

# Department of the Legislative Assembly Annual Report 2011–12



31 August 2012

Hon Ken Smith 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 the Legislative Assembly for the year 2011–12.

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

Changes in the make-up of the House occurred during the year as a consequence of resignations. Rob Hulls, the Deputy Leader of the Opposition and former Deputy Premier, resigned as the Member for Niddrie on 27 January 2012. Ben Carroll was elected as the new Member for Niddrie at a subsequent by-election on 24 March 2012.

Following the resignation of former Labor Minister Bronwyn Pike on 7 May 2012, Jennifer Kanis won the by-election for the seat of Melbourne. Despite these two changes, the political party representation in the Chamber remains the same — Labor 43, Liberal 35 and Nationals 10 — with the Liberal/Nationals coalition Government maintaining a one seat majority on the floor of the House.

As a result of changes to the *Parliamentary Salaries and Superannuation Act 1968* members can now be fined one day's pay for each day they are suspended from the House. The power for members to be suspended for inappropriate behaviour has always existed, but the imposition of a fine to coincide with a suspension is a new initiative. In October 2011 this provision was used for the first time when the Member for Mulgrave was suspended from the House and subsequently fined. The Act also requires that the amount of the fine be distributed to a charitable institution at the discretion of the Speaker. In this case the amount was donated to the National Breast Cancer Foundation.

The social media phenomenon is having its impact on the House. It is now commonplace for members to express comments via social media tools such as Twitter while the House is sitting. There is often a plethora of these comments made during question time. Earlier in the year the Speaker took exception to a comment posted on Twitter by a member and sought an apology in the House from that member. As a result of that incident the Standing Orders Committee is conducting an inquiry into the use of social media in the Assembly, and members reflecting on the Office of the Speaker. The Committee is currently considering a range of submissions on the matter before making its report to the House.

The Parliamentary Departments are embracing social media by using it to communicate information about the work of the Parliament. Two Twitter feeds — @VicParliament and @VicParlCtees — have been established to provide information about both Houses, tours, educational material and committee investigations. Our initial feedback about this initiative has been positive and we are currently developing a Facebook site to add to our resources.

Both the Assembly and the joint committees operated well within their budget allocations this year. The Assembly budget is always a little tricky to manage because we are dealing with a range of matters that are largely outside our control. For instance, most of the costs associated with the printing of bills and parliamentary papers are met from the Assembly allocation, although we have no control over the number or

size of the bills and reports that are printed. As a consequence, part of the budget will always be held in reserve to ensure the printing requirements of the House can be satisfied.

The joint investigatory committee budget provides funding for 12 committees and the joint committee office activities. Each area is provided with a budget to enable them to operate autonomously. Of course, as part of prudent financial management, each area is expected to operate within its fiscal constraints. A small underspend by each area can easily lead to a large total underspend for this output area.

There are a number of challenges facing the Department in the forthcoming year. Arrangements for the September regional sitting in Ballarat are well advanced and conducting an event of this magnitude will always place a strain on existing resources. Like most other publicly funded organisations the Parliament has had a reduction in its 2012–13 budget. In addition to dealing with a budget reduction we will be required to meet the increased salary and other related costs associated with the implementation of a new workplace agreement for parliamentary staff.

The Government has legislated for a further two parliamentary committees — Independent Broad-based Anti-corruption, and Accountability and Oversight. While these two committees have not yet been appointed, we have been informed that they will have to be resourced from the existing joint investigatory committee budget. This will certainly have an impact on the operations of the existing 12 committees.

It is a pleasure to report that the Department has again met all its output targets. This level of achievement is a testament to the outstanding work of my staff and I thank them for their commitment and continued support throughout the year.

Ray Purdey  
Clerk of the Legislative Assembly

## Report on Output Measures — Legislative Assembly

Output/Deliverable	Target	Actual
<i>Quantity</i>		
Procedural references updated biannually	2	2
Regional visits to schools to conduct Parliamentary Information Talks and Parliamentary Role Plays	5	7 <sup>1</sup>
<i>Quality</i>		
Bills and amendments processed accurately through all relevant stages in compliance with constitutional requirements and standing orders	100%	100%
Member satisfaction that advice is responsive, prompt, clear and objective	80%	90% <sup>2</sup>
Teacher satisfaction with tours of Parliament for school groups	90%	97% <sup>3</sup>
<i>Timeliness</i>		
Documents tabled within time guidelines	90%	100% <sup>4</sup>
House documents available one day after sitting day	100%	100%
Online information relating to bills updated within one day	95%	100% <sup>5</sup>
<i>Cost</i>		
Total output cost	\$20.00m	\$26.20m <sup>6</sup>

<sup>1</sup> It is pleasing that we have managed to meet high demands from schools by including two additional regional visits this year. We are not in a position to commit to meeting demand for extra sessions. It depends whether we can allocate additional resources at the time; our priority is always supporting the operations of the Chamber.

<sup>2</sup> While we take great pride in the timeliness and accuracy of advice given to members, errors can be made occasionally, resulting in member dissatisfaction. There could be circumstances where some members may not necessarily be satisfied with the advice provided, despite its accuracy. Taking into account the subjective nature of this measure an 80 per cent achievement level is a fairly onerous benchmark.

<sup>3</sup> This is a testament to the professionalism of our Tours & Customer Service Unit and is a pleasing response. We have increased the target to 95 per cent in 2012–13.

- <sup>4</sup> We are pleased that staff have worked diligently to cope with high workloads at time, yet maintain accuracy. Although we believe we have vigorous processes in place to ensure tabling can take place within guidelines, the high volumes of annual reports, particularly in September/October, provide considerable challenges. We cannot control the work flow coming to us and have to try and respond to high volumes as they arise.
- <sup>5</sup> We are pleased at our response to this measure and are increasing the target in 2012-13 to 98 per cent.
- <sup>6</sup> Actual higher than target because of members' superannuation finalised during the year.

## Report on Output Measures — Joint Investigatory Committees

Output/Deliverable	Target	Actual
<i>Quantity</i>		
Reports tabled per annum	25	40 <sup>1</sup>
<i>Quality</i>		
Committee members satisfied that advice about procedure, research and administration is responsive, clear, objective and prompt	80%	96% <sup>2</sup>
Inquiries conducted and reports produced in compliance with procedural and legislative requirements	95%	95%
<i>Timeliness</i>		
Reports tabled in compliance with procedural and legislative deadlines	95%	95%
<i>Cost</i>		
Total output cost	\$6.90m	\$6.90m

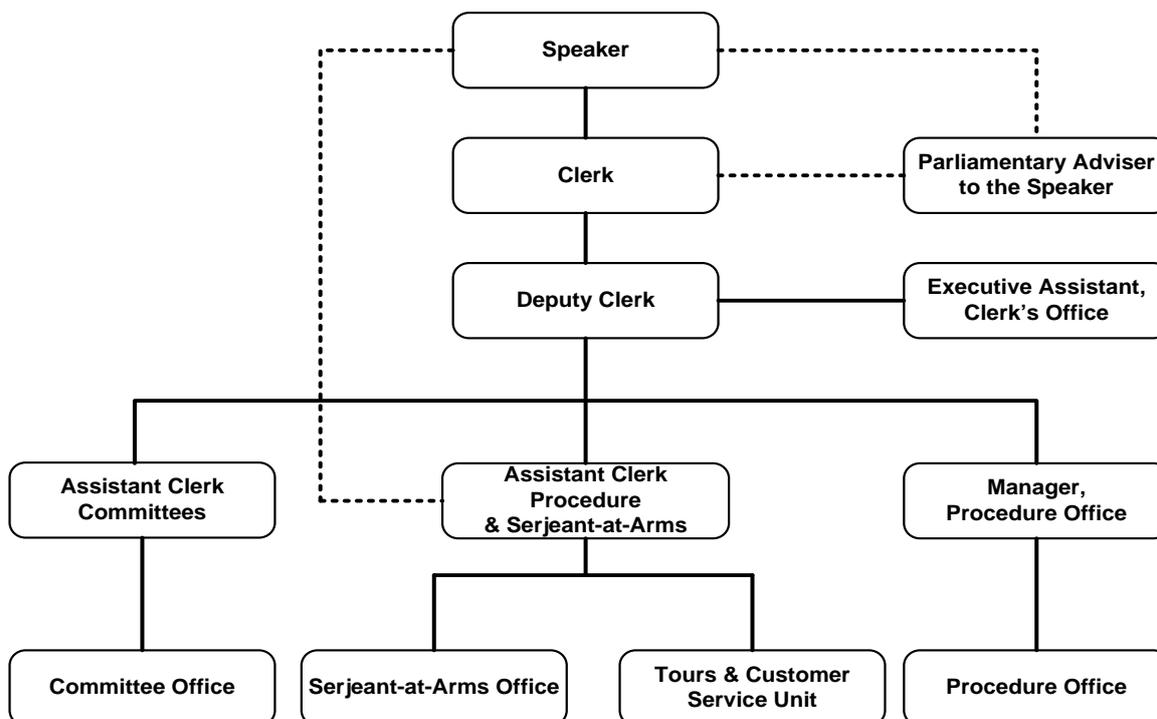
<sup>1</sup> The Government refers inquiries to joint committees via resolutions of both Houses and, to a lesser extent, Orders of Government in Council. When the number of such referrals increases, the number of reports tabled in following months increases.

<sup>2</sup> This measure was based on a confidential survey in May 2012 of committee members. As members had been appointed to joint investigatory committees and committees were operational by this stage, the increase in responses and more members receiving advice were reflected in the survey results.



# 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 Ken Smith MP, was elected on 21 December 2010, having represented the Electorate of Bass since 2002. He was previously a member of the Legislative Council for South Eastern Province since 1988.

### 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 Procedure & Serjeant-at-Arms.** Bridget joined the Department in 1999 to work in the Procedure Office, and subsequently worked in a number of roles within the Office. She was appointed Assistant Clerk Committees in 2006 and, in 2011, became the Assistant Clerk Procedure & Serjeant-at-Arms. Bridget has a Bachelor of Arts (Hons) from Melbourne University.

**Anne Sargent, Assistant Clerk Committees.** Anne joined the Parliament in 1993 and has worked for the Department since 1999. She was appointed Assistant Clerk Procedure & Serjeant-at-Arms in 2008, having undertaken it in an acting capacity since 2007. In 2011, she took moved to the role of Assistant Clerk Committees. 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.

During the course of the year, two additional joint investigatory committees were legislated for by amendments to the 2003 Act. The *Independent Broad-based Anti-corruption Commission Act 2011* provides for the establishment of the IBAC Committee, and the *Freedom of Information Amendment (Freedom of Information Commissioner) Act 2012* for the establishment of the Accountability and Oversight Committee.

As at the end of the reporting year, the relevant sections had not been proclaimed and the committees, therefore, were not operational.

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 Parliament House 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 Assembly proceedings. Accurate records are produced in a timely manner, often under tight timeframes. Records produced in 2011–12 include:

#### *56 Votes and Proceedings*

51 notice papers

36 question papers

56 minute books

The Assembly did not consider any bills in detail this year, so we did not produce any consideration in detail minute books.

We 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, we published a graphical analysis of statistics at the end of the 2011 calendar year.

The Procedure Office, under the authority of the Clerk, also prepared bound volumes of parliamentary documents for the 2011 calendar year, including question and notice papers, and documents ordered to be printed (parliamentary papers).

Late this reporting year we also started a new service of providing updates about bills and tabled documents via Twitter (see page 24). This enables us to quickly update our followers and, we believe, has considerably enhanced our service.

#### **Maintain and update knowledge management resources**

##### ***LAPRAC***

LAPRAC has primarily been an electronic resource since February 2011. We are experiencing the benefits of being able to quickly search LAPRAC, along with other advantages inherent in using the document electronically.

Chapter 14 — Parliamentary Committees was not published in 2011–12 as planned. We now hope to publish it in 2012–13.

The live electronic LAPRAC file was updated twice during the year. Six chapters were updated in August 2011, and seven in March 2012. Topics updated included sources of procedural authority, writs of supersedeas, divisions, and amending or adopting sessional orders. The index, schedules, and table of standing orders were also updated.

LAPRAC includes a table listing all the Acts it refers to, known as the Table of Statutes. We decided to remove the Table of Statutes from LAPRAC. With LAPRAC now an electronic document, searching for references to Acts can be done efficiently without the Table of Statutes. From September 2012 the Table of Statutes will no longer be published as part of LAPRAC, but we will maintain it separate to LAPRAC, as it is useful for identifying updates.

