

Comparing Notes on Best Practice in Hansard Reporter Training and Development

- Hansard units of the NSW, Federal and Victorian parliaments



Federal Hansard – editorial reference materials

- 16/3930-23
- 16/3930-22
- 16/3930-22
- 16/3930/11
- 16/3930/1
- 16/3928
- 16/3928-3
- 16/3928-2
- 16/3928/1
- 16/3927
- D22/111531
- D21/58173
- D20/270656
- D18/76194
- 16/3936/17
- 16/3936/8
- 16/3926
- D18/76546
- D18/76545
- D18/76544
- D18/76543
- 16/3926/1
- 16/3925
- D22/147824
- D21/115150
- D21/115149
- 16/3925-26
- 16/3925-25
- 16/3925/16
- 16/3925/15
- 16/3925/14
- 16/3925/13
- 16/3925/12
- 16/3925/11
- 16/3925/10
- 16/3925/9
- 16/3925-24
- D18/76612
- 16/3925/23
- 16/3925/21
- 16/3925/17
- 16/3925/8
- 16/3925/6
- 16/3925/4
- Hansard logging and monitoring estimates committees
- Hansard Estimates log template - pre 2016
- Hansard estimates procedures - Superseded or obsolete
- Hansard estimates corrections procedure
- Hansard - estimates public interest immunity claim statement
- PARLIAMENTARY BROADCASTING & HANSARD - PROCEDURES - Transcription and editing - Proof checking and indexing
- Hansard proof checking - superseded and obsolete documents
- Indexing
- Hansard proof checking guidelines - v3.0 - Sep 2016
- PARLIAMENTARY BROADCASTING & HANSARD - PROCEDURES - Transcription and editing - Procedures
- Hansard - chamber office holders autotext
- Hansard - processing external provider turns
- Hansard - Google logs guidelines
- Hansard part publishing of chamber transcript - placeholder text and other information March 2017
- Hansard pinks & greens and reloads procedures
- Hansard - scanning documents - OBSOLETE
- PARLIAMENTARY BROADCASTING & HANSARD - PROCEDURES - Transcription and editing - Special events
- Hansard - FW: Oral histories sound quality
- Hansard - Oral history interviewers - June 2016
- Hansard FW: Oldmeadow interviews - ruling on interruptions May 2016
- Hansard oral history jobs list - January 2017
- Special events transcript guidelines
- PARLIAMENTARY BROADCASTING & HANSARD - PROCEDURES - Transcription and editing - Glossaries
- Northern Australia glossary
- Murray-Darling Basin glossary
- Information and Communications Technology glossary
- Hansard glossaries - Superseded and obsolete
- Estimates committees - Hansard glossaries
- Estimates glossary - rural and regional affairs and transport
- Estimates glossary - legal and constitutional affairs
- Estimates glossary - foreign affairs, defence and trade
- Estimates glossary - finance and public administration
- Estimates glossary - environment and communications
- Estimates glossary - education, employment and workplace relations
- Estimates glossary - economics
- Estimates glossary - community affairs
- Hansard First Nations glossary and workshop notes
- Hansard glossary editing guidelines
- Hansard - Defence glossary
- Hansard terms glossary 2010
- Hansard - Multicultural Australia glossary
- Hansard - Queensland glossary
- Hansard - Murray-Darling Basin glossary
- Hansard - Parliamentary and Public Service glossary

- 16/3934/8
- 16/3934/7
- 16/3934/6
- 16/3934/5
- 16/3933
- 16/3933-30
- D18/98617
- 16/3933-29
- D19/240519
- D19/50892
- D18/78022
- 16/3933/19
- 16/3933/12
- 16/3933/4
- 16/3933/3
- 16/3933-28
- D18/76551
- 16/3933/26
- 16/3933/23
- 16/3932
- D19/71892
- 16/3932-41
- 16/3932-40
- D18/241590
- 16/3932-39
- D18/76315
- 16/3932/36
- 16/3932/4
- 16/3932/3
- 16/3932-38
- D22/244465
- D18/76388
- D18/76387
- D18/76364
- D18/76357
- D18/76345
- 16/3932-37
- 16/3932/24
- 16/3932/18
- 16/3930
- D22/78479
- D21/180379
- D19/270917
- D19/245069
- Hansard trainee feedback form - pre-2016
- Hansard internal error guidelines and recording - pre 2016
- Hansard subediting guide 2022
- Hansard guide to subediting PSL5 turns
- PARLIAMENTARY BROADCASTING & HANSARD - PROCEDURES - Transcription and editing - Editing
- Empty folder
- Media sources available on the Parliamentary Library portal
- Style and headings
- Hansard Style guide
- Hansard headings guidelines
- Hansard style and headings working list
- Style and headings review procedures
- Hansard - Usage and editing guide
- Case citation in Hansard
- Hansard - Honourable - usage
- Hansard transcription and editing - obsolete and superseded documents
- Hansard caption converter and caption room numbers
- Hansard joins procedure
- Hansard logical components reminder - 12 September 2012
- PARLIAMENTARY BROADCASTING & HANSARD - PROCEDURES - Transcription and editing - Committees
- Committees: full and short titles 46th Parliament - contains some errors
- Attendance and witness forms
- Quality Assurance
- Hansard committee subbing (what is an error?)
- Editing committees
- Hansard - ruling on unidentified speakers in committee jobs - March 2017
- Hansard: vetting committee transcript introduction pages
- Hansard - Committee form guide
- Hansard in camera procedures
- Logging and monitoring
- Logging and Monitoring Guidelines
- Hansard - paper log unlined
- Hansard - paper log lined
- Chamber and committee booth contact details
- APH committee booths requiring laptops
- Committee seating template
- Hansard committee editing - Superseded and obsolete
- Single Broadcast officer travel for committees directive prior to September 2016
- Correcting committee Hansard guidelines
- PARLIAMENTARY BROADCASTING & HANSARD - PROCEDURES - Hansard estimates procedures
- Hansard estimates - reminders, tips, links - May 2018
- Hansard Estimates Documents Index
- Hansard estimates quiz
- Hansard logging and monitoring guide to estimates for casual staff

