



Department of the Legislative Assembly Annual Report 2012—13



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17 September 2013

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 Legislative Assembly for the year 2012–13.

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 155 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

I am pleased to present my report on the operations of the Department of the Legislative Assembly for 2012–13.

The year brought about considerable change in the make-up and dynamics of the House. In February 2013 the Hon Tim Holding submitted his resignation as the Member for Lyndhurst and following the resultant by-election, former Upper House member Martin Pakula was sworn in as the new Member for Lyndhurst in May 2013.

On 6 March 2013 the Hon Ted Baillieu stood down as the Premier of Victoria and the Liberal Party elected the Hon Dr Denis Naphine as its new leader and Premier of the State. Earlier that day Mr Geoff Shaw, the Member for Frankston, announced that he had resigned from the Liberal Party and would become an independent member of the House. That decision resulted in Liberal/Nationals Government losing its majority on the floor of the House and forcing it into minority government with the support of Mr Shaw on budgetary and want of confidence matters.

Minority government brings a degree of uncertainty to the decision making processes of the House. As a Department we have had to adjust to that uncertainty by ensuring that we are well prepared and able to provide accurate and timely procedural advice in relation to any unexpected outcomes produced by the House.

A highlight of the year was the Ballarat Regional Sitting which was conducted at the University of Ballarat, Mt Helen Campus on Thursday 6 September 2012. Logistically this was a significant task for the Department and we were very appreciative of assistance provided by the University of Ballarat and the Ballarat City Council for this event. I also express my gratitude to Bridget Noonan, Assistant Clerk Procedure and Serjeant-at-Arms who was responsible for planning and coordinating all arrangements for the Regional Sitting.

In last year's report I made mention of an inquiry being conducted by the Standing Orders Committee into the use of social media in the House and members reflecting on the Office of the Speaker. The Committee's report on this matter was tabled in the House in December 2012. The Committee concluded that the technology itself was not the issue, but rather the conduct of those using social media. In relation to reflections on the Chair the Committee took the view that this was not well understood by members, the press gallery or public commentators and that to avoid people breaching the rule in future, it needed to be more clearly spelt out. The Committee made the following recommendations:

1. The House reinforces the existing rules and practice by adopting the guidelines set out in the Appendix to the report.

2. The guidelines are included in the orientation of new members of the Legislative Assembly and in the information provided to new members of the press gallery.

A copy of the report is available via the Parliament's website.

The IBAC Committee and the Accountability and Oversight Committee formally commenced operations in February this year when the Houses appointed members to serve on those committees. My department will provide administrative support to the IBAC Committee and the Legislative Council will service the Accountability and Oversight Committee. Further changes to the *Parliamentary Committees Act 2003* will see four existing joint investigatory committees merge into two from 1 August 2013. These changes require the reassignment of a number of our committee staff and we have been working through that process to ensure all committees, including the two oversight committees are fully staffed and operational on 1 August 2013.

Negotiations on a new workplace agreement for parliamentary staff was completed during the year and I am pleased to advise that the new agreement was signed by all parties in January 2013. The new agreement sets out the conditions of employment and salary increase for staff over the next three years.

My deputy, Liz Choat has submitted her resignation. Liz is taking long service leave from July and will formally finish with the Department on 31 December 2013. Liz spent her last sitting day at the table on Thursday 27 June 2013 and members paid tribute to her outstanding service to the Parliament in the House that day. She has had a distinguished career with the Department over the past 14 years and will be greatly missed.

As a consequence of Liz's resignation Bridget Noonan has been appointed Deputy Clerk and Robert McDonald joins the Department to replace Bridget as Assistant Clerk Procedure and Serjeant-at-Arms.

In what has been another busy year I acknowledge the efforts of all 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 Tours and Parliamentary Role Plays	5	5
<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%	99% ¹
Teacher satisfaction with tours of Parliament for school groups	95%	97% ²
<i>Timeliness</i>		
Documents tabled within time guidelines	90%	100% ³
House documents available one day after sitting day	100%	100%
Online information relating to bills updated within one day	98%	100%
<i>Cost</i>		
Total output cost	\$26.4m	\$26.4m

¹ 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. This is particularly the case where members wish to use parliamentary procedure as part of political tactics and we have to advise that their proposal is not procedurally possible. Taking into account the subjective nature of this measure an 80% achievement level is a fairly onerous benchmark.

² This is a testament to the professionalism of our Tours & Customer Service Unit and is a pleasing response.

³ 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.

Report on Output Measures — Joint Investigatory Committees

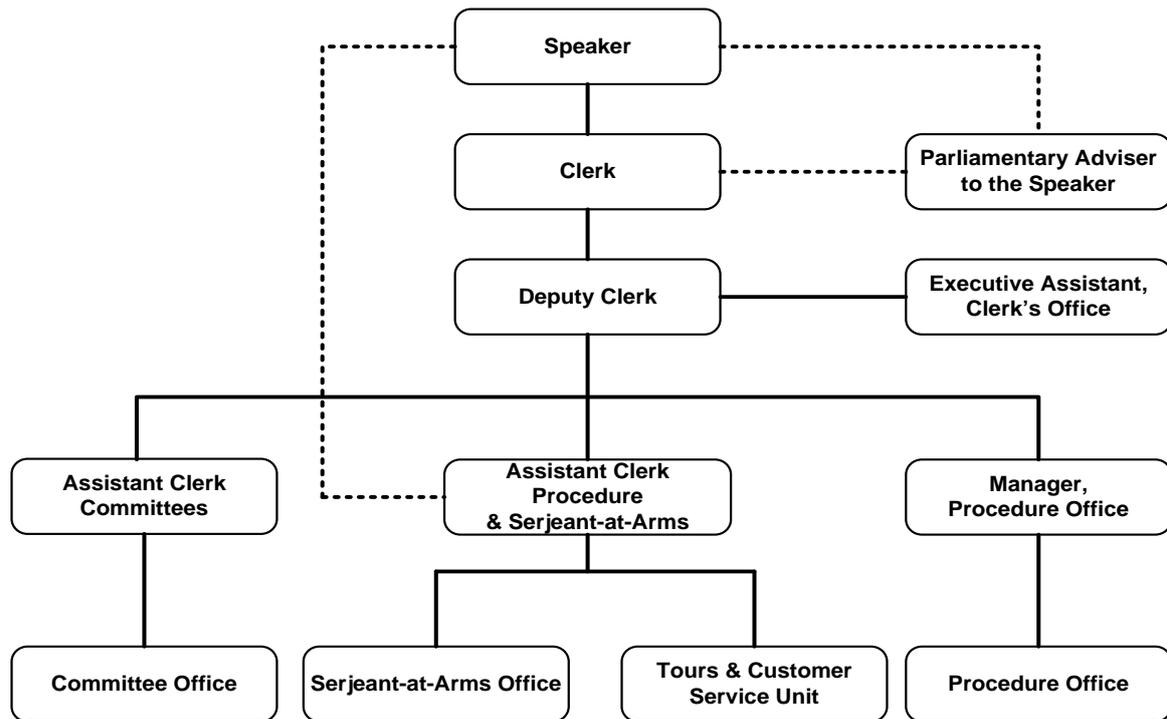
Output/Deliverable	Target	Actual
<i>Quantity</i>		
Reports tabled per annum	28	39 ¹
<i>Quality</i>		
Committee members satisfied that advice about procedure, research and administration is responsive, clear, objective and prompt	80%	98% ²
Inquiries conducted and reports produced in compliance with procedural and legislative requirements	95%	95%
<i>Timeliness</i>		
Reports tabled in compliance with procedural and legislative deadlines	95%	100%
<i>Cost</i>		
Total output cost	\$6.7m	\$6.7

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

² This measure was based on a confidential survey in May 2013 of joint investigatory committee members.

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 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 while 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 currently are:

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

Amendments to the 2003 Act will come into operation on 1 August 2013. The Drugs and Crime Prevention Committee will merge with the Legislative Council administered Law Reform Committee. The Council will administer the new Law Reform, Drugs and Crime Prevention Committee, and the Economic Development, Infrastructure and Outer Suburban/Interface Services Committee, created from the merger of two other Council administered committees.

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, 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, including at VCE level, 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 2012–13 include:

55 Votes and Proceedings

52 notice papers

35 question papers

55 minute books

1 consideration in detail minute book

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 2012 calendar year.

The Procedure Office, under the authority of the Clerk, also prepared bound volumes of parliamentary documents for the 2012 calendar year, including question and notice papers, and documents ordered to be printed (parliamentary papers).

Throughout 2012–13 we continued to provide updates about bills and tabled documents via Twitter. This enables us to quickly update our followers and, we believe, considerably enhances 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 2012–13 as planned. We now hope to publish it in 2013–14.

The live electronic LAPRAC file was updated twice during the year. Eleven chapters were updated in September 2012, and nine in April 2013. Topics updated included subordinate legislation, address-in-reply procedure, identifying appropriating provisions in bills, and imputations and reflections on members. The index, table of standing orders, and various schedules were also updated.

In addition to chapter updates, eleven new schedules were added to LAPRAC. Many of these were created with data the Procedure Office had previously recorded in a less formal format. Topics included members' length of service, Deputy Speakers' casting votes, and members recording their dissent in the *Votes and Proceedings*.

From September 2012 LAPRAC no longer includes a table listing all statutes it references. The table had been used to search LAPRAC, but is obsolete as we can now search electronically. We will maintain the table separate to LAPRAC, as it is useful for identifying necessary updates.

Rulings from the Chair

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

Clerk's Office

Fatigue management strategy

Last year's annual report noted that a working group had been established to implement the recommendations of the fatigue management and prevention project. Parliament's Occupational Health and Safety Committee has been heavily involved in this work over the reporting period, as Professor Drew Dawson, of the Sleep Research Institute at the University of South Australia, had recommended that fatigue is best managed as an OH&S issue, rather than industrially.

Parliament has also identified fatigue management as a strategic risk, which adds further impetus for the safe management, and mitigation of, fatigue. Prof Dawson's report noted that the primary risk to Parliament was caused by extended sittings of either House, though we note that there are other occasions where extended hours may result in fatigue, such as when committees are preparing reports for tabling.

Over the course of the year all units associated with supporting the sittings of either House, developed safe work plans to document how fatigue risks are best managed in each unit. This approach recognises that the business needs, and practical solutions, may vary between units. The Tours and Customer Service Unit, Clerk's Office, and Procedure Office all have safe work plans to refer to in the case of extended sittings. We also continued to review our rosters for regular sitting hours to address fatigue.

Fatigue awareness training will be delivered to all category A and B staff early in the next reporting period. This will be followed by training for managers, to assist them coordinate their units' responses to fatigue, particularly during extended sittings.

The Parliamentary Senior Management Group is developing an overall fatigue management policy, drawing on Prof Dawson's recommendations and information from

the safe work plans. The intention of the policy will be to assist our organisation manage the risks to our staff and operations posed by fatigue.

Enterprise agreement negotiations

The Parliamentary Officers' (Non-Executive Staff — Victoria) Single Enterprise Agreement expired on 30 June 2011. It was, therefore, a high priority for staff and management to negotiate a new enterprise agreement as soon as practical after that. As noted in the last annual report, a Parliament Enterprise Agreement Bargaining Committee, involving management, union and individual bargaining representatives was established.

After 15 meetings, over two reporting periods, the Bargaining Committee reached agreement in December 2012. The Agreement was approved by a valid majority of employees by way of ballot in January 2013 and endorsed by the Heads and Union after that. The Parliamentary Officers' (Non-Executive Staff — Victoria) Single Enterprise Agreement 2012 will expire in 2015.

Value Two: Excellent Service Delivery and Responsiveness

Legislative Assembly

Participate in review of Parliament's intranet

The Parliament-wide intranet redevelopment team drafted an information architecture for the Parliament's intranet. This followed from the work done last year researching the needs of users. The team also reviewed the current content, looking at what information we already have, what needs updating and what needs to be developed from the start.