We continued maintaining LAPRAC during 2011–12, with updates on topics including webcasting proceedings, parliamentary education, and joint sittings.

### ***Rulings from the Chair***

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

## **Clerk's Office**

### **Risk management framework**

Last reporting year the Presiding Officers endorsed a risk management framework which outlines the Parliament's risk management approach, structures and activities.

Led by the Department of Parliamentary Services (DPS), the next stage has been the development of a strategic risk profile and identification of the top risks. To facilitate the process, DPS engaged KPMG to run workshops for both the Senior Management Group (SMG) and the Parliamentary Management Group (PMG).

Through the process we have identified nine relevant strategic risks and considered their likelihood and consequences. For each risk, we agreed on causes, current controls and the effectiveness of controls. These have been endorsed by the Audit Committee.

The next step involves PMG documenting operational risks. DPS have commissioned a Lotus Notes database and relevant PMG risk managers have received training. Once fully operational, SMG will regularly review risks to ensure consistency and assess whether any should be escalated to the strategic level.

### **Fatigue management**

Fatigue management has been identified by the parliamentary departments as an area of concern from a risk management and occupational, health and safety perspective. This has partly been as a result of legislation, associated regulations and guidelines creating higher expectations of employers and employees to identify, manage and reduce such risks. In addition there is wider community awareness of the impact work factors have on general health and well-being.

In 2010, Professor Drew Dawson of the Sleep Research Institute, University of South Australia, was engaged to review the departments' implementation of the Fatigue

Management and Prevention Project and identify any other area of concern for further action. His report identified a number of localised and unscheduled work practices that carried significant potential to create an unacceptable level of fatigue-related risk. These included poor work performance, work-related accident injury at work or while travelling to and from the workplace, and long term effects of work intensity on health and well-being.

Prof Dawson made a number of recommendations to address and mitigate the risks. One of his overarching recommendations was to deal with fatigue management as an OH&S issue, rather than manage it industrially. A working group is being established, which includes representatives from Parliament's Occupational Health and Safety Committee, to develop appropriate treatments to manage the risks in a consistent manner across the Parliament.

We have already taken a number of steps to address fatigue, including revising our rosters and providing accommodation to staff when a sitting is extended.

### **Enterprise agreement negotiations**

The Parliamentary Officers (Non-Executive Staff — Victoria) Single Enterprise Agreement 2009 expired on 30 June 2011. The Parliament has an agreement to align with pay outcomes of the Victorian Public Service Agreement (VPS) negotiations.

The Community and Public Sector Union (CPSU) and individual bargaining representatives lodged their log of claims with the parliamentary departments on 3 June 2011. Negotiations for a new agreement started on 24 August 2011, after approval of Parliament's management log was given by the Public Sector Industrial Relations Subcommittee of Cabinet.

A Parliament Enterprise Agreement Bargaining Committee (comprising management, union and employee representatives) was established in the reporting period, with terms of reference that aimed to encourage full and open communication between the parties. During the reporting period, the Committee met on 13 occasions.

Negotiations are expected to conclude between the Parliament and the CPSU, and individual bargaining representatives, within three months after agreement is reached between the Government and the CPSU on the statewide VPS agreement. Compliance with this timeline will enable pay increases to take effect for parliamentary officers from the same date as the VPS agreement reached.

## **Parliamentary values**

The parliamentary values of impartiality, responsiveness, respect, accountability, integrity and leadership are set out in the *Parliamentary Administration Act 2005*. They are very important and underpin our Code of Conduct. But, the text describing them runs to two pages of the Act, and they are not particularly visible or accessible.

To increase their profile and promote them amongst staff, icons have been developed which cleverly depict the values. These are used on the cover of this report. We plan to use them in various documents, such as position descriptions and corporate wellness program posters. They can be used as a group or individually.

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

### **Legislative Assembly**

#### **Enhance Parliament's online resources**

##### ***Participate in review of Parliament's intranet***

The Parliament has started a review of its intranet site. Assembly staff members from the House and committees are on the project team. So far the team has reviewed the current content, surveyed and interviewed several parliament staff, members and electorate officers about their intranet needs, and reviewed common searches of the current site. Based on the information collected we have drafted an information architecture, which we are currently testing and discussing with intranet users.

There is still lots of work to do including finalising the structure, designing the look and updating and developing content.

##### ***House documents on the website***

Work has not begun on scoping our requirements for a database to host House documents on the website. We do still plan to eventually transfer House documents to the Parliament's website but before that can happen we need a database that can manage the high demands we have on sitting nights.

#### **Communication, community engagement and education strategy**

One of the key objectives of the parliamentary departments' *Strategic Directions 2011–2014* was to increase public awareness of, and opportunities for engagement with, the functioning of the Parliament. It was agreed that a communication, community engagement and education strategy would be developed.

The Clerk of the Parliaments leads the project and decided initially to focus on communication through social media. We were conscious from the outset that social media tools open up many new and exciting opportunities. However, hardly a day seems to go by without the media reporting issues, particularly about Twitter. It was paramount to us to be able to add value to the services we offer, but also protect the Parliament's reputation and manage the risks involved.

We engaged consultants to assist and they provided initial training in August. This covered everything from blogs to virtual worlds, and introduced us to tools such as Twitter, Flickr, Blogger, Ning and Facebook.

The Clerk of the Parliaments established a working party to develop a strategy in conjunction with the consultants. The group includes representatives from each department and committees. Aside from agreeing an overall strategy, its first focus was

to prepare a social media policy and consider how the parliamentary departments could use Twitter. Implementation of the strategy has focused on three areas.

### **Twitter**

We decided to maintain two Twitter accounts, @VicParliament and @VicParlCtees. @VicParliament gives information about both Houses, tours, education resources, library resources, and Hansard. @VicParlCtees gives details of committee inquiries, including hearing times, new references and reports tabled.

We sent our first tweet on 21 May, the Monday of a sitting week. The reaction, particularly from the media, was very positive and we soon attracted many followers. By the end of the reporting year we had 543 people following @VicParliament and 202 following @VicParlCtees.

The hashtag #springst has been the standard for journalists, members and others talking about Victorian politics for a couple of years now. Our tweets have become part of this conversation, and it has been rewarding to see the impact of Parliament's voice. Members, journalists, and others have consistently retweeted information we put out. We are proud to see the service we provide be so obviously and immediately useful to members and other stakeholders.

Parliament's tweeters were all specifically trained before we launched our new service. We also spent a lot of time working across departments to agree 'standard' tweets, to share information between the two Houses and avoid duplicate tweets, and to assign subject areas to different tweeters.

As this is a new service and it is important that all staff can contribute, we ran two Lunch and Learn sessions which were available to all staff. These were an opportunity for more details to be given, including how everyone can contribute to our Twitter feeds.

### **Videos**

We also recognised a need for some plain English videos which we can put on YouTube, our website and, ultimately, Facebook.

We released the first of our three new animated videos, *How Parliament Makes Laws*, in May. It is available from Parliament's YouTube account and internet site. Lasting two minutes forty seconds, it describes in plain English the process from idea, to royal assent and implementation. With eye catching graphics, it is easy to understand and explains the process clearly. We have received very positive feedback on the video.

Two other videos are in the pipeline. One will describe how committees work, and the final one covers state elections. The video on committees is at the draft animation stage and should be ready early in the next reporting year.

## **Facebook**

Our consultants have made very creative suggestions about a Facebook page. They suggest making it as social as possible, to include active features relating to current bills and committee inquiries.

They have cleverly come up with the concept of the 'Town Wall', merging the idea of old style Town Hall meetings with the Facebook Wall. It is very innovative and will take some time to scope and develop, but is also an exciting proposal. Our consultants sought feedback on the concept from some members, staffers, community groups and electorate officers. We are currently considering a draft functional specification and hope that this will progress during 2012–13.

## **Clerk's Office**

### **Survey new members**

During the year we surveyed new members to obtain their feedback on the orientation program we ran during 2010–11.

The program consisted of a briefing the day before the opening of Parliament, plus a series of six procedural briefings held over lunch on Thursdays of sitting weeks. The six briefings were a new approach to providing procedural information to new members and we were keen to see how successful they had been.

All members found the initial briefing very useful, particularly the role play format. Although the election schedule meant there was very little time to provide a briefing prior to Parliament opening, members were satisfied with the timing and length of the session.

Feedback was also overwhelmingly positive for the Thursday lunch time briefings. Many recognised that there would be the inevitable clash with other commitments, but the timing of the briefings was the best in the circumstances. The topics covered were appreciated, with the briefings rated as succinct and on topic.

We also sought suggestions on whether any further briefings would be helpful and, if so, on what topics. Views were more varied but there appears to be some appetite for general procedural briefing sessions. We are examining the possibility of hosting 'Ask the clerks' sessions periodically over a Thursday lunch time. These could provide members with the opportunity of raising procedural queries on the day, or submitting questions in advance for discussion.

### **Prepare for other potential projects**

#### ***Regional sitting***

In September 2011, the Premier announced the Legislative Assembly will hold a regional sitting in Ballarat on 6 September 2012.

During November 2011, we considered venues that can not only accommodate the 88 members, their staff, parliamentary staff and the press gallery, but also have infrastructure suitable for web broadcasting, sufficient space for a public viewing area and room to conduct our parliamentary education program. The Caro Convention Centre at the University of Ballarat, Mt Helen Campus was selected as the most appropriate venue to host the sitting.

A significant amount of planning was completed by the Serjeant-at-Arms Office including a number of site visits with a range of parliamentary staff, coordinated by the Assistant Clerk Procedure & Serjeant-at-Arms.

The ongoing support from staff at both the University of Ballarat and Ballarat City Council has been exceptional and much of the planning for the event has been carried out in conjunction with both organisations.

By the end of the reporting year, arrangements were in place for the accommodation of members and staff, all schools in the Ballarat region had been invited to attend an education session, design work had been commissioned for promotional posters, community engagement functions were arranged and procedural planning for the sitting day itself was well underway.

### ***Implications arising from the establishment of IBAC***

The Independent Broad-based Anti-corruption Commission (IBAC) Committee and the Accountability and Oversight (AO) Committee are being established as key parts of the Government's scrutiny and accountability platform. These two new joint investigatory committees are part of the implementation of the Government's election 2010 promises.

The IBAC Committee will be administered by the Legislative Assembly and the AO Committee by the Legislative Council. Both these new committees have been established in legislation which has been passed by the Parliament during this reporting period.

As part of the budget process for 2012, and the Parliament preparing for the establishment of these two new committees, we made submissions for funding to set-up and support the implementation of the new committees. These funds were to cover staff salaries and on-costs (based on a minimum committee staffing model) and operating expenses of the committees, including payment of allowances to members under the Parliamentary Committee Regulations 2003, printing, advertising, etc. These submissions were not supported.

Neither House has appointed any members to the new committees.

## **Processing large volumes of questions on notice**

One of the Procedure Office's jobs is to publish written questions from members (questions on notice).

This year we published 7,574 questions. To give some perspective, in the 56<sup>th</sup> Parliament we had fewer than 4,000 for the whole four years of the Parliament and only 2,500 in the 55<sup>th</sup> Parliament.

On 16 August 2011 we published more questions than we published for the entire 56<sup>th</sup> Parliament (4,742). The week leading up to the 16<sup>th</sup> was very busy as each question was typed into the database, checked, double checked and then signed off by the Assistant Clerk Committees. Half the office was typing, sorting, organising, printing, checking and correcting questions. The other half of the office was trying to keep up with all our other sitting week work. It was an event we will not forget in a hurry.

Questions are also answered. Throughout the year we have received answers from ministers for most of the questions and we have checked, sent out and entered these into the database too. On occasions we have received 500–1,000 answers on one day. This also makes for busy days.

## **Delegations**

### ***Aichi delegation***

A delegation from Aichi Prefecture Assembly visited the Parliament on 1–4 November 2011. The delegation had an extensive program, including meeting with the Presiding Officers and attending a working lunch with members of the Parliament.

### ***Jiangsu Provincial People's Congress delegation 2011***

A Jiangsu delegation visited the Parliament on 12–14 December 2011, led by Mr Wang Baosheng, Director of the Office of Committee on Agriculture and Rural Affairs. He was accompanied by other committee members, the Deputy Director of the Office of Foreign Affairs Committee, Director of Committee on Agriculture and Economy of Huaian City People's Congress, a researcher and staff of the General Office. A detailed program was arranged for them, including dinners hosted by the Presiding Officers.