Federal parliamentary committee activity

Impacts of long COVID and repeated COVID infections
Corporate Insolvency in Australia
The effects of the Foreign Influence Transparency Scheme Act
Concussions and repeated head trauma in contact sports
The National Reconstruction Fund Corporation Bill 2022
The national trend of school refusal and related matters
Universal access to reproductive healthcare
Senate Estimates
ASIC, the Takeovers Panel and the Corporations Legislation
The extent and nature of poverty in Australia
The National Energy Transition Authority Bill 2022








Tourism and Australia's International Education Sectors
Bank closures in regional Australia
The capability and culture of the NDIA
Commonwealth grants administration
Co-investment in multi-carrier regional mobile infrastructure
Cocos (Keeling) Islands Airfield Upgrade
2022 Federal Election Inquiry
Inquiry into food security in Australia
Inquiry into supporting democracy in our region
Adaptive sport programs for Australian Defence Force veterans
Inquiry into local governance on Norfolk Island

Federal Hansard – training materials

6/3922-157	Hansard Training Unit 6 - Chamber editing
019/204202	Hansard training - chamber procedures - Key phrases for chamber form
018/75790	Hansard chamber form - overview
018/75776	Hansard Unit 6b - chamber editing - assessment form
6/3922/109	Hansard Unit 6b - Chamber editing
6/3922/62	Hansard Unit 6a - Chamber procedures
6/3922/16	Hansard - differences between Senate and HOR - superseded by D18/7
6/3922/6	Hansard form: introduction for trainees Powerpoint presentation note
6/3922/5	Hansard form: introduction for trainees
6/3922-156	Hansard Training Unit 5 - Committee editing
6/3922/66	Hansard Unit 5 Committee editing assessment form
6/3922/65	Hansard Unit 5 - Committee editing
6/3922-155	Hansard Training Unit 4 - Logging and monitoring
6/3922/60	Unit 4 - Logging and Monitoring
6/3922-154	Hansard Training Unit 3 - Voice recognition
6/3922/144	Hansard Unit 3 Voice Recognition
6/3922/12	Voice Recognition Profile Creation Guide
6/3922/11	Voice Recognition Users Guide
6/3922-153	Hansard Training Unit 2 - Research and the online environment
6/3922/89	Hansard Unit 2 - Online environment and research
6/3922/24	Hansard research guidelines
6/3922-152	Hansard Training Unit 1 - English style and usage
022/58201	Hansard - Common errors in spoken English - superseded by 16/3933/
020/322577	Hansard Units 1A and 1B assessment guide
6/3922/107	Hansard Unit 1B - Hansard style and usage
6/3922/106	Hansard Unit 1A - English grammar and punctuation

16/3922-166	Voice Recognition - Instruction videos 2012
16/3922-165	Senate Advanced Procedure Video Notes
16/3922-164	inFORMal tip sheets
16/3922-163	Resources for new editors
D19/167549	Hansard New Editor Survival Guide
16/3922/7	Hansard introduction for trainee editors
16/3922-162	Hansard procedures and training materials 1999 - 2017
16/3922-161	Hansard procedures and training materials - current
16/3922/46	Hansard audio: For The Record (FTR)
16/3922/44	PIMS Usage Guide
16/3922/8	Hansard production overview
16/3922-160	Training and mentoring
D20/142774	Plan for PSL5s during COVID 2020
D18/150978	Trainee assessment process - May 2018
16/3922/150	Hansard Trainee Feedback Form
16/3922/149	Hansard Trainee Feedback Flow Chart 18 May 2017
16/3922/147	Subeditor-trainee feedback advice to all editors 23 February 2017
17/920/1	Hansard Mentoring Program
16/3922/146	Mentors - feedback process February 2017
16/3922/145	Trainee Feedback Process draft proposal 22.02.2017
16/3922/110	Training plan 27 May 2016
16/3922/13	Training - trainee recommendations June 2016
16/3922-159	Hansard Training Unit 8 - Subediting
16/3922/72	Unit 8 Subediting assessment form
16/3922/71	Unit 8 Subediting
16/3922-158	Hansard Training Unit 7 - Proof checking
16/3922/70	Hansard Unit 7- Checking proofs

