation applied 12 plain English performance indicators to the fact sheets. They combined the indicators into a 100-point index to map the overall performance. The fact sheets rated at 67, which falls at the high end of the 'good' range. However, it was not sufficient to attain 'best practice' which requires a rating of at least 80.

Interestingly, the strongest aspect of the fact sheets was the use of expression and style, although writers had used the passive voice too frequently. The areas for main improvement related to the overall architecture. The Foundation felt the fact sheets collectively could be better organised into subject themes. In addition, they saw the need for 'at a glance information' at the start of each fact sheet and for a contents list.

As a consequence of the findings, considerable work has been carried out to review each fact sheet and improve the language used. A redesign of the fact sheet cover had already been planned. Taking on board the feedback about grouping subject topics, suitable groupings were identified and different colours chosen for each series. The colours have been incorporated into redesigned fact sheet covers.

Running parallel with the redesign of the fact sheet covers, staff have also been working on a better approach to presenting the online versions of fact sheets. As at the end of the reporting period, staff are working with the Plain English Foundation to finalise new templates for both printed and online fact sheets. The aim is to relaunch the fact sheets in the next reporting period using the newly determined subject series.

Staff involved with the project have learnt a lot about plain English principles. It is important that the Department's public information documents are as accessible and readable as possible. Two training workshops have therefore been arranged for the next reporting period.

Resilience and Fatigue Management Workshop

A perpetual concern for the Clerk and senior managers is trying to ensure staff are as equipped as possible to manage fatigue and have the capacity to meet challenges with resilience.

Where possible, changes have been introduced in staffing arrangements to reduce the risk of fatigue. For example, rosters have been reviewed and more flexibility introduced, with the net effect of reducing the number of staff who regularly work to the end of a sitting day. It has also been possible to agree to some staff changing employment arrangements so they are no longer required to be on duty to the end of each sitting day.

Some factors causing fatigue and concern are, however, outside the Department's control. The end of the 56th Parliament later in 2010 brings with it uncertainties and challenges, particularly for committee staff. It will be a matter for the incoming government to decide whether to retain the present number of committees, leaving open the possibility of redundancy and redeployment issues if fewer committees are appointed.

Staff involved in sittings can work excessively long hours. Committee staff too are also under considerable pressure to meet reporting deadlines. Fatigue management issues are therefore of great concern.

With this in mind, an external facilitator was engaged to run workshops for all staff. The objective was to build their capacity and resilience to deal with challenges, uncertainties and potential changes, and to better manage fatigue. As part of this, the facilitator also discussed how to identify individual styles, the impact of those styles on others and how to improve effective communication.

Feedback from those who participated was overwhelming positive. Apart from increasing awareness and an understanding of issues causing fatigue, the facilitator provided strategies for building resilience and coping with future challenges.

Review of output measures

During this year, in conjunction with other parliamentary departments, a review has been carried out of the outputs against which quarterly reports are submitted to the Department of Treasury and Finance.

It had been a few years since the last review. Since then some internal reorganisation had taken place within the parliamentary departments and it was no longer appropriate for the Department to be reporting against a security target. However, the Department's community engagement services program has expanded considerably in recent years and the opportunity was taken to enhance the targets in that area.

A new target was added reflecting work done in updating online information about bills, a service that has become more informative and timely in the last few years. Finally, some rewording and streamlining of existing targets took place.

Risk management review

As part of a process for identifying audit projects for internal auditors appointed by the parliamentary departments, Chamber Officers conducted an initial review to identify and classify risks relevant to the Department.

This work built on feedback that was given in 2005 for an earlier risk analysis. The outcomes of that work were reviewed and risks, activities and events identified that could lead to adverse consequences.

This process involved a wide range of considerations, including physical and OH&S issues, damage to Parliament's reputation and disaster recovery scenarios. For each risk identified, an assessment was also made of the potential impact or loss to Parliament.

Following discussions with the internal auditors, the assessment was then used in formulating Parliament's internal audit program. During the next reporting year it is anticipated that further work will be carried out by the Department of Parliamentary Services in preparing a risk management framework. That framework will then be used to address the identified risks.

eComPress Publisher

Considerable work has been carried out in recent years collating procedures and producing detailed manuals, both for Chamber related procedures and for committees. Although excellent resources, navigating hard copies quickly can be difficult and searching large documents in Word or PDF format is not always effective.