### ***Jiangsu Provincial People's Congress delegation 2012***

A high level Jiangsu delegation visited the Parliament from 17–19 April 2012, led by Hon Madam Bai Suning, Vice Chairwoman of Jiangsu Provincial People's Congress. She was accompanied by other staff, Vice Director-General of Research Office, Vice Chair of Committee of Deputies Liaison, Vice Chair of Committee of Foreign Affairs, Director of Election Division and Division Director of General Office. A detailed program was arranged for them, including an official call with the Governor at Government House, formal dinners hosted by the Presiding Officers, with the Premier, and with the Consul General of PRC in Melbourne. This was the last official delegation visit of Madam Qi Xinhua, Vice Chair of Committee of Foreign Affairs, prior to her retirement. The Presiding

Officers have acknowledged her efforts for continuously strengthening the sister-state relationship over the years between Jiangsu and Victoria.

### ***Parliament of Kenya***

A delegation of parliamentary officers on the National Assembly of Kenya was on attachment to the Parliament for two weeks in May 2012 to observe operations at a procedural and administrative level. The visit included briefings by the Department Heads, Chamber Officers, and meetings with the Presiding Officers and various staff and members of Parliament. The delegation also observed proceeding in both Houses.

### ***Deakin Summer Residency Program***

The Summer Residency Program for the Public Accounts Committees was held in Victoria on 5–12 February 2012. Deakin University, together with the Commonwealth Parliamentary Association and the World Bank Institute, jointly conducted the program for 50 participants. Parliament House was used to launch the program and included issues such as understanding public financial documents and public sector oversight, financial and performance audits by the Auditor General, building more effective Public Accounts Committees, and developing country action plans for their respective committees.

### **Attachment — First Deputy Speaker, Parliament of Ghana**

The Parliament hosted Ms Gloria Sarku, from the First Deputy Speaker's Office of the Parliament of Ghana, on 3-5 October 2011. Ms Sarku met with the Deputy Speaker and a range of parliamentary officers. The experiences shared, and issues discussed, were common to both Parliaments and included matters such as governance, political neutrality, reporting lines, outreach/community engagement program, providing services to members, and the role of committees.

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

### **Implement publicly available tabled documents database**

As reported in last year's annual report we, in collaboration with the Legislative Council, have been developing an online tabled documents database with an external developer. Final development of the database was completed in January 2012, with testing by Procedure Office staff completed in February 2012. The database successfully went live during the second sitting week in February 2012, and includes all documents tabled in the House from 2012 onwards.

A number of Procedure Office staff have been trained in using the database and we are also developing a users manual to accompany the database for staff to refer to.

As part of the implementation of the database a review of our tabling processes, including providing an electronic copy for parliamentary papers tabled for uploading to the database, has been planned to take place before the first sitting week in August 2012.

## **Launch questions database**

The questions database was launched online at the start of 2012.

Leading up to the launch we faced a range of delays, bugs and inconveniences. For example, we had hoped to make the database look like the rest of Parliament's website but this proved too complicated. Then we were concerned that questions were 'going missing'. The problem turned out to be that the browser only listed 5,000 results. In the development of the database we never imagined that we would have more questions than that. (Read about the avalanche of questions we have processed this year on page 27.)

Six months after our launch the database is already a valuable tool for us and many of our customers.

In the next year, we plan to encourage members to enter their questions directly into the database and make a range of improvements to its operation

## **Committees**

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

The 2011–2012 year has proved to be an extremely busy and productive time for the Drugs and Crime Prevention Committee. The Committee collected most of the evidence and tabled reports for two inquiries — an inquiry into locally based approaches to community safety and crime prevention, and an Inquiry into violence and security arrangements in Victorian hospitals. Both inquiries proved to be extremely interesting and challenging and were far more complex than originally anticipated. The Committee also received a third reference for an Inquiry into Crime Prevention through Environmental Design in Victoria which it has recently commenced work on.

#### ***Inquiry into Locally Based Approaches to Community Safety and Crime Prevention***

Throughout this year of the inquiry the Committee went to great lengths to consult with stakeholders and community members.

##### *Public hearings and teleconferences in Melbourne*

A series of public hearings was held in Melbourne, along with telephone conferences conducted with expert witnesses from interstate. In total, oral evidence was received from 133 witnesses.

##### *Regional and interstate visits and public hearings*

Through its research the Committee identified that the Cities of Dandenong, Frankston and Ballarat have been developing a range of crime prevention and community safety initiatives to address local community concerns regarding rising crime rates, particularly rises in the numbers of assaults in public places. The Committee decided to travel to these cities to conduct a series of forums and public hearings with local councils, and their crime prevention and community safety partners. The aim was to gain an understanding of the work of local communities and the issues they face in developing

policy and program responses. The Committee also held meetings and a community forum in the City of Geelong. Geelong was selected because it has implemented a range of successful initiatives to reduce problems of alcohol-fuelled violence in that region. These were worthy of consideration for possible applicability in other locations.

At all regional locations, public forums were conducted to provide an opportunity for Neighbourhood Watch and community representatives to have input into the inquiry. This was particularly important given the operation of Neighbourhood Watch was a key term of reference of the inquiry.

#### *Interstate visits*

The terms of reference required the Committee to investigate whether there are alternate models for the delivery of better crime prevention and community safety outcomes within Australia. Interesting crime prevention work is currently being undertaken in Western Australia and New South Wales. The Committee travelled to these states to meet with key state and local government stakeholders to gain valuable insights into the work they were doing.

#### *Innovative independent research*

The first term of reference required the Committee to investigate the breadth of locally based groups and organisations addressing community safety and crime prevention issues within Victoria. A particular emphasis was the role of local government and Neighbourhood Watch in this regard. At the outset of the inquiry the Committee established that there was no systematically compiled catalogue of groups and organisations addressing these issues in Victoria.

The Committee therefore decided to commission Professor Peter Homel and staff at the Australian Institute of Criminology to assist it in developing and distributing an online survey to all local councils and shires in Victoria. The object of this survey was to gather a comprehensive picture of current crime prevention activity in Victoria. The survey asked councils and shires to identify local crime prevention initiatives in their area and answer specific questions in relation to their operation and effectiveness. All but one council returned the survey. The results of this important benchmarking research assisted the Committee in forming the framework for the Committee's report and recommendations.

The Committee also designed a series of questions to seek the views of each Neighbourhood Watch chapter regarding the current work of Neighborhood Watch and the challenges confronting the organisation in providing meaningful crime prevention programs. These questions were circulated to the various groups by the President of Neighborhood Watch Inc and the responses were forwarded to the Committee and analysed.

#### *Report*

The report for was tabled in June 2012. The Committee, on the basis of the evidence it received, concluded that further emphasis and attention should be paid to the important role of local government in developing and implementing crime prevention

and community safety services. The report contained 33 recommendations to the Government for what is required to support crime prevention in this state, particularly in local government areas.

### ***Inquiry into violence and security arrangements in Victorian hospitals***

The Committee received this inquiry on 5 May 2011. Violence occurring within hospitals and health care settings has been a topic of increasing concern in Australia over the past decade.

Initially the Government saw the deployment of Protective Service Officers (PSOs) in emergency departments of hospitals as a way to help combat violent behaviour. The Committee found however that clinicians, other health professionals, hospital staff in general and security personnel were unanimously opposed to the placement of armed PSOs in hospitals.

### ***Community consultation***

The research and deliberation process included a comprehensive literature review, a call for public submissions in the *The Age* and *Herald Sun*, background briefings and public hearings. Letters inviting submissions to the inquiry were also sent to all public hospitals with emergency departments, medical associations and relevant security organisations in Victoria. The Committee received 31 written submissions, which came from a range of individuals and organisations. The Committee also wrote to the Deans of clinical faculties in Victorian universities, requesting information on courses that address occupational violence in hospitals.

The Committee conducted a series of public hearings and held a roundtable with key representatives from the private security industry. The Committee believed it was essential to canvass the views of those organisations currently providing security guards to some of Melbourne's largest public hospitals.

### ***Regional visits***

Through its research the Committee identified that Geelong and Ballarat Hospitals have been developing a range of initiatives to address hospital violence. The Committee travelled to these cities and conducted a series of public hearings with hospital staff from these areas.

### ***Interstate visits***

The terms of reference for this inquiry required the Committee to examine current and proposed security arrangements in other states of Australia developed to prevent violence in hospitals and, in particular, emergency departments. New South Wales and Western Australia were considered to be particularly useful jurisdictions to visit. The Committee met and spoke to staff at these and other hospitals and undertook a comprehensive site visit of St Vincent's Hospital in Darlinghurst. It also conducted a range of public hearings with other (non-medical) stakeholders in both Sydney and Perth. These included security personnel, academics and members of both the New South Wales and Western Australian Police.

## *Report*

On 8 December 2011 the Committee tabled the report for the inquiry which contained 39 recommendations designed to help prevent and reduce the impact of violence and provide a greater sense of security and comfort to those who work in, visit or require a health service from a hospital in Victoria.

The Committee found that a broad range of strategies is required to comprehensively address occupational violence. These strategies range from initiatives addressing the physical environment of hospitals, to education and training for health care workers in preventing violence on their 'watch', to mechanisms for the better reporting of occupational violence. The Committee rejected the need for the employment of armed PSOs in hospitals.

### ***Inquiry into Crime Prevention through Environmental Design in Victoria***

The Committee received this inquiry in June 2012 and since that time has commenced a literature review and published calls for submissions in the *Herald Sun* and *The Age*.

## **Electoral Matters Committee**

### ***Inquiry into the 2010 Victorian State Election***

Following the appointment of members to the committee in February 2011, it focussed its attention on the inquiry into the 2010 Victorian state election and matters related thereto. The Committee received 20 submissions, variously from the VEC, political parties, academics, social advocacy organisations, psephologists and interested individuals.

Following the receipt of the submissions the Committee held public hearings in August 2011 after which chapters of the report were researched, written and progressively adopted.

In support of the inquiry the committee travelled to Perth in November 2011 and Hobart in February 2012. It met with the respective electoral commissioners, ministers responsible for electoral matters, Presiding Officers, academics and interested individuals who shared their perspectives on the 2010 Victorian state election and local electoral issues.

The report was tabled in May 2012, with the Government response due in November 2012.

### ***Inquiry into the Future of Victoria's electoral administration***

In March 2012 the Committee self-referenced a new inquiry into the future of Victoria's electoral administration. This inquiry will consider all aspects of Victoria's electoral architecture, excluding local government elections. This follows on from the Committee's research highlighting a need for a wide-ranging inquiry into all aspects of Victoria's electoral administration. Issues include a detailed examination of Victoria's *Electoral Act 2002*. Significantly, this inquiry will be the first of its kind by a

parliamentary electoral matters committee in Australia, with a reporting date of March 2014.

In April 2012 Victoria's Electoral Commissioner, Mr Steve Tully, resigned his position. The Committee thanks Mr Tully for the assistance he and his staff provided to the Committee and secretariat during his time as Electoral Commissioner.

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

The Committee commenced three inquiries between July 2011 and 2012:

- Inquiry into Opportunities for Participation of Victorian Seniors
- Inquiry into Workforce Participation by People with a Mental Illness
- Inquiry into the Handling of Child Abuse in Religious and Other Organisations.

#### ***Inquiry into Opportunities for Participation of Victorian Seniors***

The Committee called for submissions in July 2011, issuing a submission guide to assist those preparing submissions. It received 93 written submissions (58 from organisations and 35 from individuals).

The Committee undertook public hearings between September and December 2011. It heard from 108 witnesses, representing 52 organisations.

In October 2011, the Committee went to Canberra to speak with representatives from Commonwealth departments, the Productivity Commission, the Ambassador for Ageing and the ACT Government.

The Committee also met with Dr John Beard, Director Ageing and Lifecourse at the World Health Organization and Ms Susan Ryan, the Age Discrimination Commissioner. The Chair and Deputy Chair also spoke with the CEO of Workcover WA regarding issues relevant to the inquiry.

In May 2012, the Committee undertook a study tour to the United Kingdom and Netherlands to learn about initiatives on ageing and participation. It met with representatives from 23 organisations and undertook site visits to learn about innovative models for active ageing.