Collaboration between federal, New South Wales and Victorian Hansards – shared drive

	Name ↑ ▾	Modified ▾	Modified By ▾	File size ▾
	Collaboration	July 14, 2022	Gavin Bertram	1 item
	Commonwealth Hansard	July 14, 2022	Gavin Bertram	15 items
	NSW Hansard	July 14, 2022	Gavin Bertram	1 item
	PPSN Conference 2023	January 29	Gavin Bertram	1 item
	Victorian Hansard	July 14, 2022	Gavin Bertram	9 items
	NSW-Vic Hansard visit program.docx	July 18, 2022	Gavin Bertram	22.0 KB

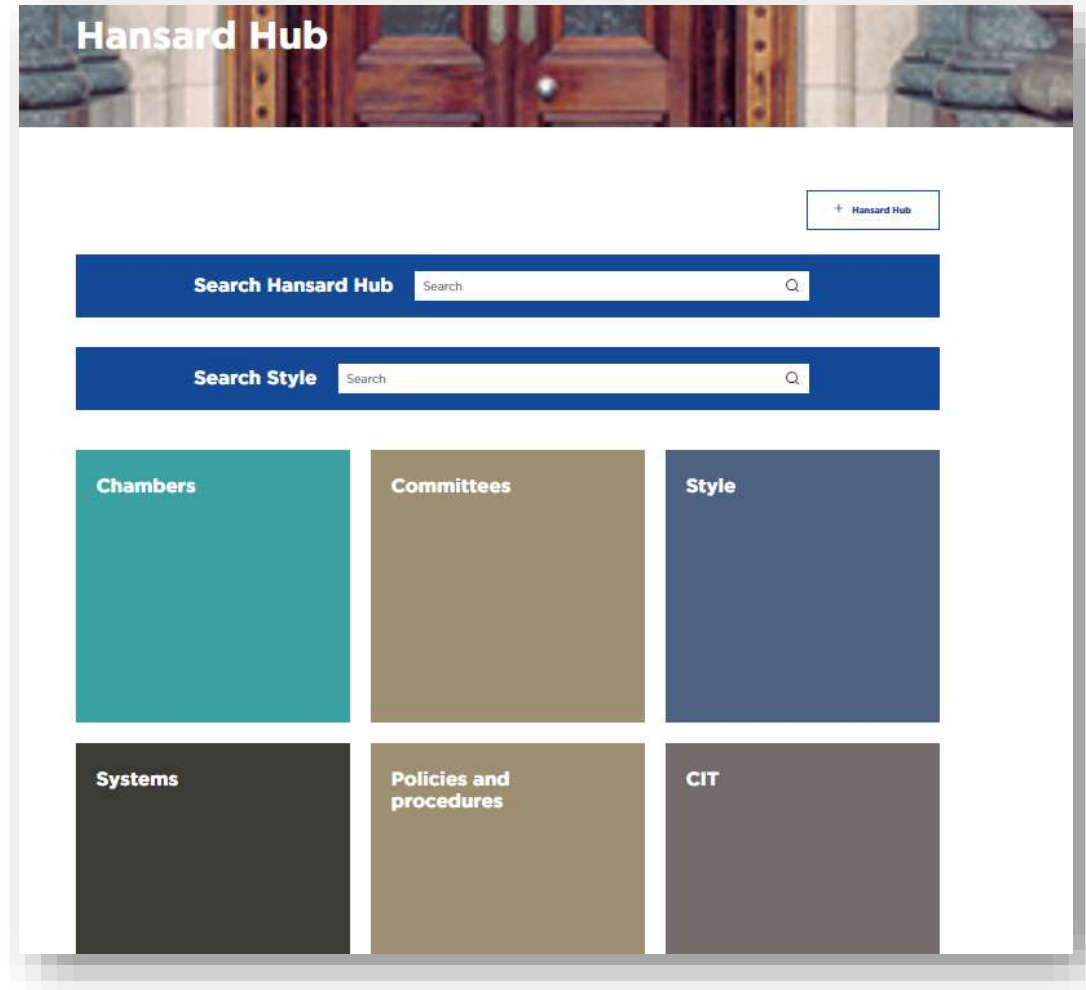
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Victorian Hansard: new reporter training program

- All procedures and references are centralised in Hansard Hub – includes links to internal and external resources



Victorian Hansard: new reporter training program

- Hansard Hub page

[Hansard Hub](#) » [Chambers](#) » [Legislation](#) » [Second-reading speech](#)

Second-reading speech

[+ Hansard Hub](#)

[Expand all](#) | [Collapse all](#)

In **Turn Notes**, make it clear whether the house is dealing with a second-reading speech or the subsequent second-reading debate ("resumption").