Since then, the Library engaged an external consultant to review the work we had done. The consultant approved the background work but suggested a broader scope for the project. The Department of Parliamentary Services is now working on some specific improvements such as an improved search and a new starters area.

In the meantime the Assembly launched an intranet page for Assembly new starters to supplement our hard copy guide for new staff.

Communication, community engagement and education strategy

The focus this year has been on building our involvement with social media, concentrating on establishing our Twitter feed as a recognised source of information, and completing the animated videos. These activities support the priority in the parliamentary departments' strategic plan objective to increase public awareness of, and opportunities for engagement with, the functioning of the parliament.

Twitter

As reported last year, we established 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.

Unlike most parliaments, these accounts operate across the three parliamentary departments, rather than each department tweeting separately. This, we believe, provides the best service and avoids duplication.

We first tweeted on 21 May 2012. We have received a lot of positive feedback, particularly about our ability to provide quick updates (eg question time delayed due to condolence motion; bills introduced; committee hearings). Our followers have steadily grown over the first year. @VicParliament has over 1,450 followers and @VicParlCtees over 400 followers.

Animated videos

We recognised a need for some plain English videos to publish on YouTube, our website and, ultimately, Facebook. We have now, in conjunction with the other parliamentary departments, released three short animated videos (each 2½ to 4½ minutes long):

- How Parliament Makes Laws, released May 2012. We use this regularly in presentations and it is also being used by teachers. This has had over 5,500 views.
- How Parliament's Committees Work, released September 2012. This has had over 1,000 views.
- How Parliament's Elections Work, released April 2013. This has had over 350 views and our expectation is that it will be viewed more regularly in 2014 prior to the election.

Facebook

We have investigated and scoped our requirements for a Facebook page. Our intention is to make a page as interactive as possible. However, at this stage we have not progressed the project any further. We felt it important to first assess how our Twitter feeds were received, and gain more experience in the social media field, so to ensure we get the best value for money when developing a Facebook page. We anticipate making further progress in the next reporting period.

Ballarat Regional Sitting

The Legislative Assembly held a regional sitting on 6 September 2012 at the University of Ballarat, Mt Helen Campus. On the same day, the Legislative Council sat at the Bendigo Town Hall.

The sitting day began with a Welcome to Country by Ms Bonnie Fagan, representing the Wadawurrung people, before the Mayor of Ballarat City Council, Cr Mark Harris and the Vice-Chancellor of the University of Ballarat, Professor David Battersby were admitted onto the floor of the House to respond to addresses made by the Premier and the Leader of the Opposition.

Over 550 school students attended the sitting and participated in a short education program in a lecture theatre before moving into the Chamber to watch proceedings. The lecture theatre was set up with a screen broadcasting proceedings live from the House, so the Tour Guides could explain the running of the House and point out members, staff and elements of parliamentary procedure in real time.

In addition to assisting in planning the sitting, the University of Ballarat hosted a luncheon for members, student leaders and Parliamentary staff during the lunch suspension. The kind hospitality shown by the University was appreciated by all attendees.

Several protests were staged outside the venue, however these were contained and did not affect the sitting of the House. The combined preparatory work from the Security

and Electoral Properties Unit (SEPU), University of Ballarat security staff and Victoria Police representatives was valuable.

The Legislative Assembly was well supported by the Ballarat City Council in the preparation for the event. The staff from the University of Ballarat were exceptional in their assistance and their unfailing enthusiasm during the planning and staging of the sitting was welcomed by parliamentary staff. We acknowledge the particular efforts of Vice-Chancellor David Battersby, Ms Le-Anne O'Brien, Manager Public Relations and Mr Nigel Watene, Manager, Hospitality and Conferencing Services for their support and enthusiasm.

The regional sitting relied heavily on the assistance of the Department of Parliamentary Services, in particular staff members from IT, Hansard, Library, SEPU and Buildings and Grounds. The sitting was well supported by both Legislative Assembly staff who travelled to Ballarat to the sitting, and those who remained at Spring Street to support the regular business.

Clerk's Office

Delegations and attachments

Governor of Aichi

A delegation from Aichi Prefecture Assembly visited the Parliament from 9–12 July 2012. The delegation was led by the Governor. The delegation had an extensive program, including meeting with the Presiding Officers and attending a working lunch with members of the Parliament.

Officers from the Parliament of Nauru

In December 2012, the Parliament hosted two Hansard staff from the Parliament of Nauru. We are twinned through the Commonwealth Parliamentary Association with the Parliament of Nauru.

The officers spent two weeks with us, primarily with Hansard, but they also received briefings on the operations of the Legislative Assembly and Parliamentary Library. An extensive program was coordinated by the Clerk's Office.

Student, Curtin University

The Parliament hosted Ms Melanie Ngo on a three day industry placement during April 2013. The short placement was organised by Ms Ngo to count towards her Bachelor of Librarianship and Information Management degree through Open University Australia and Curtin University. Ms Ngo was based in the Procedure Office, Papers Section and reviewed old committee files to gain experience in identifying, sorting and describing official records as per the requirements of the Legislative Assembly Archives Policy.

Presentations

We recognise that the role of Parliament, and the work of parliamentary officers, is not always well understood in the community. As part of our commitment to community engagement, we aim to share our knowledge with the public service and wider community, and respond to requests to give presentations or briefings about parliamentary procedure.

Department of Justice

In November, the Assistant Clerk Procedure and Serjeant-at-Arms spoke at a session convened by the Department of Justice for staff in civil and criminal law policy. The officers work in roles that involve briefing members of government and opposition about bills, and attending in the advisers' box when bills are before the House. The Assistant Clerk's presentation focussed on a bill's key stages, opportunities for debate and amendments, as well as demystifying other aspects of proceedings likely to occur such as divisions, quorum calls, members being suspended and the government business program provisions.

League of Women Voters

The Assistant Clerk Procedure and Serjeant-at-Arms was invited to address the annual general meeting and luncheon of the League of Women Voters, held at Parliament House in May. The group involves women from a wide range of backgrounds, with a keen interest in democracy and civics education in the community. The meeting featured distinguished former members Hon Judy Maddigan and Hon Gracia Baylor, and the theme of the presentation was the ways in which the work of the Assembly can be innovative and modernising, within longstanding practices and traditions.

Public seminar program

Parliament's strategic plan seeks to identify opportunities to increase public awareness of, and engagement with, the functioning of Parliament. To that end, the Presiding Officers have requested the departments to develop a seminar for those working in the public sector in roles that engage with Parliament — advising on bills, preparing submissions for committees, answering questions on notice — to help them engage more effectively with the Parliament, and to ensure we are delivering our services in a meaningful way. The Assistant Clerk Procedure and Serjeant-at-Arms, along with the Procedure Office and Committee staff, are working with colleagues from the other departments to deliver a seminar in the next reporting period.

The Presiding Officers have indicated that, subject to interest, the seminar program could be adapted for a private sector audience in the future.

Assistance to the Parliament of Tuvalu

Strategic plan and IT needs analysis

Through an arrangement with the Commonwealth Parliamentary Association Australian Region, the Parliament of Victoria is twinned with the Parliament of Tuvalu. The purpose of twinning is to foster parliamentary cooperation between the CPA branches through

the exchange of information, assistance with training, and exchange visits. Victoria is also twinned with Nauru (and Fiji when its suspension from the Commonwealth is lifted).

We already have a good working relationship with Tuvalu. Officers have visited Victoria on attachments and, in May 2011, the Clerk travelled to Tuvalu to assist with the delivery of an orientation program for members. Further assistance has been provided this reporting year in relation to the implementation of a strategic plan and with IT support.

The Parliament of Tuvalu operates in a very different environment from Victoria. It consists of 15 members. Of the eight inhabited islands making up the country, some islands have two members representing them, and others have one. There is no air travel between islands and the closest is a four hour boat trip.

The Parliament meets two or three times a year in a public hall adjacent to the international airport. It has a roof but is otherwise open air and has to be set up for each sitting. The Republic of China (Taiwan) has committed to providing funding for a new building and planning is underway.

Staff are based in a timber framed building adjacent to the Parliament. They have a variety of equipment and their IT, telephony and office infrastructure comprises a variety of machines of different makes, ages and condition. One particular concern is that they do not have a recording system and rely on media recordings for Hansard to be able to transcribe proceedings.

In November 2012 an Australian consultant visited the Parliament to assist them in drawing up a strategic plan for the period to 2015. Funding was provided by AusAid through the Pacific Partnership Program. It enabled discussions on initiatives designed to help the staff provide effective, efficient and timely services of the highest possible standard, and identify and implement meaningful improvements.

To assist with implementation, the plan included a summary of the actions required and indicative timings. To reinforce the importance of the strategies laid down in the plan, the Clerk visited in December 2012 to discuss implementation with the Speaker and staff, and guide them through the necessary processes. Specifically, the Clerk encouraged them to focus on the activities for the next year and talked over how to use the plan to support their operations. This involved discussions on targets relating to support for members and committees, records and information management, administrative infrastructure and support, and an outreach program.

As the Tuvalu staff had been making a number of requests for IT assistance, the Clerk was accompanied by the Manager of the Information Technology Unit from Victoria's Department of Parliamentary Services. Her brief was to carry out an IT needs analysis, so planning could be made in Australia for appropriate assistance. In the event, she also provided some technical assistance while in Tuvalu as well as completing the analysis.

Visit by the Speaker and Clerk

Following an invitation from the Speaker of the Parliament of Tuvalu to learn more about the issues facing his country and Parliament, the Speaker and Clerk of the Legislative Assembly visited Tuvalu in February 2013.

This was the Speaker's first visit to the country. It is only by visiting that the local issues can be appreciated as the environment is very different from that facing us in Victoria. In turn, that understanding helps in our assessment of how best to assist the Parliament and provide mentoring opportunities to the staff.

The program included a number of meetings, starting with a briefing from the Clerk of the Tuvalu Parliament. At the time of the visit a by-election was pending following the death of the Minister for Finance. This was creating some political and parliamentary uncertainties.

Discussions also took place with the Prime Minister, three other ministers, Opposition members, the Attorney-General's chief of staff and the Auditor-General. These provided very useful background information, including over the economy. Essentially there are only three funding sources — aid from other countries, income from fishing licences, and income from the sale of the country's internet domain, tv. Tuvalu's biggest expenditure is on health and education. However, they do not have the resources to provide tertiary education or specialist health services on the island, and Tuvaluans have to travel overseas for these services.

The meetings afforded an opportunity to explain Victoria's experience of issues relevant to the strategic plan referred to above. This was particularly the case in relation to employment of staff under the *Parliamentary Administration Act 2005*, our initiatives for better accountability, and the work of the Public Accounts and Estimates Committee.

During the visit the Clerk was able to confirm to Opposition members that the IT needs analysis supported their request for laptop computers. The Parliament of Tuvalu does not provide any resources to Opposition members. Their position very much illustrates the challenges facing the country. The Parliament has established ADSL links to the various islands, with the aim of providing more information electronically. However, Opposition members do not have computers so the infrastructure is of no assistance to them. For us, these would be basic resources.

The better understanding gained from the visit will help with planning and did much to further foster a beneficial twinning relationship.

Notes for visitors

A set of briefing notes has been prepared with the intention of providing an overview of Victoria and the Parliament to visitors on attachment or with a delegation. The notes cover the history of Parliament, the voting system, sitting patterns and committees, as well as general information about Victoria and our federal system. The notes will be

distributed electronically to visitors on attachment prior to arrival. They will also be included in the presentation packs given to delegations on arrival.