#### ***Inquiry into Workforce Participation by People with Mental Illness***

The Committee received the reference for the inquiry in February 2011. The same month, the House of Representatives Standing Committee on Education and Training received a similar reference into mental health and workforce participation.

In July 2011, the Committee received a briefing from the Victorian Department of Health in relation to workforce participation and people with mental illness.

In September 2011, the Chair and Deputy Chair met with their House of Representatives counterparts to discuss strategies to minimise duplication in the inquiries.

The Committee called for submissions in October 2011, issuing a submission guide to assist those preparing submissions. It received 44 submissions, including 11 from individuals and 33 from organisations.

In June 2012, the Committee undertook site visits to social firms. These included Social Firms Australia in Fitzroy, Incito Maintenance and Clean Force Property Services in Northcote, and Prahran Mission in Prahran.

The Committee is due to table its final report on 30 September 2012.

### ***Inquiry into the Handling of Child Abuse in Religious and Other Organisations***

The Committee commenced this inquiry with its call for submissions in June 2012.

It developed a submission guide for to assist those making submissions to the inquiry for release in early July 2012.

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

#### ***Inquiries into the budget estimates***

As part of its statutory responsibilities under the *Parliamentary Committees Act 2003*, the Committee conducts an inquiry into the State's budget estimates each year.

This process starts with a questionnaire, sent to all departments and the Parliament, which seeks information about their respective budget estimates. This is followed by public hearings with all ministers and the Presiding Officers. In both 2011 and 2012, the Committee held 48 hearings as part of the budget estimates, totalling over 54 hours.

The questionnaire responses and the transcripts of the hearings are posted on the Committee's website as a resource for members and the community.

After the hearings, the Committee tables a report in several parts. This report draws on the information gathered through the questionnaire and public hearings, along with an analysis of the budget papers and other relevant information.

During 2011–12, the Committee tabled the last part of the 2011–12 budget estimates report, and the first part of the 2012–13 report.

The *Report on the 2011–12 Budget Estimates — Part Three* (September 2011) contains 90 recommendations, mostly identifying areas where disclosure in the budget papers could be enhanced. In its response, the Government supported 64 per cent of the recommendations to which it responded, although many of these supported recommendations have not yet been implemented.

The *Report on the 2012–13 Budget Estimates — Part One* (June 2012) includes an overview of the 2012–13 Budget, indices for all of the public hearings, and an

assessment of the performance measures that the Government proposed discontinuing in the 2012–13 Budget. The Committee made five recommendations regarding the performance measures. The Committee recommended that 25 measures proposed to be discontinued in 2012–13, should not be discontinued.

### ***Inquiry into reports of the Victorian Auditor-General's Office***

An important aspect of the Committee's work is to follow up matters raised by the Auditor-General in his reports to the Parliament. The Committee regularly follows up key reports, including taking new evidence from departments and agencies on their progress in implementing the Auditor-General's recommendations.

The reports that were followed up in 2011–12 were those where the Committee considered that the findings had the most significant impacts or implications.

The Committee followed up in detail two reports which it classified as 'priority one'. These 'priority one' follow-ups included sending questionnaires to relevant departments and agencies and then holding public hearings with them.

The *Review of the Auditor-General's Report on Preparedness to Respond to Terrorism Incidents: Essential Services and Critical Infrastructure* (November 2011) made 26 recommendations directed at improving the management of critical infrastructure protection arrangements across the Victorian public sector in the future. The Committee considered this an important area to follow up, given the significance of the area to the state's security and economy.

The *Review of the Auditor-General's Report on Access to Public Hospitals: Measuring Performance* (February 2012) was undertaken because of the significance of the Auditor-General's findings for patient welfare. The Committee made 10 recommendations in this report, which included advocating that the Department of Health directs greater attention to individual hospital reporting at the state level.

In addition to these 'priority one' follow-ups, the Committee reviewed four 'priority two' reports in its *Review of the Auditor-General's Reports January–June 2009 and follow-up of PAEC Reports 82, 86 and 91* (March 2012). The Committee assessed the departments' and agencies' progress at implementing the Auditor-General's recommendations through questionnaires for this review.

This report also reviewed the status of recommendations made by the Committee in three of its earlier reports. The Committee found that agencies have satisfactorily acted on a considerable number of the recommendations made in these reports.

### ***Inquiry into Effective Decision Making for the Successful Delivery of Significant Infrastructure Projects***

In May 2011 the Legislative Assembly referred the inquiry into effective decision making for the successful delivery of significant infrastructure projects to the Committee.

The terms of reference for this inquiry focus on the skills and competencies within the public sector to successfully deliver major infrastructure assets and related matters.

The Committee invited written submissions from individuals and organisations and received 20 submissions. Public hearings were subsequently held in March 2012, where the Committee spoke with 22 witnesses. The Committee also travelled interstate in November 2011 and February 2012 to gather evidence.

Further public hearings are scheduled for August 2012. The report is due to be tabled in Parliament by 14 December 2012.

### ***Review of the 2009–10 and 2010–11 annual reports***

In February 2012 the Committee produced a report examining the nature and presentation of information included in the annual reports of government departments and selected agencies. This included an analysis of the extent to which departments and agencies were complying with Government direction in the preparation of reports.

Although annual reports have been reviewed on a smaller scale as part of previous reports, this was the first time that the Committee had devoted a report specifically to the quality of annual reports.

The Committee made 43 recommendations with the hope that they ‘will assist departments and agencies to provide more informative and useful annual reports in future years, and will assist the Government in meeting its aim of increasing transparency and accountability’.<sup>1</sup>

### ***Report on the 2009–10 and 2010–11 Financial and Performance Outcomes***

In April 2012 the Committee tabled its *Report on the 2009–10 and 2010–11 Financial and Performance Outcomes*.

The Committee undertakes a review of the outcomes achieved in the previous year at the end of most financial years. However, this work was not undertaken for 2009–10 due to the state election in 2010. The Committee therefore examined both 2009–10 and 2010–11 in this report.

The report looks into the performance of the Government over several areas. These areas include the Government’s overall financial performance and comparisons of departments’ actual achievements with their targets for financial matters and service delivery. This report also looks at the performance of the Victorian Auditor-General’s Office in 2010–11.

The Committee made 65 recommendations. Most of these are focused on ways in which government bodies could improve disclosure in their reporting, including the budget papers, the annual Financial Report for the State and departmental annual reports.

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<sup>1</sup> PAEC, *Review of the 2009–10 and 2010–11 Annual Reports*, February 2012, p xiii.

### ***Financial Auditor of the Victorian Auditor-General's Office***

In May 2010 an independent financial auditor of the Victorian Auditor-General's Office was appointed for a period of three years. In September 2011 a formal request for termination of services was received from the auditor, less than two years into the contract.

In May 2012 the Committee recommended that a new auditor be appointed from June 2012 to June 2014.

This resulted in the tabling of two reports:

- Termination of the Independent Financial Auditor of the Victorian Auditor-General's Office appointed by Parliament under Section 17 of the Audit Act 1994 (November 2011)
- Report on the Appointment of a Person to Conduct the Financial Audit of the Victorian-Auditor General's Office under Section 17 of the Audit Act 1994 (May 2012).

### ***Other activities***

In addition, during 2011–12:

- the Committee tabled the *PAEC Annual Report 2010–11* in September 2011
- the Committee co-hosted the 2012–13 State Budget Briefing Seminar for members with the Department of Treasury and Finance in May 2012
- the Committee Chair and Executive Officer attended an Australian Council of Public Accounts Committees meeting in Canberra in May 2012.

Further information about the Committee's activities in 2011–12 can be found in the *PAEC's Annual Report 2011–12*.

## **Rural and Regional Committee**

### ***Committee activities***

The focus of the Committee during this reporting period has been on undertaking research and consultation for the Committee's inquiry into farm sector capacity. The inquiry objective has been to gather information, experience and research on methods to attract young people into agriculture, and to do so through rural and regional community consultation.

The Committee also held public hearings in Melbourne, regional site inspections, and workshops with experts in the field. A highlight of the Committee's calendar was a youth forum held at Parliament House which attracted over 60 young people who are involved, or wish to be involved in agriculture to discuss and contribute to the Inquiry.

At the end of this reporting period the Committee received an inquiry into the impact of food safety regulation.

***Inquiry into the Capacity of the Farming Sector to Attract and Retain Young Farmers and Respond to an Ageing Workforce***

At the beginning on June 2011 the Committee's inquiry into the capacity of the farming sector to attract and retain young farmers and respond to an ageing workforce was underway. Planning and discussion about the Committee's agenda and approach to the inquiry continued and regional hearings and workshops began.

Public Hearings were held in Melbourne and throughout regional and rural Victoria including in Mildura, Swan Hill, Beechworth, Mansfield, Horsham, Ballarat, Nambrok Leongatha, Dunkeld, Timboon, Shepparton and Lakes Entrance. The Committee also conducted a number of workshops with leaders in the agricultural community in Victoria to discuss the inquiry.

Site inspections took place throughout the state at Templemore Farm, a family farm run on a corporate model; Anderson's Dairy, being managed by the owners' son; Sher Wagyu near Ballarat; Wightmans Farm, an organic dairy farm; Seebek Farm near Timboon, which employs foreign labour on working visas; at Dookie Agricultural College; Birchip Cropping Group and the Lakes Entrance Fisherman's Cooperative.

The Committee visited Western Australia where it experienced the WA agricultural education model based on Agricultural Colleges, and Canberra where members spoke to peak bodies and the Commonwealth Government about their roles and plans for agriculture and young people.

A youth forum, arranged by the Committee and held with the Speaker's approval, took place in the Legislative Assembly Chamber in February. It was an initiative that received a great deal of support with over 60 young people participating. The youth forum led to a number of recommendations that have been included in the report for the Government to consider in its response to the Committee.

Over 300 witnesses were consulted throughout the inquiry. The Committee focussed on attaining evidence from young people themselves, given that they were the direct subject of the terms of reference. Seventy one submissions were received from a range of organisations with an interest in attracting and retaining young people to agriculture.

The work of the secretariat has focussed on drafting background material for the Committee, gathering statistics, conducting preliminary research and collecting evidence at public hearings, meeting and consulting with the Chair and the Committee; and drafting, editing and preparing the report for publication.

A major focus of the Committee is on community engagement and consultation. Given the subject of this report a number of young people were heavily involved. To reflect this and to highlight the good work that young people are doing in agriculture in Victoria a number of 'Snapshots' of individuals were included in the report.

Given the overlapping relevance of the inquiry into agricultural education in Victoria being conducted by the Education and Training Committee, collaboration between secretariats and members has been important. This has been facilitated by a formal agreement to share information and material amongst the two committees. Furthermore, the Chair, Executive Officer and Research Officer of the Education and Training Committee were invited to attend the youth forum.

A highlight of the period was the level of cooperation received from the Department of Primary Industry.

The report was tabled in June 2012. A media conference took place after the tabling, with two young people who were involved in the inquiry process participating in the report's launch. Extensive television, radio and print media ran stories on the launch.

A Government response to the report is expected by early December 2012.

***Inquiry into the Impact of Food Safety Regulation on Farm and other Businesses regulated under the Dairy Act 2000, the Meat Industry Act 1993, and the Seafood Act 2003***

Terms of reference for this inquiry were received in June 2012. The inquiry is technical in nature and will include elements of legislative review and consultation with expert stakeholders.

A background briefing paper was provided to the Committee on the current regulatory framework for food safety in Victoria and more broadly. This was provided ahead of consultations with the industry regulators Prime Safe and Dairy Food Safety Victoria. A meeting was also held with the Minister for Agriculture and Food Security and relevant departmental staff to discuss and clarify the terms of reference.

The Committee has advertised the inquiry in regional Victoria, established its online profile for this inquiry, and written to stakeholders calling for submissions.

At the close of the reporting period the secretariat is well underway organising regional hearings, preparing for submissions, developing its stakeholder database and drafting further material for the Committee's consideration based on the terms of reference.

**Scrutiny of Acts and Regulations Committee**

***Statutory functions***

The Committee has statutory reporting responsibilities under three Acts:

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

### ***Annual reports and committee website***

The Committee tabled its *Annual Review 2011* in May 2012. The Review outlines the functions and work of the Committee during 2011. In the reporting period the Committee tabled 17 Alert Digests reviewing over 108 Bills. In the same period the Committee, through its Regulation Review Subcommittee, reviewed over 166 statutory rules (regulations). The Annual Review covering statutory rules series 2011 will be tabled in the Parliament in August 2012.