Read speeches

[Collapse](#)

When advised by the editor, incorporate the speech (normal text, not indented) in HPS. If the incorporation is not available, insert headings, member expansion, time stamp and form lines and then use the **ctbi** autocorrect ("[[CONTENT TO BE INCORPORATED]]") as a placeholder.

Incorporated speeches

[Expand](#)

Preparation of read speech incorporations

[Expand](#)

Find out more

[Expand](#)

See also

[Statement of compatibility](#)
[Section 85 statement](#)
[Incorporations in HPS](#)
[Incorporations proofreading](#)

Assembly

[Forms B6-B10: Second reading](#)
[Standing order 62\(2\): Question for second reading](#)

Council

[Forms B3-B7: Second reading](#)
[Standing orders, chapter 14: Bills](#)

Victorian Hansard: new reporter training program

- Training is staged:
 - **Induction** (orientation, workstation set-up, staff policies)
 - **Applications** (HPS, Dragon, Liberty player)
 - **Hansard procedures** (workflow, monitoring in the chamber, members notes, references et cetera)
 - **Style and forms** (style, forms, headings, punctuation and grammar, glossaries)
 - **Parliamentary proceedings** (formal business, legislation, committee stage et cetera)
 - **Committees**

Victorian Hansard: new reporter training program


- Supervisor coordinates three months of focused training, with reporters undertaking real work within first few weeks

[illegible]

Hansard procedures	Hansard Hub	
	Hansard workflow	Publishing
		Stages of production
		Members corrections
	Monitoring proceedings in the chamber	Stationery and equipment
		Chambers and staff
		Hansard procedures
		Readers and incorporations
	Members notes and turn notes	Members notes
		Fact checking and research
		Turn notes
	Quoted material and incorporations	
	References	Hansard
		Parliament website and Billy
		Parliamentary procedure
		Legislation
		External
Library resources training with library staff		

Victorian Hansard: new reporter training program

- Training modules on SharePoint list training tasks and include links to resources



Hansard workflow

Responsibility Editors and publishing staff	Publishing <ul style="list-style-type: none">• Hansard search and Hansard viewer• Rostrering and production• Outputs: individual turns stitched together into a daily, revised a week later, sessional volumes produced every six months• HPS (also covered in HPS module)<ul style="list-style-type: none">◦ Rosters: colours, lights, nil turns, refresh button◦ Word Log and communication◦ MS Teams◦ Document view• SharePoint• Preparing proceedings and incorporations—back end of HPS
References <ul style="list-style-type: none">• Hansard Hub:<ul style="list-style-type: none">◦ About Hansard◦ Reporter procedures◦ Incorporations in HPS◦ Publishing• SharePoint Online: Rostrering and production• Members Guide: Hansard	
Related modules <ul style="list-style-type: none">• HPS• Proofreading• Quoted documents and incorporated material	Stages of production <ul style="list-style-type: none">• Reporter, subeditor and amalgamation• QNVs, members notes, late changes and corrections• Amalgamation<ul style="list-style-type: none">◦ Votes and proceedings and minutes, member corrections◦ Generate PDF: looking out for obvious errors, checking front pages

Victorian Hansard: new reporter training program


- Practice turns on SharePoint
 - Includes time reference, link to VOD and supplementary materials, such as members notes
 - Important for subeditors and editors to sit with new reporters when reviewing their work – not enough time to do this on a sitting day

ADJ13	Adjournment	Assembly	9 June 2021	5
ADJ14	Adjournment	Assembly	23 June 2021	5
ADJ15	Adjournment	Assembly	20 September 2022	5
AIR04	Address-in-reply	Assembly	19 December 2018	7.5
AIR05	Address-in-reply	Assembly	19 December 2018	7.5
APP01	Appropriation bills	Assembly	26 May 2021	10
APP02	Appropriation bills	Assembly	16 August 2022	5
ASD03	Assembly daily	Assembly	23 June 2021	10+

AIR04

 TurnID *


AIR04

 Proceeding *

Address-in-reply

 Chamber *

Assembly

 Date *

12/19/2018

 Sitting Date

19 December 2018

 Dur *

7.5

 Person in chair

The Speaker

 Person speaking

Will Fowles