A solution to the need to be able to search large documents quickly and accurately has been under consideration this year. The eComPress software is an electronic publishing and distribution solution. Its developers describe it as a highly secure electronic publishing technology that provides efficient compression, very fast highly relevant searching and powerful annotation capabilities.

The developers have demonstrated the software to parliamentary staff. It appears easy-to-use and, in particular, easy to search and navigate. Work has commenced on formatting existing Word documents in such a way to enable publication through the

eComPress system. It is anticipated that the Committee Procedures Manual will be published later in 2010 and the Legislative Assembly Practice Manual early in 2011.

Support in relation to the dispute resolution process

One of the 2003 constitutional changes was the introduction of provisions relating to disputes concerning bills. Although the new process came into operation immediately, it was not used until 2009. Apart from defining a disputed bill, it provides for the establishment of a Dispute Resolution Committee, the reaching of a dispute resolution by the Committee, the consideration of the dispute resolution by the Houses and what happens if the dispute is not resolved.

Up to the end of the reporting period there have been four attempts to refer bills to the Committee of which three were actually referred. It soon became apparent that there were vastly different interpretations of the constitutional provisions between the parties. Very lengthy points of order were taken on a number of occasions. For the bills that were referred, considerable support was needed to the Committee in working through new procedures. Finally, where dispute resolutions were recommended, new procedures have had to be implemented in the House to put the resolutions into effect.

The issues have been complex, including arguments as to the legal interpretation of the *Constitution Act 1975*. The dispute process is significant as it eventually can lead to a deadlocked bill and the potential dissolution of the Assembly. In addition, in dealing with new procedures for the first time, inevitably decisions made are seen as future precedents. A considerable number of alternative procedures were considered before those used were finally recommended. Working through the issues in this context has been challenging, particularly as strict legislative time limits apply.

ANZACATT Professional Development Seminar

The 2010 Professional Development Seminar of the Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) was hosted by the Legislative Assembly for the Australian Capital Territory, from 26 to 29 January 2010. The seminar focussed on strengthening, securing and promoting parliament and was attended by delegates from Australia, New Zealand, Canada, Papua New Guinea, Scotland, Sri Lanka and the United Kingdom.

A choice of workshops across the three themes was offered, including the role of committees in strengthening parliaments, parliamentary education, and the delivery of security services in a parliamentary environment. Presentations were also delivered by the seminar's international guests, offering comparative views from Canada, Scotland and the United Kingdom.

A syndicate model applies to the workshops at seminar. This means that delegates can nominate to undertake an active role in the delivery of the seminar, as facilitator, workshop leader, copresenter or rapporteur, better allowing information sharing between more senior parliamentary officers with extensive experience and delegates who may be new to the parliamentary environment. Some of the presentations and reports from the 2010 workshops are available on the ANZACATT website: www.anzacatt.org.au/.

The next seminar will be held hosted by the South Australian Parliament in January 2011.

Procedure Office

Implement the archiving plan

As part of the ongoing archiving plan, review of a large number of miscellaneous papers and bound volumes was undertaken:

- Old Chamber Hansard volumes have been relocated to more accessible bookshelves in the downstairs corridor.
- Compactus storage has been reorganised following a major clean out and various material, including a number of bound volumes, has been culled.
- Old House of Commons volumes have been moved to the space vacated by the Hansard volumes.
- Considerable compactus space has been freed up to house a larger number of parliamentary papers.
- Subscription to House of Commons volumes ceased from the recent end of the last UK Parliament as they are now available online.

In addition, guidelines have been developed for analysis and review of Clerks' pre-1961 correspondence. Work on sorting and culling this material, as appropriate, has commenced. Some papers, while not relevant from a parliamentary procedure perspective, have been kept for their social history value.

Procedural training for Library staff

Following the success of the 2008 training session on 'how a law is made', the Assembly and Council presented a further training session for Library staff on 'a typical sitting day in the House' in September. Some new Assembly staff also attended as the subject matter was very relevant to them too.