Clerk's Office/Procedure Office

Develop and streamline business processes

Extend the use of the tabled documents database

Following the review of our tabling processes as noted in last year's annual report, we successfully began uploading electronic copies of parliamentary papers onto our tabled documents database from August 2012. Consequentially, we have also reduced stock requirements of parliamentary paper reports, as well as stock retention of stored parliamentary papers. This has freed up valuable storage space in our internal compactus.

This year we also began providing electronic copies of other tabled reports on our database. This was implemented in two stages. From January 2013, all agencies had the option of providing an electronic copy of their report along with a reduced amount of stock copies. From July 2013, this became compulsory.

Procedure Office staff have also worked to upload electronic copies of reports for all past parliamentary papers currently on the tabled documents database, as well as some other past annual reports. Certain legislative instruments and planning schemes are also made accessible on our database.

Over the year we have made enhancements to the functions of the database, including improving the clarity of the information we provide and reorganising the database categories to be more intuitive and user friendly. In the coming year we hope to encourage our customers to access the reports electronically through the database rather than as a hard copy. We also plan to improve the search functionality of the database as well as to explore better ways of exporting data for archival purposes.

Enhance the questions database

With the questions database now live, this cycle was the opportunity to look at improvements. First we reviewed all the existing data, which was more than 8,000 questions and answers. Procedure Office staff sorted all the hard copy answers into numerical order (previously they were sorted by the date we had received them). We then compared the hard copies with the information in the database. Any discrepancies were then investigated and resolved.

It was our intention to review the use of the database next and make improvements to the way it works. We were hampered, however, with unforeseen technical limitations of the database. For example, several changes to the ministry revealed problems in our ability to redirect questions. Accordingly, we have changed the way we enter some questions.

We plan to take a more strategic approach to improvements in the next year, recognising the significant use of the database by members.

Review availability of House documents online

When the Department of Premier and Cabinet launched a legislation website in 1996, it included all our House documents, such as the *Votes and Proceedings* and notice papers. We still publish those documents online through that same website, and link to it from our website. Parliamentary Counsel, who manage the site, have started a review and, as part of the changes, we have agreed that we will now host the documents on Parliament's website.

We originally intended to complete this work in 2013 but, as Parliamentary Counsel are willing to continue hosting the documents in the short term, the urgency was diminished and we have the opportunity to design a superior system. Parliamentary Executive Group and the Senior Management Group agreed a steering committee should be established to look at options and a terms of reference was developed.

The steering committee will first meet in July 2013 and we hope to make good progress in the next reporting period.

Committees

Drugs and Crime Prevention Committee

Inquiry into Safer Design Principles/Crime Prevention through Environmental Design

The 2012–13 year has again proved to be an interesting and productive time for the Drugs and Crime Prevention Committee. The Committee collected all its evidence, drafted and tabled the final report for the Inquiry into Safer Design Principles/Crime Prevention through Environmental Design. This inquiry proved to be extremely interesting and challenging, although far more complex than originally anticipated.

Crime prevention through environmental design is an internationally recognised means of reducing both the incidence and the fear of crime through the design and effective use of the built environment. The concept of crime prevention through environmental design (CPTED) has been influential in the development of the *Safer Design Guidelines for Victoria*, the leading 'designing out crime' framework in operation in Victoria.

The key focus of this Inquiry was to examine the extent to which CPTED and the Safer Design Guidelines/Principles are incorporated into planning and building in Victoria by both local governments and the planning industry.

In conducting the inquiry the Committee also employed a variety of processes and methodologies to gain a comprehensive understanding of the nature, breadth, institutional support and impediments, costs and effectiveness of CPTED and the Safer Design Guidelines in Victoria.

Community input into the Inquiry

Written submissions

Written submissions were called for and letters inviting submissions to the inquiry were sent to key Victorian professional bodies, university departments and non-government agencies in Victoria. The Committee also wrote to the deans of architectural and planning faculties in Victorian universities requesting information on courses that address CPTED.

Public hearings and teleconferences in Melbourne

A series of public hearings were held in Melbourne throughout the reporting period. The Committee also conducted telephone conferences with expert witnesses from interstate. In total, oral evidence was received from 40 witnesses in Melbourne.

Site visits

The Committee visited various developments in the City of Melbourne. In particular representatives from the City of Melbourne and Victoria Police took the Committee on a walking tour of the CBD's lanes and alleyways to look at how CPTED can be incorporated in practice. They also took the Committee to Kensington and North Melbourne to see how Victoria Police, council officers and local residents conduct CPTED audits in their local communities.

The Committee also visited Selandra Rise in Clyde, an innovative new housing development utilising safer design guidelines and principles. These visits provided the Committee with an opportunity to see first-hand the incorporation of CPTED principles into new and refurbished developments. They also provided insights into the impact that building and environmental changes have had in promoting community safety.

Visits to other jurisdictions

New South Wales

The terms of reference for the inquiry also required the Committee to investigate the use of safer design or crime prevention through environmental design principles under local government or equivalent planning regimes in other jurisdictions.

New South Wales has formally incorporated CPTED into its planning and design projects since 2001 through formal mandatory guidelines. It is the only state in Australia that mandates the need to consider using CPTED in the planning process. The Committee therefore considered it useful to meet with officers of the Department of Justice and Local Government to understand how this process works and how effective it has been as a crime prevention strategy.

At that time the Designing Out Crime Centre at the University of Technology Sydney and the NSW Attorney General and Justice department were hosting an international conference on CPTED in Sydney (12–13 December 2012). Members received a special briefing from international keynote speakers who provided particular insights into

CPTED in the United Kingdom. The Committee's research officer attended the conference.

New Zealand

New Zealand is generally recognised as having one of the most comprehensive and successfully implemented set of guidelines covering CPTED and its application to and by local governments.

It was therefore useful for the Committee to meet with both central government personnel at the Department of Justice who were responsible for developing the guidelines and local government officers responsible for implementing and adapting them to local conditions. Not only could lessons be learnt as to how CPTED can be successfully applied, it was also expected that the Committee could learn from some of the mistakes that have been uncovered through evaluations of the New Zealand experience. During the visit the Committee participated in meetings and site visits in Wellington, Palmerston North and Christchurch. Of particular importance was the Committee's visit to Christchurch where the Committee saw at first hand how CPTED is being incorporated in the rebuilding of the city after the tragic earthquakes.

Innovative and independent research

One of the unique and most exciting aspects of conducting this inquiry was the opportunity to commission some ground-breaking Australian research into how CPTED and safer design principles are viewed and applied in planning at local government level in Victoria. This was done through commissioning outside researchers to devise, conduct and analyse the results of a survey of local government officers on their use of the Safer Design Principles for Victoria.

The Committee received responses from 77 out of 79 of councils and shires and the results of this important benchmarking research assisted the Committee in forming the framework for the Committee's final report and recommendations.

Seeking the views of property developers

Given the important role that property developers play in the development and implementation of CPTED initiatives, the Committee encouraged their input by inviting their peak bodies, the Property Council of Australia (Victoria) and the Urban Development Institute of Australia (Victoria), to make a submission and/or attend a public hearing. The Committee also wrote to 62 property developers working in Victoria and asked them to respond to a series of questions relating to the terms of reference. Unfortunately very few developers responded. However the contributions of those who did — Lend Lease and Stockland in particular — were extremely helpful and gave valuable insights into how some parts of the development industry viewed the Guidelines.

Final Report

On 26 June 2013 the Committee tabled its final report. 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 addressing and implementing the *Safer*

Design Guidelines for Victoria. The report contained 31 recommendations to the Government for what is required to better implement the Guidelines, particularly in local area planning. These included recommendations on further regulating the Guidelines, for example, through the use of crime risk assessments and CPTED audits, changes to the law through amendments to the Victoria Planning Provisions and the *Planning and Local Environment Act 1987*, and recommendations to ensure CPTED and safer design frameworks are applied within an overall holistic approach to building healthier, sustainable and more liveable communities. Finally, the Committee made several recommendations with regard to education, training and research.

Electoral Matters Committee

Inquiry into the 2010 Victorian State Election

The committee's report into the 2010 Victorian state election was tabled at the end of the previous reporting period. In July 2012 the Victorian Electoral Commission wrote to the committee responding positively to many of the recommendations contained in the report.

The government response to the report was tabled on 15 November 2012 with many of the committee's recommendations agreed to. Action to date includes a legislative amendment to the *Electoral Act 2002* allowing data obtained by the Australian Electoral Commission as part of the AEC/VEC joint enrolment process to be used for automatic enrolment purposes; and new *Electoral Regulations 2012* which include the Victorian Proof of Age card as a prescribed proof of identity document for provisional voting. The VEC has also adopted several initiatives as recommended by the committee.

Inquiry into the Future of Victoria's electoral administration

On 7 March 2012 the committee initiated a new inquiry into the future of Victoria's electoral administration. This inquiry is considering all aspects of Victoria's electoral landscape, excluding local government elections, and includes a detailed examination of Victoria's *Electoral Act 2002*. This inquiry is the first of its kind by a parliamentary electoral matters committee in Australia, with a reporting date of March 2014.

As part of the inquiry process the committee released a comprehensive discussion paper in November 2012 calling for comment on the following seven areas of electoral administration:

- Direct enrolment
- Compulsory voting
- Informal voting
- Early voting
- Community engagement
- Electronic voting
- Social media and Victorian electoral administration.

The discussion paper was widely distributed to electoral officials, political parties, academics, social interest groups and others interested in electoral reform. The discussion paper was distributed in hard copy and was also one of the first papers of a parliamentary committee distributed via Twitter. The paper was very well received in the wider electoral community and was intended to act as a guide for organisations and individuals to respond to the committee's terms of reference.

Submissions and hearings

As a consequence of the discussion paper and a public call for submissions to the committee's inquiry, the committee received 14 submissions from electoral commissions throughout Australia, political parties, electoral practitioners, interested individuals, public interest and social advocacy groups. Many of the submissions responded directly to issues raised by the discussion paper.

The committee followed up the submissions with three days of successful public hearings held in March and June 2013. The committee looks forward to tabling its report in March 2014.

Other jurisdictions

As part of the inquiry into the future of Victoria's electoral administration, in August 2012, the committee visited the Northern Territory to observe electoral administration related to the 2012 NT general election. The committee found the program prepared by the NT electoral commissioner Mr Bill Shephard to be excellent. The program included several comprehensive briefings on the operations of the then forthcoming general election, a tour of a remote area voting facility in Gunbalunya (Oenpelli) and separately the election day centre in Mandurah, a visit to the election night tally room and additional associated information. With other electoral commissioners and staff present from throughout Australia it was an excellent opportunity to discuss contemporary electoral administration and build on the committee's knowledge.

The committee, in April and May 2013, also visited the USA on an international study tour. Whilst there the committee had a series of very informative meetings with electoral administrators, academics, Australian consular officials and embassy staff in Los Angeles, Baton Rouge, Tallahassee and Washington DC. The committee wishes to place on record its thanks to those individuals and organisations with whom the committee met for making the visit so successful.

The evidence the committee received will assist the committee develop recommendations and commentary on matters relevant to the current inquiry. The report on the committee's international study tour to the USA will be completed in August 2013.

Other activity

In April 2012 the Victorian Electoral Commissioner Steve Tully retired and for the following 12 months Liz Williams was appointed as acting Victorian Electoral Commissioner. In June 2013 Warwick Gately was appointed Victorian Electoral Commissioner. Mr Gately was previously the Electoral Commissioner of Western Australia. The committee looks forward to developing a good relationship with Mr Gately and would like thank Ms Williams for assisting the committee so willingly during her time as Victoria's acting electoral commissioner.

Family and Community Development Committee

In the reporting period, the Committee tabled two inquiries and continued to work on a third inquiry. These were:

- 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 tabled its report on its Inquiry into Opportunities for Participation of Victorian Seniors on 14 August 2012.

