

## Performance reports

# Objective 1 - Assembly and Committee Support

To support the Legislative Assembly (and its committees and members) in fulfilling its functions within the institution of Parliament to:

- make law (and supervise delegated law making);
- approve and scrutinise the State's finances;
- scrutinise the actions of executive government (and oversight independent bodies), and
- provide a forum for debate and grievance.

To achieve this objective, Parliamentary Service resources have been allocated to provide Members with a range of procedural, research, advisory and information services. These resources are primarily delivered through the following Parliamentary Service offices and Divisions:

- the Office of the Speaker;
- the Office of the Clerk;
- the Office of the Deputy Clerk; and
- the Assembly and Committee Services Division.

In 2018-19 the Assembly and Committee Services Division comprised the following three Service Areas:

- Chamber, Education and Communication Services;
- Committee Office (including Office of the Parliamentary Crime and Corruption Commissioner); and
- Parliamentary Reporting and Broadcasting Service (Hansard).

The key performance indicators for Objective 1 relate to the extent to which the quantity, quality, timeliness and cost of specified services provided by each of the service areas meet the agreed standards and targets. The methods of measurement include client survey, benchmarking, internal assessment through information management systems and external assessment through audit reports.

Key performance indicators for Objective 1 are set out in the table on page 24.

# At a glance

## Chamber, Education and Communication Services



**1938**

Number of Tabled Papers and Reports registered/archived

**1957**

Number of Questions on Notice processed

## Committee Office

**9934**

committee submissions received



**443**

public briefings, hearings and meetings

**131**

Parliamentary Committee publications tabled

## Parliamentary Reporting and Broadcasting Service

**335**

Audio hours transcribed in the Chamber



**350**

Audio hours transcribed for Committees

## Objective 1 is supported by the following offices and Service Areas:

### Office of the Speaker

The Office of the Speaker provides executive, administrative and protocol support to the Speaker of the Legislative Assembly in relation to the Speaker's various roles.

### Office of the Clerk

The Office of the Clerk provides timely and accurate support to the Clerk of the Parliament to discharge his responsibilities as the Principal Officer of the Legislative Assembly, Chief Executive Officer of the Parliamentary Service, and Accountable Officer for the Parliamentary Service and the Legislative Assembly. The office also takes carriage of petitions and the Register of Interests.

### Office of the Deputy Clerk

The Office of the Deputy Clerk provides timely and accurate support to the Deputy Clerk to discharge his responsibilities as head of the Assembly and Committee Services Division.

### Chamber, Education and Communication Services

This area comprises two discrete offices – the Table Office and Parliamentary Education and Communication.

#### *Table Office*

The Table Office provides impartial advice, parliamentary information and administrative support services to assist the effective operations of the Legislative Assembly.

The Table Office is responsible for:

- maintaining accurate information on all business before the Assembly;
- processing of legislation through the Assembly (introduction, amendment and presentation for royal assent);

- monitoring bills, questions, motions and petitions to ensure compliance with the rules of the Assembly;
- liaising with Members, ministerial offices and public sector entities on the tabling of documents;
- providing safe custody and maintenance of and access to parliamentary records; and
- conducting research and providing advice on parliamentary procedural matters.

### Committee Office

The Legislative Assembly establishes Parliamentary Committees to assist the Queensland Parliament fulfil its functions. Committees consider legislation, inquire into specific issues, oversee specified statutory bodies, and report back to the Parliament. They provide a forum for investigation into matters of public importance and give Members the opportunity to deepen their knowledge of such issues. Committee inquiries enhance the democratic process by taking the work of the Parliament to the people and offering a direct, transparent way to input into its decisions.

A report on the operation of committees during 2018-19, is contained on page 20.

Staff in the Committee Office are responsible for:

- providing advice and support to each committee in the conduct of its inquiries, and fulfilment of its functions more generally;
- maintaining each committee's records system;
- providing planning and organisation for the collection, analysis and reporting of information and evidence; and
- activities aimed at increasing the awareness of the role of the Parliament and the committee system.

### Office of the Parliamentary Crime and Corruption Commissioner

Under the *Crime and Corruption Act 2001*, the primary role of the Parliamentary Crime and Corruption Commissioner is to assist the Parliamentary Crime and Corruption Committee (PCCC) in enhancing the accountability of the Crime and Corruption Commission (CCC) by undertaking a range of important functions on behalf of, and reporting back to, the PCCC.

The functions of the Parliamentary Commissioner, as required by the PCCC, include:

- conducting audits of the records, operational files and other material held by the CCC;
- investigating complaints made against the CCC (including allegations of possible unauthorised disclosure of confidential information);
- inspecting the register of confidential information kept by the CCC; and
- previewing reports by the CCC to the PCCC.