Serjeant-at-Arms Office

Develop a records management strategy

The Department commenced a review of its administrative records management processes in July 2009, with a view to developing a new strategy that would improve processes and ensure the Department is better placed for electronic document management in the future.

As part of developing a new strategy, Legislative Assembly staff investigated other Parliaments' records management processes and software. Two staff visited Canberra in December 2009 to meet with records management staff from the Federal Parliament. Staff met with records officers from the House of Representatives, the Senate, and the Department of Parliamentary Services, and gathered valuable insight into records management in the federal parliamentary setting.

Langtree Information Management was engaged in May 2010 to undertake a health check of the Department's TRIM software, and to provide recommendations on developing improved processes for the management of administrative records.

The TRIM health check and the resulting report are expected to be delivered early in the 2010–11 financial year.

Provision of recycling bins

In December 2009, new communal recycling bins were installed in various locations throughout Parliament House. The Legislative Assembly worked with the Department of Parliamentary Services to install bins in seven locations throughout the Assembly part of the building.

The communal recycling bins collect paper and cardboard, and other commingled recyclables, including plastics, cans and bottles. In the future, the Department also hopes to facilitate the recycling of organic waste, although further investigation into this is still required.

New desk bins were also rolled out to replace the existing landfill bins and paper recycling boxes used by parliamentary staff. The new desk bin is split into two compartments to separate paper recycling and landfill.

Feedback received from staff regarding the new recycling initiatives has been positive, and the Department is hoping to install the desk bins in members' offices in the next financial year.

Appendices

Appendix 1 — Staff Employment details July 2009–June 2010

	Ongoing Employees				Fixed term & casual employees
	Employees (headcount)	Full time (headcount)	Part time (headcount)	FTE	FTE
June 2010	43	40	3	41.98	14.49
June 2009	53	49	4	49.2	5.6

	June 2010			June 2009		
	Ongoing		Fixed term & casual employees	Ongoing		Fixed term & casual employees
	Employee (headcount)	FTE	FTE	Employee (headcount)	FTE	FTE
Male	22	22.0	5.9	25	25	1
Female	21	19.98	8.59	28	24.2	4.6
Under 25	1	1	1	0	0	0
25–34	6	6	6	11	10	3.6
35–44	13	13	4.25	17	15	1
45–54	9	9	2.24	10	10	0
55–64	13	11.98	1	14	13.2	0
Over 64	1	1	0	1	1	1
Classification						
VPS 1	1	0.58	0	1	0.58	0
VPS 2	15	14.4	1.15	16	15.6	1
VPS 3	9	9	5.7	15	12	1.6
VPS 4	3	3	1	3	3	1
VPS 5	5	5	6.64	8	8	2
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 2010

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
Mark Smith	Tours Program Coordinator
Andrew Doolan	Outreach Program Coordinator
Michael Gigliotti	Post Office Attendant
Baron Campbell-Tennant	Senior Tour Guide
Ray Davis	Senior Tour Guide
Trevor Day	Senior Tour Guide
Craig Foster	Senior Tour Guide
Richard McCullough	Senior Tour Guide
David Robertson	Senior Tour Guide
Jeremy Walsh	Personal Assistant to the Speaker
Tony Favier	Tour Guide
Michael Gruschel	Tour Guide
Martin Hylton-Smith	Tour Guide
Zdenka Zumr	Tour Guide

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
<i>Papers Section</i>	
Adam Smith	Parliamentary Officer
Joel Hallinan	Customer Service Officer
<i>Table Section</i>	
Vivienne Bannan	Senior Parliamentary Officer
Charlene Kenny	Parliamentary Officer
Sorrel D'Silva	Administrative Officer

Committee Office

Drugs and Crime Prevention

Sandy Cook	Executive Officer
Pete Johnston	Research Officer
Cheryl Hercus	Research Officer
Michelle Summerhill	Committee Administration Officer [part time]
Stephanie Amir	Acting Committee Administration Officer

Electoral Matters

Mark Roberts	Executive Officer
Natalie Wray	Research Officer
Nathaniel Reader	Committee Administration Officer
Kate Woodland	Acting Committee Administration Officer