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

### ***Regulation review***

Under the *Subordinate Legislation Act 1994* the Committee has oversight responsibilities concerning statutory rules. The Committee performs this scrutiny function by means of a subcommittee, the Regulation Review Subcommittee. The Subcommittee held 10 meetings in the period 2011–2012 and considered 166 statutory rules. Of those rules 12 were accompanied by regulatory impact statements. The Subcommittee also considered every statutory rule in the context of human rights and compatibility with the *Charter of Human Rights and Responsibilities Act 2006*.

From 1 July 2011 the subcommittee assumed responsibility for oversight of a new category of subordinate legislation known as legislative instruments as defined by the *Subordinate Legislation Act 1994*. During 2011 the subcommittee reviewed 24 legislative instruments. None were accompanied by regulatory impact statements.

### ***Statute Law Repeals Bill 2012***

In March 2012 the Committee received a reference from the Legislative Assembly to inquire into, consider and report on the Statute Law Repeals Bill 2012. The Bill repealed five spent or redundant principal Acts and 14 amending Acts. The Committee tabled a report in March 2012.

### ***Statute Law Revision Bill 2012***

In March 2012 the Committee received a reference from the Legislative Council to inquire into, consider and report on the Statute Law Revision Bill 2012. The Bill made minor amendments to 57 Acts, amongst them a number of amendments had retrospective operation. The Committee tabled a report in March 2012.

### ***Four year review of the Charter of Human Rights and Responsibilities Act 2006***

In April 2011, by Governor in Council Order, the Committee was referred an inquiry and review of the *Charter of Human Rights and Responsibilities Act 2006* (the Charter). This is the statutory review of the first four years of operation of the Charter pursuant to s 44(1) of the Charter. The terms of reference specified the statutory matters in s 44(2) of the Charter and, in addition, specified a number of other matters to be considered by the Committee in the course of the review.

The Committee advertised the review and released a submissions guideline in May 2011. The advertising campaign invited written submissions to be made to the Committee by 1 July 2011. The Committee held public hearings in July 2011 and tabled a final report in September 2011.

## **Committee Office activities**

### ***eSubmissions***

In conjunction with the Library and Information Technology Services, the Committee Services Office developed, trialled and deployed a new eSubmission facility for accepting submissions electronically via the Parliamentary website. Five committees made use of eSubmissions during the reporting period — an average of eight eSubmissions per committee were received, with each committee accepting eSubmissions for an average of 88 days.

### ***Progress on Investigations***

The culmination of project work from previous reporting cycles, the Committee Services Office worked with the Library to develop a translation of the former *Progress on Investigations* monthly publication into a new *Inquiry Status Table* to sit within the committees' website structure. The table contains the current status of all inquiries conducted during the current Parliament, with the ability to sort and filter by committee, inquiry, type and status. We are expecting to launch the new table in the next reporting cycle.

### ***Broadcast***

Working with Hansard Broadcast, committees have been able to broadcast their proceedings via the parliamentary website. Initial work on policy underpinning the broadcast of committee activities was drafted and the service was trialled with the Public Accounts and Estimates Committee for its budget estimates hearings in May 2012.

### ***Dedoose***

To further support the research staff with software tools to enhance their work, the Dedoose product was endorsed as the official coding software for committees. Dedoose allows documents of various types to be coded for easier cross-referencing and cataloguing.

### ***Secure documents system***

The Committees Services Office worked with Information Technology Services to investigate potential systems for securely transferring committee related documents to and from members. The proposed system has potential applications more broadly in the organisation; it is expected that further work will be conducted in the next reporting cycle.

### ***Training in report writing/grammar and punctuation***

Training in committee report writing, grammar and punctuation was undertaken by executive and research officers to further enhance the production of inquiry reports.

### ***Infrastructure in meeting rooms***

A project was commenced to improve audio-visual and conferencing systems within two committee meeting rooms. The new infrastructure will allow committees to conduct evidence gathering activities and deliberative meetings via video conference, as well as enhance existing presentation capabilities. The newly improved Rooms G3 and G6 will be ready for use early in the next reporting cycle.

### ***Prospective committee witnesses***

Committee staff have several printed pamphlets to assist prospective witnesses understand the process of providing evidence at committee public hearings. With the advent of recent electronic interactive aids to promote the work of the parliament, a gap was identified in information about committees. Consideration has been given to a YouTube clip to demonstrate what witnesses may expect when appearing before parliamentary committee hearings. Officers have also given provided input to the development of a general YouTube clip (see page 24).

### ***Short-term sharing of joint investigatory committee staff resources***

A research paper was prepared documenting how best to share short term staff resources amongst the joint investigatory committees. This proposal was adopted by both Assistant Clerks Committees and executive officers.

### ***Establishment of regular research officer meetings***

Executive officers hold regular meetings to discuss matters of interest. Research officers held infrequent ad hoc meetings to also consider issues of mutual interest. It was considered that research officers would benefit too if they also held regular meetings and as such this matter was formalised from September 2011. A representative of the research officers now attends executive officer meetings to improve communication between the two groups.

## **Tours and Customer Service Unit**

### **Booked tours**

Booked tours are available to any group of six or more people. Primary and secondary schools, tertiary institutions, ESL classes, community groups and business organisations are among the many people that come for a booked tour of Parliament House.

As many as 11 booked tours can be conducted on non-sitting Mondays and Fridays, 10 tours on non-sitting Tuesdays and Thursdays and, seven on non-sitting Wednesdays, when much of the schedule is taken up with role plays. During sitting weeks nine tours can be conducted on Tuesdays and Wednesdays, and seven on Thursdays.

By far the majority of booked tours are made up of primary schools, secondary schools and tertiary institutions, with 1,099 bookings made during 2011–12 totalling 26,300 children and 5,000 adults.

Senior tour guides conduct the tours. The information provided to students 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.

In line with the other community engagement programs, satisfaction surveys are completed by teachers or supervisors at the conclusion of their tour. The results from surveys over the last 12 months have shown that booked tours of Parliament House continue to meet the needs of our participants, with an overall satisfaction rate of 97 per cent.

### **Metropolitan school visits**

During the 2010–11 financial year, there was a combination of 32 Parliament information talks (PITs) and Parliament role plays (PRPs) conducted at schools in the Melbourne metropolitan area, an increase of two on last year's figures.

The metropolitan school visits 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 PIT or PRP to students in years 5, 6 and 7. The information provided is relevant to the VELS curriculum requirements.

Prior to 2012 schools were only given the opportunity to participate in a PIT. In 2012 the schools were given the choice of a PIT or PRP.

Metropolitan school visits continued to demonstrate their popularity, with almost all sessions fully booked during 2011–12. The use of a PowerPoint presentation has contributed to the success and positive feedback received from schools participating in this program. It contains video footage showing the roles and functions of the Parliament, slides introducing both the Assembly and Council members from the local area, and pictures showing Parliament House

For 2010–11, the overall satisfaction rating for PITs was 98 per cent.

### **Parliament role plays**

Parliament role plays are one of the most popular community engagement programs on offer. Demand for the program is high, and role plays are often fully booked for the year within a few months of bookings becoming available. Over the past year, 40 PRPs were conducted.

Role play sessions are held each non-sitting week on Wednesdays at 9.30 am and 11.00 am, and the program is open to students in years 5, 6 and 7.

A PowerPoint presentation has been developed by Tours and Customer Service Unit staff. Each role play 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 during the year indicate that, on average, teachers gave an overall rating of 98 per cent for role plays.

### **VCE legal studies role play**

The role play for year 11 legal studies students was implemented into the Department's community engagement program in February 2011. As with other role plays, students perform the various roles of government and opposition members, and parliamentary officials, and is designed to be as relevant as possible to the VCE legal studies curriculum.

The role play is based on the passage of the *Summary Offences Amendment (Upskirting) Act 2007*. The scripts for each role include Hansard extracts from members' actual contributions during the second reading debate. A PowerPoint presentation complements the role play. Feedback was provided from two current legal studies teachers and their suggestions incorporated.

VCE role plays are offered to schools on non-sitting Wednesdays at 1.00 pm. From February to June 2012, 24 VCE Role Plays were conducted. The presentations proved to be very popular with the teachers and received an overall satisfaction rating of 98 per cent.

We are planning a new script for our VCE role play next year, to be based on the passage of the *Crimes and Domestic Animals Acts Amendment (Offences and Penalties) Act 2011*.

### **Victorian Law Foundation — Horsham**

Two parliamentary staff participated in the Victorian Law Foundation Law Talks schools program in Horsham on 23 August 2011. The 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, including the Supreme Court of Victoria, Magistrates' Court of Victoria and the Parliament.

The Parliament's involvement in Law Talks is coordinated by the Education and Community Engagement Unit. The presentation was delivered to Year 11 students and allowed the guides to present the VCE role play, giving students the opportunity to debate the Summary Offences Amendment (Upskirting) Bill 2007. During the role play,

students assumed the roles of government and opposition members of Parliament to gain a better understanding of how a law is passed.

### **Regional presentations**

During 2011–12 the outreach program team conducted seven regional visits to towns throughout Victoria. The aim of the regional program is to take the community engagement and education programs to regional Victoria so that students who would normally miss our education programs because of distance are given the chance to participate. Parliament tour guides travelled to regional towns for 2-4 days and provided Parliamentary Information Talks (PITs) and Parliament Role Plays (PRPs) for local school students in years 5, 6 and 7. In preparing for regional visits, staff undertook reconnaissance visits to investigate facilities and distribute information to local schools, which was followed up with formal invitations once dates and venues had been locked in.

In this 12-month period our team conducted presentations in Bendigo, Wodonga, Ballarat, Mildura, Frankston, Rosebud and Geelong. In total, 36 schools and more than 1,900 students participated, an increase of 900 students on the previous year's attendance figure.

The first of the regional visits was to Bendigo, which took place in August 2011. The sessions were held at The Capital — Bendigo's Performing Arts Centre, where 231 local school students took part in both PIT and PRP presentations.

In September 2011 staff travelled to Wodonga where they conducted PIT and PRP sessions for 232 students from two local schools. The sessions were presented at the Wodonga council offices.

The Outreach team then visited Ballarat, in October 2011. The tour guides presented PITs and PRPs in the City of Ballarat council chambers for 185 students from six local schools.

In November 2011 staff travelled to Mildura to conduct PIT and PRP sessions for 341 students from six local schools. The sessions were presented at the Alfred Deakin Centre in Mildura. Due to distance, staff travelled by plane, with excess equipment couriered in advance.

The next regional visit was to Frankston, which took place in March 2012. In attendance were 280 local school students from five schools, all of whom participated in both types of presentations. The sessions were held at the Frankston High Street Centre.

In May 2012 staff travelled to Rosebud to conduct presentations for 267 students from five local schools. The sessions were held at the Rosebud Country Club.

The final visit for 2011–12, which also took place in May, was to Geelong. The program was presented at the Geelong Conference Centre over three days. It proved to be very well received, with a total of 364 students from seven local schools participating.

WIN Television recorded segments and interviewed students and staff on a number of occasions, with footage shown on the nightly news programs.

Members from both the Assembly and the Council attended many of our sessions, where they actively engaged with the students and explained their role within Parliament.

The regional program has grown in popularity in 2011–12. The feedback we have received from the teachers and students has been extremely positive. In a number of regions, requests to attend has exceeded available sessions, displaying the potential growth of the program.

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

### **Assist with community engagement events**

#### ***Youth Parliament 2011***

We were pleased to work with our colleagues from the Council and the Department of Parliamentary Services to host the 25<sup>th</sup> Victorian YMCA Youth Parliament on 11, 12 and 14 July. As it was the 25<sup>th</sup> anniversary of the first Youth Parliament, the event was larger than usual. Just over 120 young people aged between 16–25 participated over three days. In the Assembly, 14 bills were debated on a range of topics relevant to the youth parliamentarians. They had hands-on experience in debating the bills, arguing the points for and against in teams, and proposing amendments, before ultimately exercising a free vote on the third reading question. As closely as possible, the Youth Parliament follows the usual procedures of the Assembly.

Debates occurred with the mentorship of members of the Legislative Assembly who kindly gave their time to be Acting Speakers. Staff from our Department also committed time to clerk proceedings, and advise the youth parliamentarians on parliamentary procedure. Hansard recorded debates and prepared a transcript for the YMCA. We thank our Acting Speakers and staff for their contributions.