In certain circumstances, the Parliamentary Commissioner can also investigate on their own initiative complaints about the CCC or a CCC officer, and similar matters.

The Parliamentary Commissioner has further mandatory responsibilities under the *Crime and Corruption Act 2001* and the *Police Powers and Responsibilities Act 2000* including the conduct of an annual review of intelligence data in the possession of the CCC and the Queensland Police Service and regular audits and inspections of the records of the CCC to determine the extent of compliance with legislative requirements relating to surveillance device warrants, controlled operations and assumed identities.

With the CCC declared an eligible agency under Commonwealth telecommunications legislation, the Parliamentary Commissioner is the inspection entity under the *Telecommunications Interception Act 2009*. This involves six-monthly inspections of the CCC's telecommunications interception records and provision of an annual report to the Queensland Attorney-General.

### Parliamentary Reporting and Broadcasting Service (Hansard)

The primary role of the Parliamentary Reporting and Broadcasting Service is to produce an accurate, timely and accessible record of the proceedings of the Parliament and Parliamentary Committees and the internet broadcast of proceedings of parliament and its committees. Other services provided include:

- production of an index to the debates of the Parliament;
- production of Members' speeches; and
- transcription and editorial services to other parliamentary service areas.

# Report on parliamentary committee activities for 2018-19

Queensland's parliamentary committee system was significantly reformed in August 2011 in order to improve openness and accountability, better connect the work of Parliament with its committees, and increase the levels of public consultation within Queensland's legislative process. The reforms have seen a dramatic increase in the volume of committee work undertaken and the public having a significantly greater input into bills that are debated by the Parliament. An overview of the committee work conducted during the year is detailed below.

In 2018-19, the Parliament's portfolio committees undertook 55 formal inquiries, which comprised:

- 39 inquiries into Bills that were introduced in the Parliament and then referred to committees for examination;
- 4 inquiries on matters of community importance referred by the Parliament;
- 10 inquiries in fulfilment of statutory oversight, public accounts and public works responsibilities; and
- 2 inquiries initiated by a committee under self-referral powers.

A total of 443 portfolio committee hearings, briefings and meetings were held during the year. These comprised 198 hearings and briefings (mostly held in public) and 245 private meetings.

Public consultation and scrutiny of government are important aspects of committee inquiries. In 2018-19, committees received and considered 9,934 submissions, and heard evidence from 1,397 persons. These 1,397 persons comprised 666 representatives of organisations, 251 individuals and 480 public servants.

The government responded to 39 committee bill reports in 2018-19, all within the legislated timeframe. A total of 37 recommendations were contained in these committee reports (other than a recommendation whether a bill be passed).



*Image: Legal Affairs and Community Safety Committee – Public hearing, 12 November 2018*

The public consultation as outlined above greatly contributed to the formulation of these recommendations. In terms of the legislative outcomes of committee inquiries, one indicator of the influence of portfolio committees is the number of recommendations contained in bill inquiry reports that were agreed to by the government.

Analysis of the 2018-19 portfolio committee report recommendations shows that the 37 recommendations comprised 12 recommendations proposing legislative amendments and 25 other recommendations.

Of all bill inquiries for which government responses were received in 2018-19:

- all of the 12 proposed legislative amendments were accepted by the government (100%); and
- of the 25 other recommendations, 24 were accepted by the government (96%).

Committees tabled a total of 131 reports in the Parliament during 2018-19.

The review of the estimates for the 2018-19 appropriations was conducted by the seven portfolio committees during the financial year. Each portfolio committee is responsible for examining the proposed expenditures of the Government departments for their respective areas of responsibility, and advising the Parliament accordingly. Seven estimates hearings were held from 24 July to 2 August 2018 with each of the committees reporting back to Parliament in August 2018.

This significant volume of committee work completed and the outcomes achieved during 2018-19 continues to demonstrate that parliamentary committees are contributing to an open, consultative and modern parliamentary system.

## Public consultation by parliamentary committees

A number of strategies have been implemented since 2011 to promote Queensland's committee inquiry process and raise awareness of how Queenslanders can get involved with committee inquiries and influence decision making.

Parliamentary committees actively promote awareness of their inquiries by undertaking the following activities:

- publishing details of all inquiries on the Parliament's Internet site;
- issuing media releases;
- Chairs giving media interviews;
- identifying persons and groups who may be interested in each particular inquiry and directly contacting those persons with information about the inquiry and how they can participate;
- sending information about committee activities to committee subscriber email alert lists, including when submissions are invited and public proceedings held;
- utilising the Parliament's social media channels;
- where an inquiry may have a focus in a particular regional area, advertisements may be placed in relevant local community newspapers; and
- placing advertisements and articles in particular trade journals and publications relevant to a committee inquiry topic.