Family and Community Development

Janine Bush	Executive Officer
Tony Phillips	Research Officer
David Critchley	Committee Administration Officer

Public Accounts and Estimates

Valerie Cheong	Executive Officer
Vicky Delgos	Senior Research Officer (Audit Compliance)
Christopher Gribbin	Senior Research Officer (Economist/Budget Analyst)
Leah Brohm	Senior Research Officer (Casual)
Ian Claessen	Research Officer
Michelle Marks	Desktop Publisher and Administration Officer
Melanie Hondros	Business Support Officer

Rural and Regional

Lilian Topic	Executive Officer
Patrick O'Brien	Research Assistant
Eleanor Howe	Acting Committee Administration Officer

Scrutiny of Acts and Regulations

Andrew Homer
Helen Mason
Simon Dinsbergs
Sonya Caruana
Victoria Kalapac

Executive Officer
Research Officer
Business Support Officer
Committee Administration Officer
Acting Committee Administration Officer

Committee Services Office

Jason Ngam
Laurel Keith
Matthew Newington

Committee Services Coordinator
Administrative Officer
Administrative Officer

Appendix 3 — Legislative Assembly Expenditure Statement

	2009-10		2008-09
	Budget \$	Expenditure \$	Expenditure \$
Departmental			
Salaries, overtime and allowances	2,490,400	2,189,334	2,003,265
Payroll Tax	119,300	118,637	255,137
Employer contribution to superannuation	205,700	194,895	180,063
Long Service Leave	93,000	41,625	61,541
WorkCover	124,000	16,388	108,973
General expenses	1,175,100	506,764	405,209
Printing	581,500	410,525	323,745
Other operating expenses	105,500	45,113	184,211
Total Department operating expenses	4,894,500	3,523,281	4,024,417
Assembly Members			
Salaries and allowances*	9,813,880	9,530,476	9,308,008
Members travel and subsistence	2,840,000	2,837,392	2,775,093
Superannuation	12,218,000	12,120,488	12,605,273
Payroll tax and WorkCover	715,000	767,055	502,273
Total members salaries and superannuation	25,586,880	25,255,411	24,688,374

* *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 2009-10.

Appendix 4 — Joint Investigative Committees Expenditure Statement

Committee	2009-2010	
	Budget \$	Actual \$
Drugs and Crime Prevention	475,100	469,860
Economic Development and Infrastructure	410,800	377,823
Education and Training	458,500	436,294
Electoral Matters	306,800	303,202
Environment and Natural Resources	435,800	403,510
Family and Community Development	444,900	418,537
Law Reform	421,000	353,944
Outer Suburban/Interface Services and Development	367,300	352,641
Public Accounts and Estimates	897,000	805,953
Road Safety	467,800	432,950
Rural and Regional	368,700	352,347
Scrutiny of Acts and Regulations	577,600	542,531
Committee Services Office	867,700	821,536
Total	6,499,000	6,071,128

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 The Committee Services Office replaced the Joint Committee Administration Office in December 2009. Both House Departments jointly administer the 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	18	13	22	17	16	23
Subcommittee meetings	1	-	4	10	-	10
Public hearings	26	2	17	58	17	2
Inspections*	6	-	11	11	3	-
Reports tabled	2	3	1	8	1	21
Discussion papers	-	-	-	1	-	-

* Inspections were conducted either intrastate, interstate or overseas.

Appendix 6 — Committee Reports

Committee Discussion Papers and Reports

Drugs and Crime Prevention Committee

Reports

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

Inquiry into People Trafficking for Sex Work

Electoral Matters Committee

Reports

Inquiry into Voter Participation and Informal Voting

Inquiry into the Provisions of the *Electoral Act 2002* (Vic) Relating to Misleading or Deceptive Political Advertising

Inquiry into the Functions and Administration of Voting Centres

Family and Community Development Committee

Report

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

Public Accounts and Estimates Committee

Discussion Paper

Inquiry into Victoria's *Audit Act 1994*

Reports

Annual Report 2008–09

2009–10 Budget Estimates — Part Two

Review of the Findings and Recommendations of the Auditor General's Reports 2007–08