This report made a series of recommendations to foster and enable older people to participate socially, economically and in the community to the extent that they want and choose to.

The Committee identified that there are individual, community and economic benefits of the diverse participation by people in later life. Barriers to participation experienced by older people mean Victoria does not benefit fully from the potential contributions of older people in the community.

The Government Response to the report was tabled on 19 February 2013.

Inquiry into Workforce Participation by People with Mental Illness

The Committee tabled its report on its Inquiry into Workforce Participation by People with Mental Illness on 10 October 2012.

The Committee found that employment has considerable personal benefits for people with mental illness, including social inclusion, a sense of purpose, financial security, and increased confidence. Participating in employment can contribute to recovery from mental illness.

Despite these benefits, people with mental illness are up to 50 per cent less likely than people with no mental illness to participate in the workforce.

To lift the rate of workforce participation, the Committee made recommendations designed to focus on ensuring opportunities in education, changing perceptions of mental illness in the workplace, providing diverse employment pathways, and fostering healthy and supportive workplaces. It also suggests a need to improve linkages between mental health and employment support services.

The Government Response to the report was tabled on 17 April 2013.

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

The Committee continued its Inquiry into the Handling of Child Abuse by Religious and Other Organisations.

The Committee received 450 written submissions and held 162 hearing sessions between October 2012 and June 2013. Hearings were held with individual victims, non-government organisations, experts, government departments and statutory bodies. Just over a third of the total number of hearings were held *in camera*. Hearings were conducted at Parliament House in Melbourne, and at Ballarat, Bendigo and Geelong.

The Committee sought additional information from a range of non-government organisations that work directly with children. It also accessed and reviewed files from a number of specific religious organisations.

The Committee established parallel processes as part of the inquiry. This ensured that victims were offered appropriate assistance and support when they participated in the inquiry. This support was provided by the Victims' Support Agency (VSA), which is operated by the Department of Justice. The VSA provided a range of psychological and practical support throughout the entire inquiry process, such as assistance with preparing submissions and accompanying victims to hearings.

In addition, the Committee established a protocol with Victoria Police to ensure that it did not impinge on its investigatory responsibilities in its inquiry process.

Nineteen people have worked within the secretariat during the course of the inquiry. The Committee has had specialist advice throughout the inquiry from a former Supreme Court Judge and a former Police Commissioner.

The Committee has been requested to table its report by 30 September 2013.

IBAC Committee

The Independent Broad-based Anti-corruption Commission Committee (IBACC) was established as part of integrity legislation introduced in 2012. Members were appointed to IBACC on 7 February 2013. The Department agreed with the Legislative Council to staff the Committee jointly with the Accountability and Oversight Committee with one executive officer. As we did not receive any extra funding and were unsure as to the workload requirements, this was seen as an initial response. The first meeting was held on 18 March 2013. The IBACC met with the Commissioner of the Independent Broad-

based Anti-corruption Commission on 15 April 2013 and with the Inspector of the Victorian Inspectorate on 6 May 2013 to discuss issues surrounding the establishment of those bodies, and the roles and functions of the IBACC.

The IBACC travelled to Canberra and Sydney in June 2013 to meet with key integrity bodies in those jurisdictions. These included representatives from: the Australian Commission for Law Enforcement Integrity; the Parliamentary Joint Committee on the Australian Commission for Law Enforcement Integrity; the Inspector of the Police Integrity Commission; the Police Integrity Commission; the Committee on the Ombudsman, the Police Integrity Commission and the Crime Commission; the Committee on the Independent Commission Against Corruption; the Independent Commission Against Corruption; and the Inspector of the Independent Commission Against Corruption.

On 25 June 2013 Mr David Koch MLC resigned from the Committee and on 26 June 2013 the Parliament appointed Hon Andrew McIntosh MP to the IBACC. As well as performing its statutory functions, the Committee will seek to consult with integrity bodies in other Australian jurisdictions during 2013–14.

Public Accounts and Estimates Committee

Inquiries into the State's 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 Parliament's Presiding Officers. In 2012–13, the Committee held 50 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 parliamentarians and the community.

After the hearings, the Committee tables a report in two 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 2012–13, the Committee tabled the second part of the 2012–13 budget estimates report and the first part of the 2013–14 report.

The *Report on the 2012–13 Budget Estimates — Part Two* (September 2012) contains 54 recommendations, and the report analyses the Government's plans and estimates set out in the 2012–13 budget papers to ensure that there is an appropriate level of transparency. Of the 54 recommendations made, the Government supported 53 per cent in whole, in part and in principle.

The *Report on the 2013–14 Budget Estimates — Part One* (June 2013) includes an overview of the 2013–14 budget and budget papers, key details about departments'

priorities and an index of the key issues discussed in each of the hearings with ministers and Presiding Officers.

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 focussed 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, August and October 2012, where the Committee obtained the views of 41 expert witnesses. The Committee also travelled to gather further evidence, travelling interstate in November 2011 and February 2012, and overseas in September 2012, meeting with 52 separate stakeholders.

The report was tabled in Parliament on 12 December 2012 and made 17 recommendations in relation to establishing a new advisory body to recommend priorities for infrastructure investment in Victoria, including a formalised ‘pipeline’ of future projects and a new body to be a centre of excellence for project development and delivery with overall responsibility for ensuring that Victoria has the necessary expertise and capability to deliver major infrastructure projects successfully. The transfer of appropriate experts and functions from some agencies to this new centre of excellence will be necessary; and a strengthening of the oversight and accountability mechanisms, especially around the delivery of significant infrastructure projects.

Of the 17 recommendations made, 82 per cent were supported in whole, in part and in principle.

Report on the Appointment of the Auditor-General of Victoria

On 8 August 2012, the then Victorian Auditor-General notified the Governor of his decision to resign his position with effect from 14 December 2012. Under the *Constitution Act 1975*, the Committee has responsibility for recommending the appointment of a new Auditor-General to the Governor-in-Council.

The Committee commenced a recruitment and selection process, including:

- the engagement of a specialist recruitment consultant selected by tender to assist the Committee; and
- appointment of an interview and selection panel which included independent experts.

Following a series of interviews of shortlisted candidates, the Committee reached a unanimous decision on one preferred candidate. On 11 December 2012, the Committee made its recommendation for the appointment of Mr John Doyle, Auditor-General of British Columbia, Canada, as the new Auditor-General of Victoria.

The Committee tabled its report containing its recommendation on 19 February 2013.

Report on the 2011–12 Financial and Performance Outcomes

On 8 May 2013 the Committee tabled its Report on the 2011–12 Financial and Performance Outcomes.

The Committee undertakes a review of the outcomes achieved by Government portfolios in the previous year at the end of the financial year.

The main focus of the report is to look into the State's financial position at the end of the 2011–12 financial year, and how it compares to the expectations of the 2011 budget. This report examines in detail actual Government delivery outcomes against expectations set out in the 2011–12 Budget Estimates and Budget Update and factors influencing those outcomes. The Committee also examined the adequacy of disclosure of information in relation to Government revenue, expenditure and asset investment achievements in 2011–12.

The Committee made 18 recommendations about areas where additional monitoring would be beneficial, and has also highlighted planned productivity gains and changes in the public service as important areas of interest. A Government Response to the Report is due in November 2013.

Performance Auditor of the Victorian Auditor-General's Office

As a part of its responsibilities under the *Audit Act 1994*, the PAEC is responsible for the recommendation of a performance auditor to conduct a performance audit of the Victorian Auditor-General's Office and the Victorian Auditor-General, to the Parliament. The performance audit is required to be undertaken at least once every three years.

A request for tender was developed and advertisements placed in major newspapers in Australia and New Zealand, seeking submissions from experienced parties. The Committee convened a Tender Evaluation Panel to evaluate submissions and to recommend to Parliament the preferred tenderer.

The Committee made its recommendation for Parliament's appointment of a performance auditor in a report tabled in Parliament on 26 June 2013. Parliament appointed an auditor on 27 June 2013.

Other activities

In addition, during 2012–13:

- the Committee tabled the *PAEC Mid-Term Report* in February 2013
- the Committee co-hosted the 2013–14 State Budget Briefing Seminar for Parliamentarians with the Department of Treasury and Finance in May 2013
- members of the Committee participated in the biennial Australasian Council of Public Accounts Committees conference in Sydney in April 2013

- the Committee reviewed 36 draft performance audit specifications proposed by VAGO
- commenced a new strategy for conducting new inquiries into the review of findings and recommendations of Auditor-General's reports, to commence in 2013–14.

Rural and Regional Committee

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

This inquiry was referred to the Committee on 5 June 2012 and was well underway at the beginning of this reporting period. Given the detailed technical nature of the inquiry, and the requirement for legislative review, the initial focus of the Committee was to ensure that all members gained a comprehensive understanding of the food safety sector, the regulatory regime governing the sector and the challenges and issues confronting it.

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

The inquiry was advertised throughout regional and rural Victoria, both through traditional print media channels as well as through online publications and social media.

Evidence gathering

The effectiveness of the Victorian food safety regulators, PrimeSafe and Dairy Food Safety Victoria, was a major aspect of the considerations for this inquiry. The regulators appeared as witnesses in Melbourne during a series of hearings and site visits conducted throughout the Inquiry as part of the Committee's research and reporting strategy.

A major focus of the inquiry was observing food safety practices throughout the food industry, through site visits to rural and regional food production facilities, farms and abattoirs. Public hearings were held in Melbourne and strategically in locations across rural and regional Victoria where food production is a major part of the economy. The Committee conducted hearings in Castlemaine, Camperdown, Portland, Bairnsdale, Sale and Wangaratta.

Site visits were conducted with Hardwicks abattoir in Kyneton; KR Castlemaine for an understanding of quality assurance systems in the production of manufactured meat; with the CEO at Hazledene's Chickens in Lockwood to observe large scale poultry production and management; to Herd Foods, an abattoir in Corio; Barwon Foods and Mantzaris Fisheries in Geelong; L'Artisan Cheese in Timboon for an understanding of challenges for boutique cheese production; the Jindi Cheese factory in Jindivick; Radfords Meats in Warragul; Perry's Butchery in Rushworth; Fonterra Cheese factory in

Stanhope for an insight into large scale cheese production, and Chomleys Pet Foods, also in Stanhope.

The Committee also visited South Australia to consult with leaders in the food safety sector there and to conduct site visits at rural and regional food production facilities. South Australia was chosen for the visit because of the differences in its approach to government involvement in the food safety sector, something which arose often during the Committee's consultations in Victoria, particularly in the wildcatch (fishing) sector.

The Committee heard from more than 100 witnesses and received 56 submissions. Throughout the inquiry the Department of Primary Industries in particular and the Department of Health were generous in their provision of information.

Given the Committee's commitment to an early understanding of the issues and a collegial approach to the drafting of the report and recommendations, the report was tabled ahead of time on 21 March 2013.

Inquiry into the Opportunities for People to Use Telecommuting and E-Business to Work Remotely in Rural and Regional Victoria

The Committee received terms of reference for the Telecommuting and E-Business Inquiry on 29 November 2012. The inquiry began in earnest once the Food Safety Regulation Final Report was tabled in March.

In April the Committee was provided with a briefing paper outlining the key issues for the inquiry, and established a research and reporting strategy which included plans for forthcoming rural and regional hearings and site visits. Key stakeholders were approached for submissions and the inquiry was advertised throughout rural and regional Victoria. The inquiry gained a great deal of web and social media attention given the subject of the terms of reference. Submissions are due by 30 August 2013.

In May informal briefings were conducted with Cisco Australia and the Deputy Secretary, Innovation and Technology of the Department of State Development, Business and Innovation.