#### ***Open House 2011***

Open House Melbourne is a not-for-profit association that aims to give the public an opportunity to explore buildings of architectural, engineering and historical interest around Melbourne's CBD. It focuses on an annual weekend of 'open buildings', and began in 2008 with eight buildings open to the public. Parliament of Victoria joined the program in 2011, when 75 buildings were open.

Parliament opened on Sunday 31 July. As the Legislative Council Chamber was closed for building works at that time, it was not included on the tour route. However, we

were able to show our visitors through to the Knight-Kerr Room which featured a display on Parliament's architectural history.

Thirty staff from our three departments offered to work on the Sunday, taking tour groups through the Vestibule, Assembly Chamber, Library, Queen's Hall and the Knight-Kerr Room. Overall, 1,250 visitors came through the building, and unfortunately there were still some people queuing at closing time. The feedback we received from our visitors on the tours gave us confidence that Victorians care deeply about both the building, and the work that goes on. The tour guides were very busy all day and should be commended for their enthusiasm and contribution.

PEG has given its support to Parliament's participation in Open House Melbourne in July 2012, and we look forward to that event.

### ***Open day 2012***

Parliament of Victoria opened its doors on Sunday 25 March for our annual Open Day. About 4,000 visitors came through the doors, with many families and Melbourne residents who are unable to visit the building during the working/school week making the effort to visit. Business units including the Procedure Office, Committees, Catering, Buildings and Grounds, the Library, Organisation Development had displays, as did our colleagues from VAGO, the VEC and PROV. Staff were on hand to talk to visitors about our work and our organisation. The Speaker and the President also attended and chatted to members of the public about their roles.

The weather was pleasant, and visitors were able to enjoy the beautiful gardens, and speak with our expert Buildings and Grounds team about various elements of the gardens.

### **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:

- Lions Club of State Parliament Victoria fundraising barbeque.
- Lyneham High School (Canberra) Concert Band performance.
- IDP Education Pty Ltd group photograph for delegates attending a conference at The Hotel Windsor.
- Photographic shoot with the Minister for Sport and Recreation and the Premiership Cup.
- Telstra group photograph for delegates attending a conference.
- Photographic shoot for Melbourne City School.
- World Challenge's *Amazing Race* checkpoint.

- BreastScreen Victoria promotion of free screening service.
- Victoria State Emergency Service — modification of Parliament House lighting system to launch National SES Week.
- Australian Open Ball Kids photographic shoot.
- World Vision’s Vision Generation *Amazing Race* checkpoint.
- Transport Accident Commission and Victoria Police — launch of new road safety campaign.
- Photograph of the Commissioner for Environmental Sustainability.
- Melbourne Heart launch.
- Public Interest Law Clearing House (Victoria) Incorporated — start of the 5<sup>th</sup> Annual Walk for Justice.
- BreastScreen Victoria’s launch of their new mobile screen van.
- Welcome to Australia’s Walk Together celebrating diversity and multiculturalism.
- Gardiner Foundation group photograph for delegates attending a conference at The Hotel Windsor.
- Junior School Congress group photograph.
- Celebrate India Incorporated – modification of Parliament House lighting system in honour of the Diwali Festival celebrations.

### **Queen’s Hall**

We assisted with the coordination of events held in Queen’s Hall. The following launches, receptions and conferences were held during the reporting period:

- Viewbank Secondary College jazz band performance.
- Ambulance Victoria’s Celebrating 40 Years of Paramedics event.
- Ambulance Victoria Community Service Awards presentation.
- Victorian Branch of the ALP luncheon.
- 2011 Premier’s National Aboriginal and Torres Strait Islander Day Observance Committee (NAIDOC) reception.
- Christian Women’s prayer meeting.

- Australian American Association Incorporated (Victoria) September 11 remembrance function.
- The Century Club afternoon tea.
- Biosciences Research Division Science Awards ceremony.
- Somalian student graduation ceremony.
- Chabad of Melbourne CBD annual Chanukah function.
- Office of the Public Advocate's celebration of 25 years of the Office of the Public Advocate.
- Duke of Edinburgh's Award — gold award ceremony.
- Graduation Ceremony of Cambridge International College.
- Isuzu Trucks dealer gala dinner.
- Launch of the 2011 Legacy Badge Appeal.
- Reception to celebrate the 20<sup>th</sup> Anniversary of the Independence Day of the Republic of Macedonia.
- Prahran Mission's charity footy lunch.
- Road Trauma Support Services Victoria Annual Time for Remembering Ceremony.
- Victorian Community History Awards presentation ceremony.
- Victorian Parliamentary Former Members' Association annual Christmas luncheon.
- Victorian Multicultural Commission's Reception for the Lebanese community in recognition of their Independence Day.
- Department of Business and Innovation — Victoria Prize and Victoria Fellowship awards ceremony.
- Victoria Multicultural Commission's reception for the Egyptian community in recognition of their Independence Day.
- Performance by Mr Shen, a traditional Chinese musician.
- Harvard Club presentation annual dinner.
- Department of Education and Early Childhood Development's Wannik Education Scholarship Awards presentation and afternoon tea.
- Ferntree Gully Victoria Day awards presentation.

- You Are My Sunshine (YAMS) Foundation's inaugural legal trivia night.
- Angel Babies Foundation's inaugural Mother's Day luncheon.
- World Forest Day reception.
- Kokoda reunion dinner.
- Menzies Lecture Trust dinner.
- Club Melbourne cocktail reception.
- Alliance of Girls' Schools International Women's Day breakfast.
- Australian Unity Limited Australia Day breakfast.
- Launch of Australian Guide to Healthy Eating.
- Cultural Diversity Quest Awards ceremony.
- World's Greatest Shave event.
- Ceremony involving completion and induction of two new Torah Scrolls to the East Melbourne Synagogue.
- Hellenic RSL Sub Branch's launch of the History of Greek Australians' Service in World War Two.
- The Interfaith Centre of Melbourne's United Nations World Interfaith Harmony Week morning tea.
- Institute of Public Administration Australia (Victoria) Public Sector awards ceremony.
- Kids Under Cover mentoring program launch.
- World League for Freedom and Democracy Conference welcome reception.
- Mary MacKillop Aged Care Support Group special dinner.
- Department of Premier and Cabinet Interpreter Scholarship presentation ceremony.
- Public Record Office Victoria's annual Sir Rupert Hamer records management awards.
- Russian Ethnic Representative Council of Victoria's Russian National Day cocktail reception.
- State Services Authority's 2011 Victorian Public Service Graduate Recruitment and Development Scheme graduation ceremony.

- The Sovereign Hill Museums Association's Sir Henry Bolte Trust luncheon.
- National Council of Jewish Women Australia's cocktail party.
- The Zionist Council of Victoria's Annual Independence Day cocktail reception.
- The University of Melbourne's School of Culture and Communication launch of a book *Shame and Honor: A Vulgar History of the Order of the Garter*.
- Women's Planning Network Victoria Incorporated's International Women's Day breakfast.
- 2012 Victorian Women's Honour Roll celebration.

We also coordinated the following exhibitions and displays in Queen's Hall during the reporting period:

- The City of Wodonga's Bonegilla Migrant Experience exhibition.
- Women of Whittlesea photographic exhibition.
- Amnesty International's historical display for their 50<sup>th</sup> anniversary.
- Photographic exhibition to promote the *Year of Tourism* in Sri Lanka.
- Exhibition of historical photographs of Madrid and Melbourne.
- Sacred Heart Mission's art exhibition.
- Bio21 Cluster Health and Medical Research expo.
- Corridor Thirteen art exhibition.

### **Use of Assembly Chamber**

We coordinated the following events in the Chamber:

- The Spirit of Australia Foundation's General Sir John Monash Commemorative Service.
- 2011 Rotary District 9810 Model United Nations Assembly (MUNA).
- Annual debating competition involving schools from the Bentleigh and Caulfield Electorates.
- The National Association of Australian University Colleges Incorporated annual conference.
- The Royal Society of Victoria's 'Mock' inquest into the deaths of Burke, Wills and Gray.

- Institute of Public Administration Australia (Victoria) Policy Leadership Course, *Gain the Policy Edge*.
- Victorian Employers' Chamber of Commerce and Industry's VECCI Ideas Forum.
- Schools' State Constitutional Convention Program — State Junior School Congress.
- Rural and Regional Committee's Youth Forum 2012.

### **Filming at Parliament House**

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

- Various film, television, fashion, architecture and photographic student applications to film in conjunction with their studies at RMIT and other universities.
- Filming for an ABC documentary *Eureka Stockade*.
- Filming for Tropfest Short Film Festival.
- Filming for Southern Star Productions No 4 Pty Ltd's *Tangle* series.
- Filming for ABC documentary *Framed by War*.
- Filming for ABC's *Q and A* program
- Filming for documentary about protective services officers.
- Filming for WTFN Entertainment's documentary series with Tony Robinson on historical walks featuring Melbourne.
- Filming for *MasterChef* program
- Filming by Film'D Media Productions for their science fiction drama.
- Filming by Australian Christian Multimedia for their Easter drama on Pontius Pilate.
- Filming for a Japanese documentary.
- Filming for Fair Work Australia documentary.
- Filming for ABC's *Compass* program.
- Photographic shoot for the Melbourne Ballet Company.
- Filming for the *Homicide Franchise* tele-movie.
- Filming by Melbourne Chinese University student group of Mr Daniel Andrews MP and Mr Hong Lim MP.
- Filming for ABC documentary *Great Southern Land*.

- Filming for Southern Star Productions No 4 Pty Ltd's *Howzat* — World Series Cricket series.
- Filming for Renegade Film's documentary series about *The History of Mining* for SBS.
- Filming for ABC's *Four Corners*.

### **Work experience students**

The Parliament offers a work experience program for secondary students wishing to obtain knowledge and skills associated with parliamentary practice and procedure. The program, which 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 2011–2012 students spent time with their local member of Parliament, attended question time in both Houses and met with Chamber officers and staff. Three students were accommodated during the year across the parliamentary departments and all reported positive experiences in feature articles for *On Notice*, Parliament's in-house publication. Students were particularly appreciative of the structured work experience program and the amount of time devoted by parliamentary staff to assist them during their week at Parliament.



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

### **Legislative Assembly**

#### **Staff rotations**

One of our workforce planning challenges is ensuring we have sufficient staff experienced in parliamentary procedure. It is unusual to find external applicants with that experience. Generally knowledge and experience are gained in the role.

This year we started a review to assess the practicalities of a staffing model that allows for rotations. The aim is to assess whether a model is possible that ensures sufficiently skilled staff are available to support the operations of the Chamber, but at the same time provide opportunities for staff to widen their experience and develop new skills.

Initially we anticipated that we would need the assistance of an external consultant. Instead, however, after discussion with the Director, Resource Management, a senior officer from Parliament's Organisation Development Unit was assigned to the project.

She has carried out a desktop review, analysed our workforce profile and reviewed our existing position descriptions to identify synergies in tasks performed in roles. She has also considered our business plans and current personal development plans.

Over the year she has interviewed staff to obtain their views. The aim is to assess our capacity to adopt staff rotations and identify gaps/risks, assess skills needed to undertake tasks, and gauge interest in participating in opportunities.

At the end of the reporting year all interviews have been completed and the next stage is for these to be analysed. Depending on that analysis, we anticipate either an issues paper will be prepared for comment, or a report written with recommendations for the Clerk to consider.

#### **ANZACATT Professional Development Seminar**

The Australian and New Zealand Association of Clerks at the Table is a professional body for parliamentary officers, particularly those in Chamber roles. One of its objectives is to educate and support parliamentary officers in their careers and, given the technical nature of some of our roles, aims to provide a support network where parliamentary officers can share information throughout the jurisdictions.

The annual professional development seminar is a flagship event to achieve these goals. The seminar is held each January, and is hosted by a different jurisdiction. Most workshops are conducted by parliamentary officers, with some plenary addresses by guest speakers. The 2012 seminar was held in Melbourne, and was overseen by the

education subcommittee of ANZACATT, and a working group of parliamentary officers from our Parliament.