Review of the Findings and Recommendations of the Auditor General's Reports 2008

2008–09 Financial and Performance Outcomes

Appointment of Persons to Conduct the Financial Audit of the Victorian Auditor-General's Office and the Performance Audit of the Victorian Auditor-General and the Victorian Auditor-General's Office

Report on the 2010–11 Budget Estimates — Part One

Report on the 2010–11 Budget Estimates — Part Two

Rural and Regional Committee

Report

Inquiry into Regional Centres of the Future

Scrutiny of Acts and Regulations Committee

Reports

Annual Review 2008, Regulations 2008

Inquiry into Exceptions and Exemptions to the *Equal Opportunity Act 1995*

Legislation Reform (Repeals No. 6) Bill 2009

Annual Review 2009

Alert Digest Nos 8–15 2009

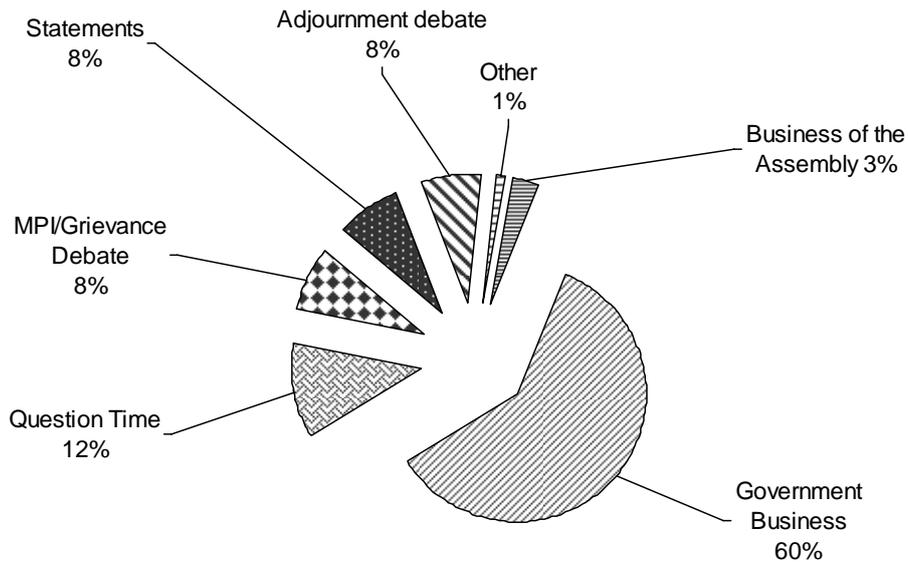
Alert Digest Nos 1–9 2010

Appendix 7 — Business Statistics

Assembly Business Statistics		2009-10	2008-09	2007-08
House related documents produced		228	205	214
Reports tabled by Command		5	4	3
Annual reports tabled		304	298	317
Reports tabled by leave		22	23	17
Other documents tabled		1,102	1,134	1,012
Messages tabled		188	176	148
Reports tabled by parliamentary committees		51	40	40
Questions	On Notice	1,011	988	1,158
	Without Notice	510	420	510
Bills	Introduced in the Assembly	100	85	88
	Amended in the Assembly	13	7	9
	Passed both Houses	95	90	79
	Reasoned amendments moved	5	8	8
Divisions		17	71	42
Petitions presented		397	359	207
Days on which grievances were debated		6	6	6
General business notices of motion		767	652	987
Matters of public importance		10	9	11
Statements by members		1,054	878	1,057
Statements on parliamentary committee reports		102	84	102
Pages of bills proofread		6,502	3,889	3,072
Sitting days		51	46	51
Hours including meal breaks		505:47	471:49	500:04

Appendix 8 — Business Conducted in the Assembly

A breakdown of the time spent on different types of business



Notes

- 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.
- Other business includes condolences and personal explanations.

Appendix 9 — Disclosures Made Under the Whistleblowers Protection Act 2001

One protected disclosure was made to the Speaker during the year. The Speaker referred the disclosure to the Ombudsman for determination as to whether it was a public interest disclosure.

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

Access has been granted to the following records:

- Select Committee upon Tributing in Gold Mines 1893
- Railways Standing Committee 1891–1931
- Select Committee upon Fisheries Acts 1861–1862.