In late May the Committee visited North America, travelling to Cisco in San Jose in California; rural and regional Washington State and the University of Washington in Seattle; Calgary in Alberta; Madison, Wisconsin — a state with a similar demographic to Victoria; Washington DC; Richmond in Virginia and Annapolis, Maryland. The visit gave the Committee an opportunity to observe and understand initiatives to enhance opportunities for teleworking and ecommerce in rural and regional areas. It also provided insight into the workings of the US Government's legislation mandating programs for teleworking in the public sector.

At the close of the reporting period the Committee is embarking on its program of public hearings and site visits. The first hearing is planned for July in Ballarat, a hub for information and communication technology work in Victoria.

Government response

The government response to the Inquiry into the Capacity of the Farming Sector to Attract and Retain Young People was tabled on 28 November 2012. The government responded positively to the Committee's recommendations. The Committee's report continued to attract media attention and requests for engagement by members with the issues during this period. The Chair was engaged to speak on the Committee's report and findings at a number of conferences, seminars, and workshops in the university sector and with farmer representative groups. In early 2013 the University of Melbourne reported that enrolment figures for agriculture — which had been declining for many years — had doubled for the 2013 intake.

Efficiencies

The Chair and Committee Executive Officer met with the Presiding Officers and Assistant Clerks Committees for both Houses prior to budgets for this reporting period being issued. The Presiding Officers requested that the Committee's work practices reflect budget restraint, and to consider measures to reduce Committee costs. The Chair provided an assurance to the Presiding Officers that the Committee would conduct its work with these considerations in mind. The Committee's timetable of hearings was thus devised to conduct longer hearings with larger groups represented, but in fewer locations. Because of the significant cost reductions that were achieved in the Committee's approach to its activities a study tour of North America was funded from the Committee's original budget.

Scrutiny of Acts and Regulations Committee

Statutory functions

The Committee has statutory reporting responsibilities under three (3) Victorian Acts:

- section 17, Parliamentary Committees Act 2003
- sections 21 to 23, Subordinate Legislation Act 1994
- section 30, Charter of Human Rights and Responsibilities Act 2006.

Annual reports and online information

The Committee tabled its Annual Review 2012 in March 2013. The Review outlines the functions and work of the Committee in the 2012 calendar year. In the period 2012–13 the Committee tabled 17 Alert Digests reviewing over 89 bills. In the same period the Committee, through its Regulation Review Subcommittee, reviewed over 169 regulations and 50 legislative instruments.

The Committee continued to provide speedy internet access to its Alert Digests most often within a few hours of tabling in the Parliament and continue to provide regular updates concerning any current Committee inquiry.

Regulation Review

Under the *Subordinate Legislation Act 1994* the Committee has oversight responsibilities concerning regulations and legislative instruments. The Committee performs this scrutiny function by means of a standing subcommittee, the Regulation Review Subcommittee. The Subcommittee held 15 meetings in the reporting period and considered 169 regulations and 50 legislative instruments. Of those regulations, 16 were accompanied by Regulatory Impact Statements. Of those legislative instruments, one was accompanied by a Regulatory Impact Statement.

For a more complete picture of the work of the Regulation Review Subcommittee please see the Annual Review covering regulations and legislative instruments series 2011 which was tabled in the Parliament in August 2012. The committee intends to table the Annual Review covering regulations and legislative instruments series 2012 in September 2013.

Committee Office Activities

eSubmissions

The eSubmissions module was trialed for 10 inquiries over the 18 months to March 2013. In that time, an average of 17 electronic submissions was received per inquiry. The most electronic submissions received for an inquiry during the trial period was 65. Feedback on the use of the eSubmissions module has been positive and some improvements have been suggested and made as a result.

Committee inquiry status table

The inquiry status table including the status definitions list was launched in August 2012. Work has begun with the Web Team to develop some options to include the Legislative Council Standing Committees, which is causing some problems due to a technical issue. Otherwise all is going well with the database and it is proving to be a useful tool for both internal and external customers.

Secure documents system

Following on from last year, the Assistant Clerks Committees have continued to work closely with the IT Unit to acquire a secure document system for committees. By the end of this reporting period a product had been chosen and contracts were being prepared for the implementation of the system. This significant project is required to ensure secure and controlled transfer of documents between committee secretariats and members. The benefits of a secure document system are far reaching in terms of protecting the confidentiality of committee information and by extension, the integrity of parliamentary proceedings.

Training in report writing/grammar and punctuation

Further training was arranged for both executive and research officers to enhance the production of inquiry reports. The feedback from this training has been positive and helpful.

Committee witness brochures

There are a number of printed pamphlets available to assist prospective witnesses understand the process of providing evidence to committees. Two of these informational brochures were recently reviewed for content and design. The two brochures have now been finalised and will be made available in September 2013. It is anticipated that the remaining informational brochures would then be redesigned with a view to printing early in the next Parliament.

Inquiry debriefs/knowledge development sessions

Six Committees have presented inquiry debriefs in November 2012, March and April 2013. Committee staff have found these sessions to be valuable and an opportunity to increase their knowledge. Positive feedback is continually received. During this time we have extended the invitation to attend these sessions to staff within the Library, Legislative Assembly Procedure Office and Legislative Council Table Office. Committee staff are proud of the work they produce and always happy to share information.

Three knowledge development sessions have also been conducted. In September 2012, a lunch and learn session about the work of Committees generally was held including the launch of How Parliament's Committees work YouTube clip. In October and December 2012, sessions were held in relation to Committee procedures. Committee staff found these two sessions really useful and the plan is to run more of these in the next financial year.

Research officer and committee administrative officer meetings

Research Officers are meeting approximately every five weeks. These meetings allow the staff to exchange ideas and present information to each other after their reports are finished. These meetings began formally last financial year and have continued this financial year. A representative research officer then attends the monthly Committee Business meeting and provides an update to the group. This has helped improve communication between these groups.

Committee Administrative Officers also meet on a regular basis to share information. The Senior Committee Services Officer provides an update to this group from the Committee Business meetings especially if there are any changes to administrative processes or procedures. As with the research officers, a representative Committee Administrative Officer attends the monthly Committee Business meeting.

Tours and Customer Service Unit

Continue the enhancement of education and community engagement programs

Public tours

As part of the Department's community engagement function, we run regular public tours. They are conducted on non-sitting weekdays at 9.30 am, 10.30 am, 11.30 am, 1.30 pm, 2.30 pm and 3.45 pm. Public tours are also conducted on sitting Tuesdays at 9.30 am, 10.30 am and 11.30 am. Visitors do not need to book for public tours.

Feedback forms are completed by members of the public at the conclusion of their tour. The results from surveys over the past 12 months have shown that public tours of Parliament House continue to be of a very high standard and that visitors' expectations are met.

We have a system in place to accurately collate the number of attendees for our public tours. Tour Guides stationed at the Vestibule desk record the numbers for each tour on each day. Trends in demand for public tours are then tracked to identify peak timeslots and periods during the year, and we use this information to allocate resources.

From the information collected, it is clear that January is still the most popular month for public tours, with 1,607 people attending in January 2013. In 2012–13, 14,324 people visited Parliament House for a public tour, demonstrating the popularity and success of the public tour program.

The Tour Guides conduct their tours with the assistance of the Public Tour Manual, which ensures consistency of core information delivered on public tours. The Manual is a valuable tool for training new Tour Guides. The tour guides each have their own personal style in delivering the tours, and this 'personal touch' has consistently been a source of extremely positive comments from members of the public on the comments section of the feedback forms.

Booked tours

Booked tours are available to any group of six or more people and are popular with schools, tertiary institutions, ESL classes, community groups and business organisations.

We conduct up to 11 booked tours 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.

Most booked tours are made up of primary schools, secondary schools and tertiary institutions, with 1,020 bookings made during 2012–13 totalling 23,900 children and 4,100 adults.

Senior Tour Guides conduct the tours. The information provided to students is relevant to the Australian Victorian Essential Learning Standards (AusVELS) 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.

Satisfaction surveys are completed by teachers or supervisors. The results from surveys over the last 12 months have shown that booked tours of Parliament House continue to deliver on our commitment to community engagement, with 97 per cent of tours exceeding visitors' expectations.

Metropolitan school visits

During the 2012–13 financial year, there was a combination of 30 Parliament information talks (PITs) and Parliament role plays (PRPs) conducted at schools in the Melbourne metropolitan area.

Metropolitan school visits are held on Tuesdays and Thursdays of non-sitting weeks, and presented by Senior Tour Guides. On each of these days, two staff travel from Parliament House to schools located within the metropolitan area to deliver a one hour PIT or PRP to students in years five, six and seven.

Almost all sessions were fully booked during 2012–13. The use of a presentation which contains video footage of the roles and functions of the Parliament, slides introducing both the Assembly and Council members from the local area and pictures showing Parliament House has contributed to the success and positive feedback received from schools participating in this program.

For 2012–13 the overall satisfaction rating for our visits program was 98 per cent.

Parliament role plays

Parliament role plays continue to be one of the most popular community engagement programs on offer. Role plays are often fully booked for the year within a few months of bookings becoming available. Over the past year, 36 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 five, six and seven.

Each role play includes a presentation from the Senior Tour Guides 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.

Surveys taken through the year indicate that teachers gave an overall satisfaction rating of 98 per cent.

VCE legal studies role play

The role play for year 11 and 12 legal studies students has been part of the tours program for 18 months. 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.

There are two role play scripts available for teachers to choose from. One is based on the passage of the *Summary Offences Amendment (Upskirting) Act 2007*, while the other is based on the *Crimes and Domestic Animals Acts Amendment (Offences and Penalties) Act 2011*. The scripts for each role include Hansard extracts from members' actual contributions during the second reading debate. A PowerPoint presentation supports the role play.

VCE role plays are offered to schools on non-sitting Wednesdays at 1.00 pm. During the year, 24 VCE role plays were conducted. The presentations proved to be very popular, and teachers have given the program an overall satisfaction rating of 98 per cent.

We aim to expand the VCE role play program in the next reporting period.

Law Talks

Two parliamentary staff participated in the Victorian Law Foundation Law Talks schools program in Sale on 13 March 2013. The Law Talks School program is aimed at the VCE curriculum and has been offered by the Victorian Law Foundation since 2007. A number of organisations have been involved in the Law Talks, including the Supreme Court of Victoria, Magistrates' Court of Victoria and the Parliament of Victoria.

The presentation was delivered to Year 11 students and allowed the staff to present the VCE role play, giving students the opportunity to debate the *Crimes and Domestic Animals Acts Amendment (Offences and Penalties) Act 2011*. During the role play, students take on the roles of government and opposition members of Parliament to gain a better understanding of how a law is made.

Regional presentations

During 2012–13 the outreach program team conducted five 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 living far from Melbourne can participate in our programs. Senior Tour Guides travelled to regional towns for two to four days and provided Parliament information talks (PITs) and Parliament role plays (PRPs) for local school students in years five, six and seven. In preparing for regional visits, staff undertook site 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 reporting period our team conducted presentations in Portland, Ararat, Wangaratta, Phillip Island and Traralgon. In total, 25 schools and almost 1,000 students participated.

The first of the regional visits was to Portland, which took place in July 2012. The sessions were held at the Portland Council Chambers, where 276 local school students took part in both PIT and PRP presentations.

Also in July, staff travelled to Ararat where they conducted PIT and PRP sessions for 130 students from seven local schools. The sessions were presented at both the Ararat Town Hall and the Gum San Chinese Heritage Centre.

The outreach team then visited Wangaratta in October 2012. The tour guides presented PITs and PRPs in the Gateway Conference Centre for 277 students from five local schools.

In December 2012 staff travelled to Phillip Island to conduct PIT and PRP sessions for 114 students from three local schools. The sessions were presented at the Nobbies Discovery Centre.

The last regional visit was to Traralgon, which took place in June 2013. In attendance were 184 local school students from five schools, all of whom participated in both types of presentations. The sessions were held at the Century Inn Conference Centre.