The theme of the seminar was 'agents for change and custodians of parliamentary traditions: the role of parliamentary officers past, present and future'. Presentations throughout the seminar examined the role of the parliamentary officer in the context of modern public administration, and in an increasingly political environment. Workshops covered topics such as communicating our work to members and the public in plain English, using social media to engage the community, career paths for parliamentary officers in the future, the difficulties in advocating for the institution's interests while not stepping into a partisan fray, relationships between parliamentary managers and their Presiding Officers, and using parliamentary broadcast as a community engagement tool.

Participants were fortunate to hear from our Presiding Officers, and a range of guest speakers. Visiting colleagues from the UK, Canadian, Welsh and American jurisdictions made valuable contributions to our discussions.

### **Staff climate survey**

Our work continues to undergo change and development, impacting on all staff. It is important that we regularly assess the human attributes of the department, such as how well we work together, communicate, lead, develop and resource our people.

We have previously conducted confidential online surveys in 2004 and 2008, administered by an external provider. In 2012, we carried out another survey, using the same provider. This provides valuable current information, but also comparative information.

The survey findings were presented to staff during April and May, and unit reports have subsequently been distributed. Overall the survey results were very pleasing. They showed we have a strong positive workplace environment, with the department outperforming the public sector benchmark in every category of the survey. There has been a significant improvement in the quality of climate in the Department since 2004.

The major strengths of the workplace environment are:

- The perceived quality of managers who are seen to act with integrity, are caring, are good listeners, provide appropriate recognition for good performance and who do not micro-manage their staff
- The absence of sexual harassment and discrimination
- Accessibility and quality of learning and development
- The helpfulness of work groups

- The initial on-boarding and orientation process for new staff, which received the highest score of all items in the survey.

There are areas we can improve, the main ones being:

- Demonstrating more clearly the roles of the Parliamentary Executive Group, Senior Management Group, and the Parliamentary Management Group
- Managing underperformers (although levels of underperformance are perceived to be moderate by 30 per cent of staff, while 70 per cent believe there is none or 'just a little' underperformance in the Department)
- More effective fatigue management
- Refining the business and work planning processes to allow more staff input
- Improving the fairness and transparency of the rotation process for committee staff.

Over the forthcoming months we plan to discuss the findings at business unit level and assess what action can be taken to address the issues arising, and further improve our working environment.

### **Delegation to China**

Accompanied by the Clerk, the Presiding Officers led a study tour to China in September/October 2011. Its purpose was to enhance and create new ties with two provinces (Jiangsu and Shandong), one autonomous region (Inner Mongolia), and one municipality under national governance (Beijing).

Over 13 working days, the delegation visited 13 cities and towns, meeting over 200 people in an official capacity, including almost 60 meetings and site visits. The delegation signed two high level Memorandums of Understanding to increase understanding and foster a mutually beneficial relationship, in both Inner Mongolia and Shandong. These were the first agreements of their kind between Victoria and these regions.

The delegation took the opportunity to enhance relationships particularly in the education, sister city and health sectors. China is the world's second largest economy, Australia's largest trading partner, has the largest education system in the world, and is the greatest source of international students in Victoria. Building on existing relationships is therefore critical to the Victorian economy. The delegation was impressed with the professionalism, expertise, courtesy and hospitality of everyone they met, and are confident that the study tour did much to further enhance ties with such an important nation.

### **Question time lunch and learn session**

In response to a request for information about parliamentary proceedings from our colleagues in the Department of Parliamentary Services (DPS), we ran a session entitled *Question time demystified* in 2011.

This session was one of a series of lunch and learn sessions offered to parliamentary staff, organised by the Learning and Development Coordinator. Since the advent of webcasting of proceedings, DPS staff can easily watch question time and that has encouraged them to seek more information about the rules and procedures.

Webcasting is a bonus for us too, as it means we can request footage to use in training sessions. Over a few weeks we noted examples of different procedures and tactics being used in question time, and incorporated them into a presentation. Those excerpts aptly illustrated the topics we covered of standing orders applying to questions and answers, points of order, and the Speaker's powers, including enforcement of rulings.

The survey of attendees found that 62 per cent rated it as very useful and 100 per cent found the presentation very good. We certainly realised that the opportunity to add vision of proceedings considerably enhances our ability to explain procedure, and brings the topic to life. We are now looking at other topics we may be able to present in the future.

### **Briefings to new members**

During the course of the year two members resigned, the Member for Niddrie and the Member for Melbourne. Both seats had been held by former ministers, Rob Hulls and Bronwyn Pike respectively. It is the Speaker's responsibility to issue writs for by-elections and, in both cases, we prepared the necessary documentation and advised on the statutory requirements.

One by-election was completed during the reporting year, with the Niddrie by-election being held on 24 March 2012. The House sat the following Tuesday, 27 March, so there was very little time to brief the new member prior to the sitting week. We managed to arrange a briefing session on the Monday afternoon. This, as in the case of other recent briefings, took the form of a combined information session and role play in the Chamber, led by the Speaker.

The seat was declared early on Wednesday 28 March and the new member sworn in that day.

### **Clerk's Office**

#### **Reflections project**

Considerable progress has been made on this project during the year. The aim is to collate memories of former and current staff, to form a 'social history' of working in the Department over the last 50 to 60 years.

We have analysed all the transcripts of interviews and carried out research on a number of topics. These have included issues such as major demonstrations held at Parliament House, memorable long sitting days, and the terms and conditions of employment for women prior to equal opportunity legislation.

All but one chapter has been drafted. Rather than interview two current long serving members of staff, they are reviewing the drafts and giving feedback. Other staff are also assisting with proofreading.

The aim during the next reporting period is to complete the chapters, source photographs and publish the book.

### **Business support processes**

Last reporting period we worked with the Department of Parliamentary Services (DPS) to identify some key business support processes. We had anticipated continuing the project this year with a review of those processes and assessment of any appropriate technological improvements.

That project did not progress during the year. However, DPS anticipate it will proceed next year, particularly after the appointment of a new IT Manager, due shortly.

### **Implement the Precinct Master Plan**

Managing Parliament's physical infrastructure, and undertaking vital maintenance work while the building is being used by members and staff is a significant challenge. An initiative of the Department of Parliamentary Services, the heritage asset management strategy was prepared some years ago to set out a prioritised list of building works required to retain the building as place of heritage value. In addition, the precinct master plan was developed to help maintain Parliament House as a useful and functioning building that meets the needs of members, parliamentary staff and the constituents. The objectives of these two documents are combined into the parliamentary precincts program which aims to address both the heritage fabric and modern function of the building. The program provides us with guidance in managing and restoring the building over the short to medium term in a staged manner.

The stoneworks restoration is the main project underway, with a number of other priority projects, including waterproofing the front steps, heritage tile restoration, review of storage facilities, and sewerage upgrade, among others, identified for the medium terms.

Throughout the year we have liaised with our DPS colleagues over planning and implementation.

### **Guide for new staff**

We recognise the importance of on-boarding arrangements for new staff, both at a Departmental level and Parliament-wide.

Late in the last Parliament senior managers met with groups of staff who had been employed for less than a year at the time, and sought feedback from them on the orientation process. We were particularly concerned to get their views on their first week and month, as these are critical times for new staff. Issues discussed included information about facilities/rooms in Parliament House, understanding where to find relevant policies, getting an overview of the Departmental structure, and practical things like user guides for technology and useful telephone numbers.

As a result of the feedback, we have developed a folder specifically for new staff. It contains a welcome from the Clerk, tips specifically designed to help someone on their first day, plus other information on a range of topics, particularly explaining where further details can be found on the intranet.

Next reporting year we plan to put the same information on the intranet, which will give us the ability to include hyperlinks to relevant intranet pages. We hope this will further enhance our orientation process, although were very pleased to note the positive feedback from new starters given in response to our staff climate survey (see pages 56–57).

## **Procedure Office**

### **Revise archiving plan**

This year we finally re-issued our in-house archive policy. A re-issue was overdue — the last version was seven years old.

As part of the re-issue we reviewed our destruction dates and stock levels. As more and more of our information is online we have less need to keep large numbers of copies of our documents. We also re-wrote the policy in plain English.

Following the changes to our destruction policy, we were able to complete a big clean up of our storage area.

### **Participate in DPS's development of a strategy for digitising records**

This project is linked to a Department of Parliamentary Services project to better utilise the upper basement storage area at 55 St Andrews Place.

In preparation we reviewed our current records and worked out what needed to stay on-site at Parliament House and what we could potentially store at St Andrews Place. Documents we use rarely and do not require access to urgently could be kept 'across the road'. We also assessed which records it would be valuable for us to digitise and where we would like to start.

We also met with the storage consultants on several occasions to explain our records and needs. It made us realise just how complicated some of our records are. For example, for parliamentary papers, the original is transferred to the Public Records

office, then we keep stock (all copies for 10 years and after that only five copies), lastly we bind one copy of each into a bound volume series for reference. And we would like to make a digital copy.

The storage consultants have reported back and we look forward to starting the digitising process.

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

### **Continue to implement the records management strategy**

We continued to implement our records management review during 2011–2012. After finalising a review of the existing TRIM thesaurus, we created a business classification scheme (BCS) to refine the terms used to classify departmental records. The BCS requires all records to be classified using key words which relate to the main functions of the Department.

An upgrade of the TRIM software to version 7.2 was installed in February 2012. During this upgrade, the business classification system was incorporated into the TRIM dataset.

Ongoing technical issues related to the install of TRIM 7.2 have hampered the progress of the records management strategy, however we hope that, following the upgrade of departmental computers to Windows 7, these problems should be rectified.

An audit of all records is planned for the next financial year, which will include barcoding of all files to reflect the new business classification system.

### **Expand the recycling project**

In the last reporting cycle, the Assembly introduced dedicated paper, plastics, glass and can recycling points around the building, as well as waste paper recycling in members' offices. The next step in expanding our recycling program will be to introduce compost disposal bins, similar to those currently used at 55 St Andrews Place. Our colleagues from the Buildings and Grounds Unit are helping us to confirm our requirements, source appropriate vendors and compost disposal systems. This project will continue in the next reporting period.

### **Implement a keys reconciliation strategy using the new database**

Staff in the Serjeant's Office were trained in using the new keys database in January 2012. The database will provide for better reconciliation of keys, particularly around election time and other occasions where members move offices. Our next step is to conduct a key and lock audit of all the rooms under our control. In practice, this task will not be achieved until a non-sitting period, and is likely to occur in the next reporting cycle.

### **Develop and implement a visitor management system for Parliament House**

Parliament House is a workplace for many parliamentary officers, members, and members' staff. It is also open to tour groups, departmental officers, the press gallery, function guests, committee witnesses, dining room attendees, and many other building users. Visitor management in a building that covers public areas and non-public areas, particularly given the physical infrastructure of our building, is challenging.

In conjunction with DPS and the Legislative Council, the Assistant Clerk Procedure and Serjeant-at-Arms worked on identifying a suitable visitor management system for the main building and 55 St Andrews Place. One of the main challenges is ensuring any visitor management system reflects the requirements of our visitor management protocols. While some systems were examined during the reporting period, they did not accommodate the specific requirements of the parliamentary precinct. Work will continue on this project in the next reporting cycle.