Committee hearings held at Parliament House are generally broadcast live on 'Parliament TV' via the Parliament website, and can also be watched on replay following the hearing. The live broadcast allows people across Queensland with an interest in particular inquiries to follow hearings and events as they occur. Transcripts of public proceedings are also published.

Where an inquiry topic is of particular relevance to Queensland Indigenous people or communities, the Parliament's Indigenous Liaison Officer may assist in raising awareness of inquiries, supporting consultation activities, and providing assistance to those who may wish to participate.

Reports on recent committee activities, ongoing inquiry details and information about how Queenslanders can participate in committee inquiries are prepared by the Parliament each quarter for Members of Parliament to distribute to their constituents.

## Major initiatives

Key projects	Overview	Status
Sesquicentenary of Parliament House	Planning for series of events to mark the 150th anniversary of the first sitting in Parliament House.	Complete
50th Annual Presiding Officers and Clerks Conference	Planning for hosting the 50th Annual Presiding Officers and Clerks Conference.	Ongoing
Implementation of electronic meeting papers for committees	<p>From 2018 committees have utilised electronic meeting paper software for collation, distribution and management of committee meeting papers. This 'software as a service' product offers a much greater level of security to Members, and to the Parliament and its committees, than other methods for receiving and accessing committee meeting papers, including email or hard copy.</p> <p>Meeting papers:</p> <ul style="list-style-type: none"> <li>• Can be accessed any time, any place, on any device; and once downloaded via the internet, can be accessed while off-line;</li> <li>• Can be annotated by Members, either privately or shared with other members, before, during and after meetings; and</li> <li>• The system enables instant, simultaneous update of meeting papers to all members including (for example, provision of an additional document to all Members while a meeting is underway).</li> </ul>	Ongoing
First release of committee documents aged 30 years	<p>The <i>Parliament of Queensland Act 2001</i> (s 61) provides that the Clerk has custody of all documents in the possession of the Assembly, a committee or an inquiry.</p> <p>Committee records held by the Parliament and not previously released, may be considered for public release in the calendar year following the year the documents mature to at least 30 years, in accordance with Standing Order 20(3) of the Standing Rules and Orders of the Legislative Assembly.</p> <p>From early 2019 the Queensland Parliament commenced a process to digitise and publish committee minutes aged at least 30 years old, subject to examination and approval by the Speaker.</p> <p>The exceptions to the release of committee documents are those produced by the PCCC, which are held for at least 100 years (Standing Order 20(4)), and documents produced by the Ethics Committee which are subject to terms of confidentiality in accordance with Standing Order 211B.</p>	<p>The first committee minutes to be publicly released in 2019 were the minutes of meetings of the Parliamentary Committee of Public Accounts held in 1988.</p> <p>In early 2020 a second tranche of committee minutes will, subject to examination and approval by the Speaker, be digitised and published.</p>

## Key Performance Indicators

Measures	2018–19 Target	2018–19 Actual
<b>Chamber, Education and Communication Services</b>		
Number of Questions on Notice processed	1,000	1,957
Number of Tabled Papers and Reports registered/archived	2,200	1,938
<b>Committee Office</b>		
Number of Parliamentary Committee publications tabled	80	131
<b>Parliamentary Reporting and Broadcasting Service (Hansard)</b>		
Internet publication of the first two hours of proceedings (Hansard) each sitting day	2.30pm each sitting day	100%

# Looking ahead



Initiatives in 2019–20 include:

## Chamber, Education and Communication Services

- delivery of the Regional Parliament sitting in Townsville in September 2019;
- updating the Tabled Papers database;
- finalising a business process mapping of the various services provided by the teams in this area;
- delivering a range of educational activities, including regional education activities;
- reviewing and updating the use of online educational materials; and
- reviewing the social media strategy and usage.

## Office of the Speaker

- hosting the 50th Annual Presiding Officers and Clerks Conference; and
- delivering a Regional Sitting of Parliament in Townsville.

## Committee Office

- providing enhanced avenues for making submissions to committee inquiries, including a tailored online submission platform;
- implementing support for committees to fulfil their responsibilities under the *Human Rights Act 2019*, from early 2020;
- implementing new video conferencing capability for committee proceedings; and
- implementing standardised processes to support performance by committees of their statutory oversight functions.