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

The feedback we have received from the teachers and students has been extremely positive. In a number of regions, schools travelled for over an hour to attend, displaying the popularity of the program. The take-up of the program indicates that there is demand for our service in regional Victoria.

In preparation for the 2013–14 program five site visits were also made to Sale, Horsham, Warrnambool, Benalla and Echuca.

Architecture tour

In February 2013 the Tours and Customer Service Unit launched its newest tour the Parliament House Architecture Tour. Conducted once a month, the Architecture Tour focuses on the history and design of Parliament House.

The tour was developed with the assistance of leading architects and academics and is designed to cater for students studying architecture or design, or for members of the public with an interest in architecture and historically significant buildings.

There were seven Architecture Tours conducted in 2012–13. We are proud of how well it has been received.

Gardens tour

Parliament of Victoria is home to one of the oldest and most distinguished gardens in Victoria. It is not broadly accessible to the public, though visitors often express a desire to tour the gardens as part of our public tours program. Therefore, we are working with our colleagues in the Buildings and Grounds Unit to develop a special tour, similar to the way our architecture tour is structured, for visitors with a keen interest in our gardens. We have held some initial discussion with Buildings and Grounds to gather information about the gardens, and will conduct some further research before trialling the tour in the next reporting period.

Marketing of tours

This year, we have advertised our public tours in two publications — The Melbourne Official Visitor Guide (OVG) and Victoria's Cultural Guide 2012–2013. Our advertisement appeared in the Spring 2012, Summer 2012–13, Winter 2013, and Autumn 2013 editions of the OVG. Each edition has a minimum distribution number of

250,000, as well as an iPad App. It is distributed through many outlets, including Visitor Information Centres, Tullamarine and Avalon Airports, and the City Circle Tram.

The advertisement in Victoria's Cultural Guide also includes an iPad App, a listing on visitvictoria.com, as well as a distribution of 50,000 with a strong emphasis on distribution in regional Victoria. This also includes membership of Cultural Tourism Victoria (CTV). CTV hosts events that provide networking opportunities for members and that promote cultural and heritage attractions. The 2013 CTV AGM was hosted by Parliament on 15 April, preceded by a tour of Parliament for CTV members.

Serjeant-at-Arms Office

Assist with community engagement events

Open Day

Open Day was held on 24 March 2013. With the front steps repair project underway, Buildings and Grounds prepared an exceptional display on the restoration work currently being undertaken and were on hand to answer questions about the project. Displays in Queen's Hall from Hansard and Committees were also very popular with visitors.

The Victoria Police Show Band entertained visitors in the gardens over the lunch break and graduates from the Victorian College of the Arts played at the front of the building, enticing passers-by to come up the steps past the hoarding.

The day was very successful, with 2,500 visitors taking the opportunity to look around the building and enjoy the parliamentary gardens. Staff were on hand to talk to visitors about our work and our organisation. The Speaker and the President also attended and met members of the public throughout the day.

Youth Parliament

The 26th annual YMCA Youth Parliament was held between 2–5 July 2012. Twenty teams of young people aged between 16 and 25 participated in debate in both the Legislative Assembly and Council chambers, with teams coming from suburban Melbourne and regional Victoria.

Where possible, Youth Parliament replicates a real sitting day in each Chamber, so that participants can get a deeper understanding of how Parliament functions and how bills are passed into law. Teams prepare bills for debate. In the Assembly, 10 bills were debated on a range of topics relevant to the youth parliamentarians. Bills debated included legalising same sex marriage, increasing the rates of organ donation, access to mental health services in rural areas and increased Aboriginal and Torres Strait Islander representation in Parliament.

Debates occurred with the mentorship of members of the Legislative Assembly who generously gave their time to be Acting Speakers. Legislative Assembly staff also committed time to clerk proceedings.

One participant from the Assembly was awarded the best speaker award at the closing ceremony, based on his contribution to debate. We congratulate Chris Tagle who was judged by members and staff to be the best speaker for 2012.

Open House Melbourne

Melbourne Open House, rebranded in 2012 to Open House Melbourne, is a not-for-profit association which gives the public the opportunity to discover buildings of architectural and design significance in and around Melbourne's CBD. Buildings are open over a weekend in late July for free tours. In 2012, over 100 buildings participated, including Parliament House.

We opened on Sunday 29 July, with groups of 40 departing the Vestibule every 15 minutes for tours through Queen's Hall, the Legislative Assembly and Council Chambers and the Parliamentary Library. Tour Guides from the Assembly provided their expertise during the day and are commended for their dedication to the program.

Over 1,200 visitors came through the doors during the day, many queuing on the front steps on a cold July day for up to an hour. Feedback from visitors and Open House Melbourne organisers suggests that we were one of the "must-see" destinations for the day.

Parliamentary Executive Group has given its support to Parliament's participation in Open House Melbourne in July 2013, and we look forward to again showing our beautiful building to the public.

Implement recommendations from the Post Office review

In 2010 we reviewed the functions of the Post Office, which is a sub-outlet of the Exhibition Street branch of Australia Post, and have been implementing some changes since then. The office is now known as the Mail and Printing Office (MAPO), and has opening hours that better reflect the needs of the members and staff. These hours also enable the Mail and Printing Officer to join the tour guides' regular roster and deliver tours. During this reporting period, we continued to implement the recommendations of the review, focussing on operational efficiency, by:

- Installing a cash register, which assists with float management and reconciliation
- Installing a postage meter (franking machine), to improve postal service and reduce our reliance on physical stock of stamps
- Developing a financial management plan for the MAPO
- Increasing our Australia Post stock available for purchase.

One of the final changes will be to take the mail sorting/delivering function out of the Tours Office, and locate that function in the MAPO. This will require some refurbishment works to relocate mail boxes. We will also take the opportunity to move some of the equipment around to create a better working environment for staff. We expect this work to occur early in the next reporting period.

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:

- Diabetes Australia Victoria launch for National Diabetes Week
- Potter Museum of Art — photographic intern photography
- YouthCUE Youth Choir group photograph
- Lyneham High School Band performance
- Think Water annual conference group photograph
- Melbourne Spring Fashion Week and Zsaneta Couture fashion parade and video
- Lions Club of State Parliament fundraising barbecue
- Future2 Wheel Classic charity bike ride event
- Photowalk group of amateur photographers photography
- World Challenge Melbourne Amazing Race checkpoint.

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:

- Office of the Premier and Department of Human Services' event to mark the parliamentary apology for past adoption practices.
- Ambulance Victoria Community Hero Awards ceremony
- Australia America Association Incorporated (Victoria) annual September 11 remembrance function
- Ambulance Victoria's launch of a DVD to assist their workforce with providing psychological first aid
- Australia-China Friendship Society Ltd cocktail party
- Australian-Multicultural Community Services' morning tea
- Australian Institute of Building Surveyors' 50th year civic reception
- Victorian Government's Multi-Faith Observance to mark the 10th Anniversary of the Bail Bombings
- The Century Club afternoon tea

- Chabad of Melbourne CBD's cocktail party to celebrate Chanukah in the City
- Department of Education and Early Childhood Development's Overseas Learning Experience Program farewell event
- Epworth HealthCare's Annual Cardiac Sciences Clinical Institute Symposium dinner
- March for the Babies dinner
- Good Shepherd Youth and Family Service's Good Shepherd Women Leading the Change event
- The Hills Youth Jazz Orchestra performance
- Information Technology Contract and Recruitment Association Ltd gala dinner
- Lord Mayor's Charitable Foundation Charitable Fund Holders reception
- Victorian Government National Aboriginal and Torres Strait Islander Observance Committee (NAIDOC) reception
- Opera Australia opening night function for *South Pacific*
- Department of Primary Industries' Biosciences Research Division annual Science Awards ceremony and cocktail party
- Road Trauma Support Services Victoria annual Time for Remembering ceremony
- State Services Authority Victorian Public Service Graduate Recruitment and Development Scheme graduation ceremony
- Shop, Distributive and Allied Employees' Association, Victorian Branch National Council dinner
- Science and Industry Endowment Fund (SIEF) Promotion of Science 2012 Scholarships and Fellowships event
- Trust for Nature's 40th Anniversary celebration lunch
- Victorian Parliamentary Former Members' Association annual Christmas luncheon
- Victorian Branch of the ALP luncheon
- Wesley Mission Victoria's Annual Report to Community meeting and supper
- Victorian Branch of the ALP luncheon for ALP Life Members
- Parliamentary Lions Club of Victoria cocktail function
- Alliance of Girls' Schools' International Women's Day breakfast
- Australian Unity Limited Australia Day breakfast
- Geoffrey Gardiner Dairy Foundation Ltd reception
- Presentation of Victoria's Skillaroos with their official uniforms prior to competing in the 42nd WorldSkills International competition
- The Interfaith Centre of Melbourne morning tea in conjunction with the United Nations World Interfaith Week

- 165th Anniversary of Jewish Care cocktail party
- Institute of Public Administration Australia (Victoria) Public Sector Awards ceremony and cocktail function
- Greece's National Day community reception
- 65th Anniversary of the Independence of Israel community reception
- National Council of Women of Victoria Inc launch of "Respect" leaflet
- Nursing and Midwifery Board of Australia function
- North Melbourne Football Club's Shinboner function
- Interpreter Scholarship presentation ceremony
- Public Record Office Victoria annual Sir Rupert Hamer Records Management Awards ceremony and reception
- Involve Ministerial Advisory Committee cocktail event
- Frankston City Band performance
- Victorian Government's Serbian National Day community reception
- 2013 Victorian Honour Roll of Women event
- Department of Primary Industries Science Awards presentation
- VIEW Clubs of Australia International Women's Day luncheon.

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

- Office of the Child Safety Commissioner photographic exhibition
- John Bursill's In Landscape: drought, fire & flood art exhibition
- The Victoria Research Laboratory of NICTA exhibition
- Refugee Week exhibition
- Zionist Council of Victoria's 65th Anniversary of Israeli Independence exhibition.

Use of Assembly Chamber

We coordinated the following events in the Chamber:

- Schools' State Constitutional Convention Program
- The Spirit of Australia Foundation General Sir John Monash Commemorative Service
- The University of Melbourne Trinity Institute Young Leaders for Social Justice program role play debate
- The University of Melbourne Australasian Women's Debating Championships Grand Final debate

- Secondary schools from Mitcham electorate school debating tournament
- Secondary schools from Caulfield and Bentleigh electorates school debating competition
- Rural and Regional Committee's inquiry into Young Farmers industry roundtable
- Rotary District 9810 Model United Nations Assembly (MUNA)
- Local Government Professionals Incorporated Emerging Leaders Program
- Monash University Model Global Parliament.

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, other universities
- Filming for SBS Television's *Who Do You Think You Are?*
- Filming for BBC Wales' *The Welsh in Australia*
- Filming for ABC TV's *Miss Fisher's Murder Mysteries*
- ABC3/Jigsaw Entertainment's *You're Skitting Me*.

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 year 10 students the opportunity to undertake a week's work experience across a range of parliamentary work units. Students spent time with their local member and at the member's electorate office, attended Question Time in both Houses and met with Chamber officers and staff. Four students were accommodated during the year in various units including the Library, Hansard and Committees. All reported positive experiences in feature articles for *On Notice*, Parliament's staff newsletter. Students were particularly appreciative of the structured work experience program and the amount of time devoted by 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

This project arose from concerns that we should provide our staff with the best opportunities to obtain broad experience within the Department. Similarly, particularly given the specialist parliamentary knowledge that some roles require, it is also important that we develop a pool of staff with relevant experience. This will increase the number of potentially suitably qualified internal applicants for specialised parliamentary roles.

We have been fortunate to receive assistance from the Senior Organisation Development Officer, Department of Parliamentary Services, in carrying out the review. The review process involved an examination of current practices and position descriptions, the practices of other parliaments and, most importantly, interviews with departmental staff.