## **Appendices**

## Appendix 1 — Staff Employment details July 2011–June 2012

Full time equivalents (FTE) staffing trends from 2008 to 2012				
2012	2011	2010	2009	2008
52.25	52.59	56.47	54.48	55

	Ongoing Employees				Fixed term & casual employees
	Employees (headcount)	Full time (headcount)	Part time (headcount)	FTE	FTE
June 2012	52	49	2	49.25	3.00
June 2011	49	45	4	47.58	5.01

	June 2012			June 2011		
	Ongoing		Fixed term & casual employees	Ongoing		Fixed term & casual employees
	Employee (headcount)	FTE	FTE	Employee (headcount)	FTE	FTE
Male	26	26.25	1.00	24	24.0	2.00
Female	26	24.60	2.00	25	23.58	3.01
Under 25	3	3.00	0.00	2	2.0	0.0
25–34	9	9.00	2.00	7	7.0	2.39
35–44	15	14.60	0.00	15	14.6	1.89
45–54	13	12.40	1.00	10	10.0	0.42
55–64	9	9.00	0.00	11	10.58	0.31
Over 64	3	1.85	0.00	4	3.4	0.0
<b>Classification</b>						
VPS 1	0	0.00	0.00	1	0.58	0.0
VPS 2	15	13.85	0.40	15	14.4	0.31
VPS 3	15	14.00	0.00	13	12.6	2.28
VPS 4	4	4.00	1.00	2	2.0	0.0
VPS 5	8	8.00	1.60	8	8.0	1.42
VPS 6	8	8.00	0.00	8	8.0	1.0
Executives	2	2.00	0.00	2	2.0	0.0

### 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 2012

### Clerk's Office

Ray Purdey	Clerk of the Legislative Assembly and Clerk of the Parliaments
Liz Choat	Deputy Clerk
Anne Sargent	Assistant Clerk Committees
Christina Smith	Executive Assistant, Clerk's Office

### Serjeant-at-Arms Office

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

### Tours and Customer Service Unit

Paul Groenewegen	Manager
Angela O'Driscoll	Tours Program Coordinator
Mark Smith	Outreach Program Coordinator
Michael Gigliotti	Mail and Printing Officer
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

Amy Lin	Executive Assistant to the Speaker
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### Procedure Office

Kate Murray	Manager
<i>Papers Section</i>	
Adam Smith	Parliamentary Officer
Juliana Duan	Customer Service Officer

*Table Section*

Joel Hallinan	Senior Parliamentary Officer
Charlene Kenny	Parliamentary Officer
Megan Rocke	Administrative Officer

**Committee Office**

*Drugs and Crime Prevention*

Sandra Cook	Executive Officer
Pete Johnston	Research Officer
Danielle Woof	Committee Administrative Officer

*Electoral matters*

Mark Roberts	Executive Officer
Nathaniel Reader	Research Officer
Bernadette Pendergast	Committee Administrative Officer
Maria Marasco	Committee Administrative Officer

*Family and Community Development*

Janine Bush	Executive Officer
Vicky Finn	Research Officer
Michael McGann	Research Officer
Stephanie Dodds	Committee Administrative Officer

*Public Accounts and Estimates*

Valerie Cheong	Executive Officer
Vacant	Senior Research Officer (Performance Auditor)
Leah Brohm	Senior Research Officer (Audit Compliance)
Christopher Gribbin	Senior Research Officer (Portfolio Performance)
Vacant	Research Officer
Bill Stent	Research Officer
Melanie Hondros	Business Support Officer
Justin Ong	Desktop Publisher and Administration Officer

*Rural and Regional*

Lilian Topic	Executive Officer
Patrick O'Brien	Research Officer
Miruna Sriskandavarman	Committee Administrative Officer

*Scrutiny of Acts and Regulations*

Andrew Homer	Executive Officer
Helen Mason	Research Officer
Simon Dinsbergs	Business Support Officer
Sonya Caruana	Committee Administrative Officer

*Committee Services Office*

Jason Ngam	Senior Committee Services Officer
Laurel Keith	Administrative Officer
Laura Ollington	Administrative Officer

## Appendix 3 — Legislative Assembly Expenditure Statement

	2011–12		2010–11
	Budget \$	Expenditure \$	Expenditure \$
<b>Departmental</b>			
Salaries, overtime and allowances	2,543,400	2,322,990	2,286,206
Payroll Tax	120,500	119,067	124,795
WorkCover	25,700	23,731	12,218
Fringe Benefits Tax	223,600	203,388	25,559
Employer contribution to superannuation	97,400	93,498	208,583
Long Service Leave	14,430	11,862	102,457
General expenses	1,250,000	811,518	601,116
Printing	655,970	355,817	365,792
Other operating expenses	195,500	54,096	181,178
<b>Total Department operating expenses</b>	<b>5,126,500</b>	<b>3,995,967</b>	<b>3,907,905</b>
<b>Assembly Members</b>			
Salaries and allowances*	14,872,647	9,997,412	9,743,922
Members travel and subsistence		2,828,677	2,758,523
Superannuation	6,106,000	6,909,939	12,288,838
Payroll Tax		758,888	649,892
WorkCover		64,574	64,520
Fringe Benefits Tax		479,539	405,353
<b>Total members salaries and superannuation</b>	<b>20,978,647</b>	<b>21,039,029</b>	<b>25,911,049</b>

\* *excluding ministers*

### Note

This information is provided for the benefit of members. A complete set of financial statements of the Parliament of Victoria, including for joint investigatory committees, is provided in the Department of Parliamentary Services Annual Report for 2011–12.

## Appendix 4 — Joint Investigatory Committees

Committee	2011–2012	
	Budget \$	Actual \$
Drugs and Crime Prevention	592,742	487,466
Economic Development and Infrastructure	329,063	362,139
Education and Training	489,571	421,613
Electoral Matters	326,975	302,353
Environment and Natural Resources	497,514	437,864
Family and Community Development	503,770	485,880
Law Reform	450,566	418,101
Outer Suburban/Interface Services and Development	432,477	370,325
Public Accounts and Estimates	992,156	948,834
Road Safety	361,825	341,063
Rural and Regional	370,160	358,999
Scrutiny of Acts and Regulations	630,200	542,352
Committee Services Office	921,981	840,998
<b>Total</b>	<b>6,899,000</b>	<b>6,341,955</b>

### 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 Services and Development  
 Scrutiny of Acts and Regulations.
  
- 2 Committees administered by the Legislative Council:  
 Economic Development  
 Education and Training  
 Environment and Natural Resources  
 Law Reform  
 Outer Suburban/Interface Services and Development  
 Road Safety.
  
- 3 Both House Departments jointly administer the Committee Services Office. Its budget includes rental payments for committee accommodation and various other administrative overheads for whole of committee operations.

## **Appendix 5 — Overseas Travel Undertaken by the Speaker**

The Speaker visited the following countries:

- 1 China from 17 September to 6 October 2011. The purpose of the visit was to enhance the sister-state relationship with the Jiangsu Province, and to develop relationships with the Inner Mongolia Autonomous Region and the Shandong Province. The Speaker's travel costs for this visit were \$3,710.
- 2 South America from 23 July to 7 August 2011. The purpose of the visit was to promote closer economic and cultural ties with Chile, in conjunction with their bicentenary celebrations for the national government, and the election of a new national government in Peru. The Speaker's travel costs for this visit were \$14,608.
- 3 Japan from 14 to 18 May 2012. The purpose of the visit was to strengthen the sister-state relationship with Aichi Prefecture and to explore the various avenues for increased Victorian investment in Japan. The Speaker's travel costs for this visit were \$7,153.

## Appendix 6 — 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 <sup>1</sup>	19	24	15	23	16	35
Public Hearings <sup>2</sup>	48	16	80	75	148	29
Inspections <sup>3</sup>	2	3	4	2	8	0
Reports Tabled	2	1	0	10	1	21

<sup>1</sup> Includes subcommittee meetings.

<sup>2</sup> Number of public hearings is based on the number of witness groups appearing before the committee. For instance, one day of committee hearings with five witness groups appearing equates to five different public hearings for the purposes of the statistics.

<sup>3</sup> FCDC includes one overseas study tour, 7–17 May 2012.

## **Appendix 7 — Committee Reports**

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

Inquiry into Violence and Security Arrangements in Victorian Hospitals

Inquiry into Locally Based Approaches to Community Safety and Crime Prevention

### **Electoral Matters Committee**

Inquiry into the Conduct of the 2010 Victorian State Election

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

None

### **Rural and Regional Committee**

Inquiry into the Capacity of the Farming Sector to Attract and Retain Young Farmers and Respond to an Ageing Workforce

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

PAEC Annual Report 2010–11

Report on the Termination of the Independent Financial Auditor of the Victorian Auditor-General's Office Appointed by Parliament under Section 17 of the *Audit Act 1994*

Review of the Auditor-General's Report on Preparedness to Respond to Terrorism Incidents: Essential Services and Critical Infrastructure

Review of the Auditor-General's Report on Access to Public Hospitals: Measuring Performance

Review of the 2009–10 and 2010–11 Annual Reports

Review of the Auditor-General's Reports January–June 2009 and follow-up of PAEC Reports 82, 86 and 91

Report on the 2009–10 and 2010–11 Financial and Performance Outcomes

Report on the Appointment of a Person to Conduct the Financial Audit of the Victorian Auditor-General's Office under Section 17 of the *Audit Act 1994*

Report on the 2012–13 Budget Estimates — Part One

## **Scrutiny of Acts and Regulations**

Alert Digest Nos 6 to 15 of 2011

Alert Digest Nos 1 to 10 of 2012

Annual Review 2011

Report on the Statue Law Repeals Bill 2012

Report on the Statue Law Revision Bill 2012

Review of the Victorian *Charter of Human Rights and Responsibilities Act 2006*

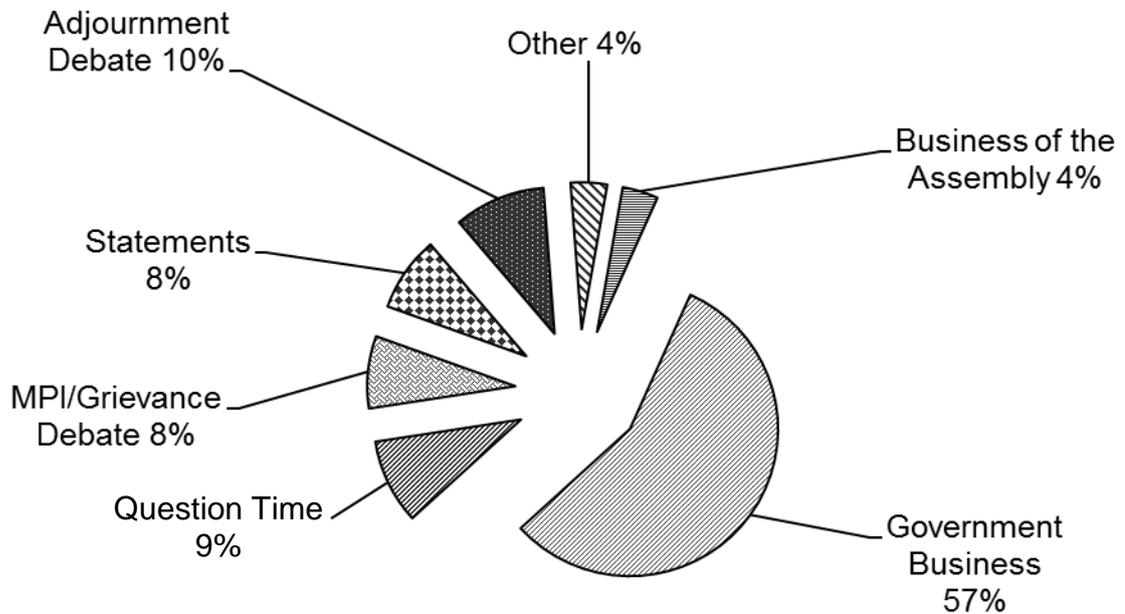
## Appendix 8 — Business Statistics

<b>Assembly Business Statistics</b>		<b>2011–12</b>	<b>2010–11</b>	<b>2009–10</b>
House related documents produced		211	181	228
Reports presented by Command		5	4	5
Annual reports presented		301	318	304
Reports tabled by leave		23	14	22
Other documents tabled		1,154	1,080	1,102
Messages presented		157	135	188
Reports presented by parliamentary committees		40	43	51
Questions asked	In writing	7,574	1,058	1,011
	During question time	510	421	510
Government Bills	Initiated in the Assembly	88	69	100
	Amended in the Assembly	6	8	13
	Passed both Houses	92	75	95
	Reasoned amendments moved	1	3	5
Divisions		38	57	17
Petitions presented		261	184	397
Petitions listed for debate*		216	69	—
General business notices of motion*		538	565	767
Grievance debates		6	5	6
Matters of public importance		10	8	10
Statements by members		1,031	840	1,054
Statements on parliamentary committee reports		91	38	102
Pages of bills proofread		3,548	4,474	6,502
Sitting days		51	43	51
Hours including meal breaks		489:42	442:09	505:47

\* Before December 2010, petitions listed for debate were counted with general business notices of motion

## Appendix 9 — 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 10 — Disclosures Made Under the Whistleblowers Protection Act 2001**

For the period 1 July 2011 to 30 June 2012 one disclosure was made alleging improper conduct. The speaker assessed the disclosure to be a protected disclosure and referred it to the Ombudsman.

## **Appendix 11 — Documents and Evidence Disclosed Under Standing Order 231(3)**

Access has been granted to the following records:

- Statute Law Revision Committee's Inquiry into Access to Information Concerning Adoptions (1978)
- Mortuary Industry and Cemeteries Administration Committee records on the Portsea Quarantine Station (1979).