Structurally work of the Department can be categorised into two streams — those positions that have a procedural and information/community engagement focus, and those focusing in delivering the Parliament's joint investigatory committee system. These two streams rarely intersect and geographically are delivered in separate work locations. There are challenges in considering a rotation system, such as with category and salary mismatches, additional skills and training needed, and potential changes to position descriptions, particularly key selection criteria and other skills required.

The review process was completed during the year and a report prepared for the Clerk. As at the end of the reporting year, the Clerk was considering the findings and we anticipate that this project will progress during the next reporting period.

Staff climate survey

We reported late last year that we had conducted a staff satisfaction survey. This generated many positive findings, but also raised issues which needed discussion within business units.

Those discussions have progressed during the year and continue. Some changes have already resulted. For example, Procedure Office staff are developing procedures to trial additional flexibility in working hours during sitting weeks. The aim is to run a trial for six months and then review its operation.

Review work practices and expenditure for budget savings

With an increasingly tight budget the Procedure Office, with the Clerks, reviewed the documents we print and the volumes we subscribe to. With more and more information being online every day, and with ever improving tools to access that information, the hard copy document is becoming less critical.

With those thoughts in mind we decided to stop printing several of our documents, instead making them only available online: *Votes and Proceedings*, question paper, bills status list. We now only print the notice paper and the Assembly Abridged. We also reviewed our subscription lists and found most subscribers were now willing to access our information online, rather than relying on us to send them hard copies.

We also reduced our subscriptions to hard copy Acts. The up-to-date online version is now nearly always preferable to a potentially superseded hard copy.

Our final change was to stop sending out copies of new Acts on the day the Governor assents to them. Instead we offer a service where we email the titles of new Acts, with interested parties then accessing the Acts online.

Management and leadership training program

In order to support our people in their roles, and develop leadership strength across the organisation, we focused on two leadership programs for managers in the reporting cycle.

The first, delivered in conjunction with the other two departments, involved Parliamentary Management Group level managers meeting with a leadership coach, both individually and as a group over the year. Participants reported positive experiences, particularly when meeting as a broader group to discuss leadership strategies and applying them in our workplace.

The second leadership training project was delivered in our department, involving managers across the Procedure Office and Committees Office. It involves a series of master classes convened by trainers experienced in developing people. Each master class focuses on an element of leadership, and involves a mix of background work and practical application. Again, our management team is reporting positive feedback about the classes.

Prepare for precinct hardware and software upgrade

In the last reporting cycle, IT Services began a significant project to replace hardware and software across the precinct. The rollout of new PCs occurred in July 2013, after substantial planning and testing. From our perspective, it was critical that systems used to support the functions of the House and committees — questions database, LDMS publishing system, databases used to generate *Votes and Proceedings*, indexing software, searchable procedural summaries and so on — were not affected by the

upgrade. Our planning and testing schedule with IT Services paid off, and the precinct upgrade was completed early in the reporting period.

Acts sealing process reviewed

For 156 years the Parliament has sealed with wax each new Act as signed by the Governor and the Clerk of the Parliaments. During this reporting period, we decided it was time for a change. As one of the last organisations to use wax seals we have found the materials harder to source. The 'ribboning and waxing', as the process is known in-house, is also a time consuming task. The wax is also brittle and we frequently find bits break off.

The first step was to review what the other Australian parliaments do — revealing a surprising variety of approaches — and decide what our priorities were. The Acts must still be appropriately presented and be tamper proof. We are now looking at putting together some samples for the Clerk's consideration.

As an aside to this project, we also looked at the stamp we use on messages to the Council. We have found an Assembly-green sticker to use to highlight the embossing on our messages. These will be used from August 2013.

Printing contract tender

With the Parliament's printing contract due to end in June 2013, it was time to put the contract out to tender. Staff from the three parliamentary departments and the Office of the Chief Parliamentary Counsel (OCPC) met to review our requirements and develop the request for tender documentation. The printing changes made during the year (see page 51) meant we had several changes to make. For previous contracts we have relied on OCPC, as the government printer, to provide us with all the paperwork. But as a result of the increasing government focus of standard contract templates and processes, we had to vary these or create our own Parliament-specific templates. Parliament, therefore, coordinated the tender and contract process. The Government solicitor also reviewed our proposed contract. The call for tenders was advertised in May and we hope to have the new contract in place in time for the August 2013 sitting week.

Clerk's Office

Reflections project

As we have previously reported, this project has involved collating the memories of former and present staff, to prepare a 'social history' of the Department. Memories go back as far as 1949 and they have been supplemented by records on old personnel files, reports, legislation changes and *Hansard*.

Staff have assisted with the project in many ways. Some interviewed former staff, others provided their own recollections. They have researched, drafted chapters, sourced photographs, and proofread chapters. It has been a collective effort and developed into a much larger project than was ever anticipated. Apart from the assistance provided by

current staff, it has also been very rewarding to have such an enthusiastic and helpful reaction from former staff.

We are pleased that the book, titled *Reflections — Working for the Department of the Legislative Assembly — Staff Recollections 1949–2011* was published in May 2013. It has been distributed to current and former staff and we hope it will provide a valuable record for future parliamentary officers of the way the Department has operated over recent decades.

In compiling the book, we have also realised that we need to better organise our photographic records, both by preserving and properly cataloguing existing photographs, but also periodically taking photographs of the Department ‘at work’. That has generated another project which will start in the next reporting period.

Implement the parliamentary precinct plan

As last year’s report noted, the parliamentary precinct plan is a strategy to address the heritage fabric and modern function of our building, and provides guidance in managing and restoring the building. While work continued on the stonework restoration this year, we were pleased to see work commence on the front steps water proofing project. For our department, this meant sourcing alternative members’ accommodation and storage space during the project. We also needed to relocate the outside broadcast facilities for the parliamentary press gallery, as the usual points became inaccessible during the works.

We have also seen it as an opportunity to engage the public, and explain the purpose of the front steps project on our public tours. As mentioned elsewhere in this report, an exhibition explaining the front steps project was a feature of our Open Day in March. We have used the stonemasons’ hoarding to display a banner advertising our public tours, which has been well received by visitors.

Procedure Office

Manage archived records

Work continues on reviewing the boxes of clerks’ letters 1856–1961. When we started this project, we started with the boxes from the 1950s and 60s. In the earlier boxes, we found fewer of the documents were printed, which has added the challenge of interpreting the former clerks’ handwriting.

One highlight from this year’s finds were documents discussing the arrangements for hosting the federal parliament here. The agreement between the parliaments, signed in December 1901, allowed Victorian members to continue to use the facilities at Parliament House. This included the Library, refreshment rooms, billiard rooms and parliamentary gardens. It seems there was trouble in 1913 though, with former members taking up valuable space in the dining room. The President of the Senate had

to write to the Victorian Parliament advising that former members would no longer be allowed.

The next step with this project will be to put the documents in some kind of order and create an index so others can enjoy the hidden gems.

Digitisation of records

While work on planning a parliament-wide digitised records strategy continues in conjunction with other departments, we have achieved some practical results this year. The Assembly's first priority for digitisation was the parliamentary papers series. We quickly found the Library was already working on a plan to publish these online in a fully searchable format so we joined their project. We hope this database will be available through the Parliament's website in late 2013.

Our next goal was to digitise the bills. However Austlii hosts bills back to 1967 and, while that series does not include everything we would like (amendments, how dealt with etc), it is a valuable resource.

Next, our priority was to digitise Hansards. While these records are not in the jurisdiction of the Assembly, we were keen to see them online as we receive regular requests for older volumes from our customers. Second reading speeches are particularly popular. So we dedicated our resources to this project and are pleased to see the first volumes (1993–99) already online.

Improve Procedure Office knowledge resources

It is always a challenge to keep up to date instructions for how to do things in the office. Sometimes it is only when a new staff member starts that we realise how out of date an in-house instruction manual is. So this year, in the Procedure Office, we decided to take a strategic look at our staff knowledge resources. We asked ourselves what we found useful, what new things we wanted and how best to present that information.

We are now working towards a central, electronic location for all our instruction manuals. We have also started developing a series of checklists to make sitting nights easier for staff working late at night on a rostered basis.

We have also published on the intranet, for all staff to access, a consolidated version of this Parliament's *Votes and Proceedings*, Votes indexes from the last four parliaments, plus the current edition, and a consolidated version of all indexes to tabled documents. We quickly learnt just how useful a searchable version of these documents can be.

We updated our FAQs and ran some in-house training on disputes between the Houses.

Serjeant-at-Arms Office

Records management strategy

We continued to implement our records management review during 2012–13. Technical issues relating to the install of TRIM 7.2 were rectified and Assembly staff had the program loaded onto their computers as part of the Parliament-wide computer upgrade in mid 2012.

Staff from the Serjeant-at-Arms office completed TRIM training in January 2013 and are now in the process of conducting a pilot trial of the TRIM system, including reclassifying our files to reflect the updated Business Classification System.

Recycling project

We are keen to look at ways to reduce our waste, where recycling and re-use options are available. In consultation with the Department of Parliamentary Services, the Serjeant-at-Arms Office assessed that the paper recycling program in the building is successful enough to merit a second disposal bin. Initial analysis of providing a composting service for suitable food waste suggests there may be difficulties with frequency in collection, given the change in number of people using the building in sitting and non-sitting weeks. However, with the Department of Parliamentary Services we are checking what options are available to us with our current waste and recycling contractors.

Keys reconciliation strategy

During the reporting period we continued to implement the keys reconciliation strategy. At the same time, the security operations group involving our colleagues from the other departments began a project to audit all keys and locks. Ultimately, this will ensure consistent key management across the three departments, and make times of rapid key change — such as at the start of a new Parliament — more straightforward. The Assistant Clerk Procedure and Serjeant-at-Arms has been meeting regularly with staff from the Council and Department of Parliamentary Services to progress this project.

Visitor management system for Parliament House

One of Parliament's operational challenges, from a security perspective, is visitor management around the precinct. There are inherent challenges in visitor management at the Parliament of Victoria, considering the core business of the institution encourages openness and engagement, while also involving high-profile members of Parliament. Our visitors and building users include parliamentary staff, members of Parliament, electorate office staff, government department staff and ministerial staff, people attending booked tours, people attending 'walk up'/public tours, media, function guests, contractors, committee witnesses, and public gallery visitors (Houses and committees). As a nineteenth century building, Parliament House makes little physical distinction between public and private spaces. Retro-fitting the building to include modern day security features poses architectural, practical and cost issues.

We rely on:

- Visitors being identified by security pass type, or 'visitor' pass
- Clear signage, rather than physical barriers, around the building distinguishing between public and private areas
- Members and staff escorting their guests at all times
- Out of hours function guests being the responsibility of the function organisers.

During the reporting period, the security operations group commenced a project to evaluate the effectiveness of these methods and to propose alternatives to Parliamentary Executive Group and the Presiding Officers if required. The group has identified common themes and problems and, at the end of the reporting period, was preparing an options paper for Parliamentary Executive Group.

Appendices

Appendix 1 — Staff Employment details July 2012–June 2013

Full time equivalents (FTE) staffing trends from 2009 to 2013				
2013	2012	2011	2010	2009
51.88	52.25	52.59	56.47	54.48

	Ongoing Employees				Fixed term & casual employees
	Employees (headcount)	Full time (headcount)	Part time (headcount)	FTE	FTE
June 2013	55	46	4	48	3.88
June 2012	52	49	2	49.25	3.00

	June 2013			June 2012		
	Ongoing		Fixed term & casual employees	Ongoing		Fixed term & casual employees
	Employee (headcount)	FTE	FTE	Employee (headcount)	FTE	FTE
Male	26	24.6	1.00	26	26.25	1.00
Female	29	23.4	2.88	26	24.60	2.00
Under 25	0	0.00	0.00	3	3.00	0.00
25–34	11	11.0	1.00	9	9.00	2.00
35–44	12	11.6	2.40	15	14.60	0.00
45–54	17	15.8	0.48	13	12.40	1.00
55–64	7	7.00	0.00	9	9.00	0.00
Over 64	3	2.60	0.00	3	1.85	0.00
Classification						
VPS 1	0	0.00	0.00	0	0.00	0.00
VPS 2	12	11.6	0.00	15	13.85	0.40
VPS 3	16	14.4	0.00	15	14.00	0.00
VPS 4	3	3.00	1.60	4	4.00	1.00
VPS 5	9	9.00	2.28	8	8.00	1.60
VPS 6	8	8.00	0.00	8	8.00	0.00
Executives	2	2.00	0.00	2	2.00	0.00

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 2013

Clerk's Office

Ray Purdey	Clerk of the Legislative Assembly and Clerk of the Parliaments
Liz Choat	Deputy Clerk
Anne Sargent	Assistant Clerk Committees
Jessica Furolo	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
Anabel Curphey	Senior Tour Guide
Ray Davis	Senior Tour Guide
Rachael Dewar	Senior Tour Guide
Craig Foster	Senior Tour Guide
Bethany James	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

Santhi Sinniah	Parliamentary Adviser to the Speaker
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Procedure Office

Kate Murray	Manager
<i>Papers Section</i>	
Simon Kennedy	Parliamentary Officer
Juliana Duan	Customer Service Officer

Table Section

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

Committee Office

Drugs and Crime Prevention

Sandra Cook	Executive Officer
Pete Johnston	Research Officer
Kim Martinow	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
Natalie Tyler	Committee Administrative Officer

Public Accounts and Estimates

Valerie Cheong	Executive Officer
Michael Baker	Senior Research Officer (Performance Auditor)
Leah Brohm	Senior Research Officer (Audit Compliance)
Christopher Gribbin	Senior Research Officer (Portfolio Performance)
Bill Stent	Research Officer
Alejandro Navarrete	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
Laura Ollington	Committee Administrative Officer

Scrutiny of Acts and Regulations

Helen Mason	Acting Executive Officer
Vacant	Research Officer
Simon Dinsbergs	Business Support Officer
Sonya Caruana	Committee Administrative Officer

Committee Services Office

Vacant	Senior Committee Services Officer
Justin Elder	Administrative Officer
Vacant	Administrative Officer

Appendix 3 — Legislative Assembly Expenditure Statement

	2012–13		2011–12
	Budget \$	Expenditure \$	Expenditure \$
Departmental			
Salaries, overtime and allowances	2,631,700	2,396,158	2,322,990
Payroll Tax	126,200	125,568	119,067
WorkCover	12,890	27,678	11,862
Fringe Benefits Tax	24,000	31,023	23,731
Employer contribution to superannuation	221,300	202,120	203,388
Long Service Leave	67,300	56,918	93,498
General expenses	1,342,000	768,180	811,518
Printing	472,110	274,166	355,817
Other operating expenses	84,000	116,867	54,096
Total Department operating expenses	4,981,500	3,998,678	3,995,967
Assembly Members			
Salaries and allowances*	15,484,400	10,219,860	9,997,412
Members travel and subsistence		2,886,137	2,828,677
Superannuation	6,393,750	6,938,467	6,909,939
Payroll Tax		716,953	758,888
WorkCover		51,292	64,574
Fringe Benefits Tax		626,671	479,539
Total members salaries and superannuation	21,878,150	21,439,380	21,039,029

* *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 2012–13.

Appendix 4 — Joint Investigatory Committees Expenditure Statements 2012–13

2011–12 Actual \$	Joint Investigatory Committee	2012–13 Budget \$	2012–13 Actual \$
487,466	Drugs and Crime Prevention ¹	413,200	382,149
362,139	Economic Development ²	335,200	305,686
421,613	Education and Training ²	351,350	318,350
302,353	Electoral Matters ¹	338,824	338,135
437,864	Environment and Natural Resources ²	391,850	366,886
485,880	Family and Community Development ¹	477,550	465,465
418,101	Law Reform ²	435,900	407,318
370,325	Outer Suburban/Interface Services Development ²	380,285	377,573
948,834	Public Accounts and Estimates ¹	974,200	816,119
341,063	Road Safety ²	361,100	312,143
358,999	Rural and Regional ¹	379,700	372,240
542,352	Scrutiny of Acts and Regulations ¹	514,700	390,808
n.a.	Accountability and Oversight Committee and Independent Broad-based Anti- corruption Commission Committee ³	50,000	58,538
840,998	Committee Services Office ⁴	1,274,141	979,426
n.a.	Auditor-General's recruitment	n.a.	102,789
6,341,955	TOTAL	6,678,000	5,993,625

Notes

¹ Committees administered by the Legislative Assembly: Drugs and Crime Prevention; Electoral Matters; Family and Community Development; Independent Broad-based Anti-corruption Commission Committee; Public Accounts and Estimates; Rural and Regional; Scrutiny of Acts and Regulations.

² Committees administered by the Legislative Council: Accountability and Oversight Committee; Economic Development; Education and Training; Environment and Natural Resources; Law Reform; Outer Suburban/Interface Services and Development; Road Safety.

³ A single, short term budget was established to administer the Accountability and Oversight Committee and the Independent Broad-based Anti-corruption Commission Committee following their establishment during the reporting period.

⁴ 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 travelled during the year to:

- 1 Honiara, Solomon Islands, for the 2012 Australian and Pacific Presiding Officers and Clerks Conference, held from 24 to 26 July 2012. This is an annual conference hosted alternately by Australian and Pacific Island parliaments. It is a forum to discuss contemporary parliamentary matters of a procedural and administrative nature. The Speaker's travel costs, including the airfares of his accompanying wife, were \$7,998.
- 2 Chicago, United States of America, for the NCSL Summit from 6 to 9 August 2012. This is the USA's premier meeting of legislators and staff. Under the conference theme 'to Build Strong States', members and legislative staff from all 50 states, and international visitors, came together to share ideas, talk with experts, learn from nationally renowned speakers and discover policy solutions. The Speaker's travel costs were \$13,632.

Appendix 6 — Committee Statistics

Committee	DCPC	EMC	FCDC	IBACC	PAEC	RRC	SARC
Full Committee Meetings ¹	14	12	69	3	28	13	33
Public Hearings ²	31	13	108	0	69	59	0
Inspections ³	12	1	0	1	1	14	0
Reports Tabled	1	2	2	0	7	1	19

¹ Includes subcommittee meetings.

² Number of public hearings held such that the number of witness groups appearing before the committee are counted separately. For instance, one day of committee hearings with five witness groups appearing would equate to five different public hearings for the purposes of the statistics.

³ EMC: includes one overseas trip 19 Apr to 4 May 2013. PAEC: includes one overseas trip, 15 to 28 Sep 2012. RRC: includes one overseas trip, 10 to 26 May 2013.

Appendix 7 — Committee Discussion Papers and Reports

Drugs and Crime Prevention Committee

Inquiry into Crime Prevention through Environmental Design in Victoria

Electoral Matters Committee

none

Family and Community Development Committee

Inquiry into Opportunities for Participation of Victorian Seniors

Inquiry into Workforce Participation by People with a Mental Illness

Rural and Regional Committee

Inquiry into the Impact of Food Safety Regulation on Farm and Other Businesses

Public Accounts and Estimates Committee

Report on the 2012–13 Budget Estimates — Part Two

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

Report on the Appointment of the Auditor-General of Victoria

PAEC Mid-term Report

Report on the 2011–12 Financial and Performance Outcomes

Report on the 2013–14 Budget Estimates — Part One

Report on the Appointment of a Person to Conduct the Performance Audit of the Victorian Auditor-General and Victorian Auditor-General's Office under Section 19 of the *Audit Act 1994*

Scrutiny of Acts and Regulations

Annual Review 2012, March 2013

Annual Review 2011, Regulations 2011, August 2012

Alert Digests Nos 11 to 18 of 2012

Alert Digests Nos 1 to 9 of 2013

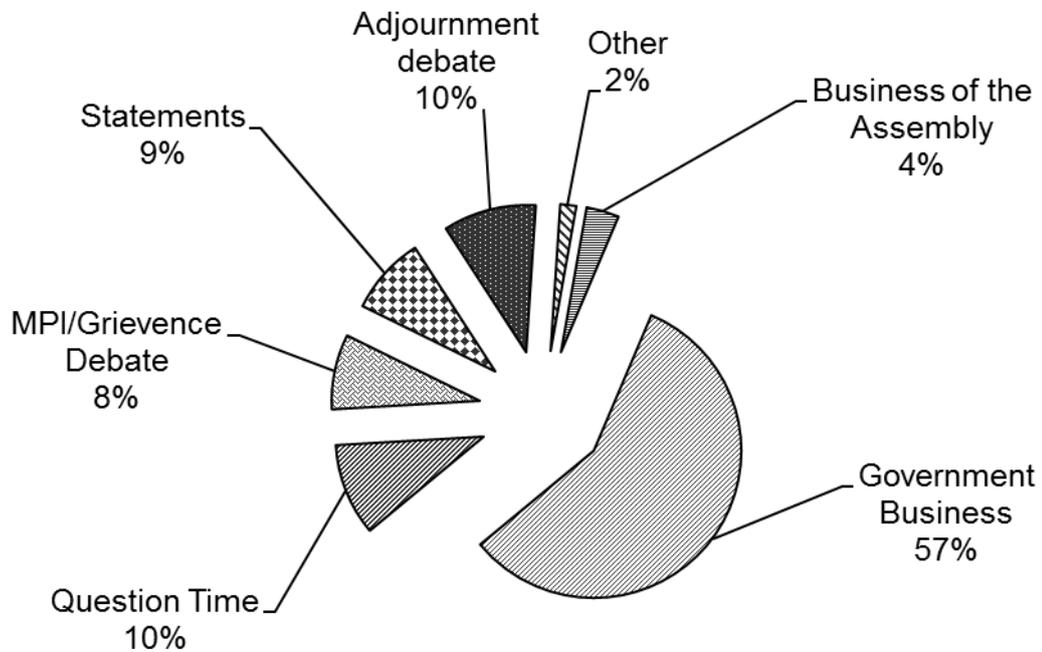
Appendix 8 — Business Statistics

Assembly Business Statistics		2012–13	2011–12	2010–11
House related documents produced		211	211	181
Reports presented by Command		4	5	4
Annual reports presented		299	301	318
Reports tabled by leave		23	23	14
Other documents tabled		1,267	1,154	1,080
Messages presented		155	157	135
Reports presented by parliamentary committees		42	40	43
Questions asked	In writing	751	1,058	1,011
	During question time	520	421	510
Government Bills	Initiated in the Assembly	83	69	100
	Amended in the Assembly	7	8	13
	Passed both Houses	85	75	95
	Reasoned amendments moved	7	3	5
Divisions		62	38	57
Petitions presented		225	261	184
Petitions listed for debate*		179	216	69
General business notices of motion*		649	538	565
Grievance debates		6	6	5
Matters of public importance		11	10	8
Statements by members		1,054	1,031	840
Statements on parliamentary committee reports		102	91	38
Pages of bills proofread		4,229	3,548	4,474
Sitting days		52	51	43
Hours including meal breaks		506:41	489:42	442:09

* 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 or Protected Disclosure Act 2012

For the period 1 July 2012 to 30 June 2013 one disclosure was made alleging improper conduct. The Speaker did not assess the disclosure to be a protected disclosure.

Note: the *Protected Disclosure Act 2012* came into operation on 10 February 2013 and repealed the *Whistleblowers Protection Act 2001*.

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

None during the reporting period.