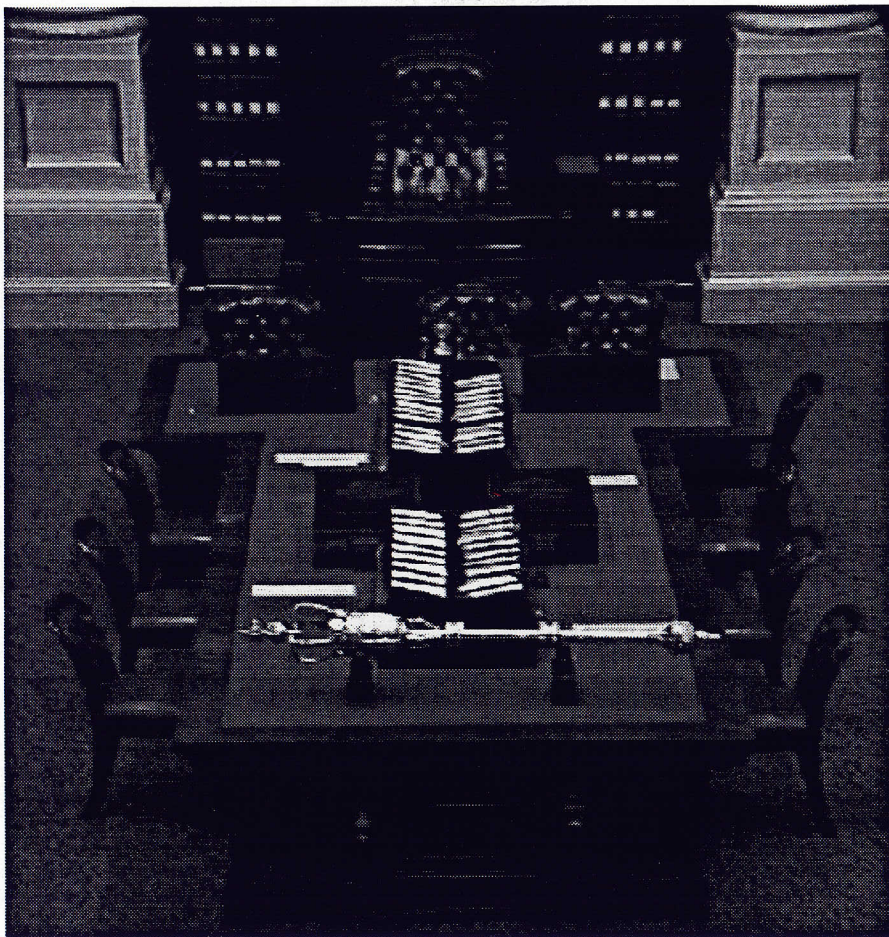




Department of the Legislative Assembly



**Annual Report
for the year
1997-98**



LEGISLATIVE ASSEMBLY
PARLIAMENT HOUSE
MELBOURNE, VIC. 3002
TELEPHONE: 9651 8911
EXT:

9 November 1998

The Hon S. J. Plowman, MP
Speaker of the Legislative Assembly
Parliament House
MELBOURNE 3002

Dear Mr Speaker,

I have pleasure in forwarding to you the Annual Report for the Department of the Legislative Assembly for the year 1997-98.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Philip J. Mithen".

Philip J. Mithen,
Clerk of the Legislative Assembly.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

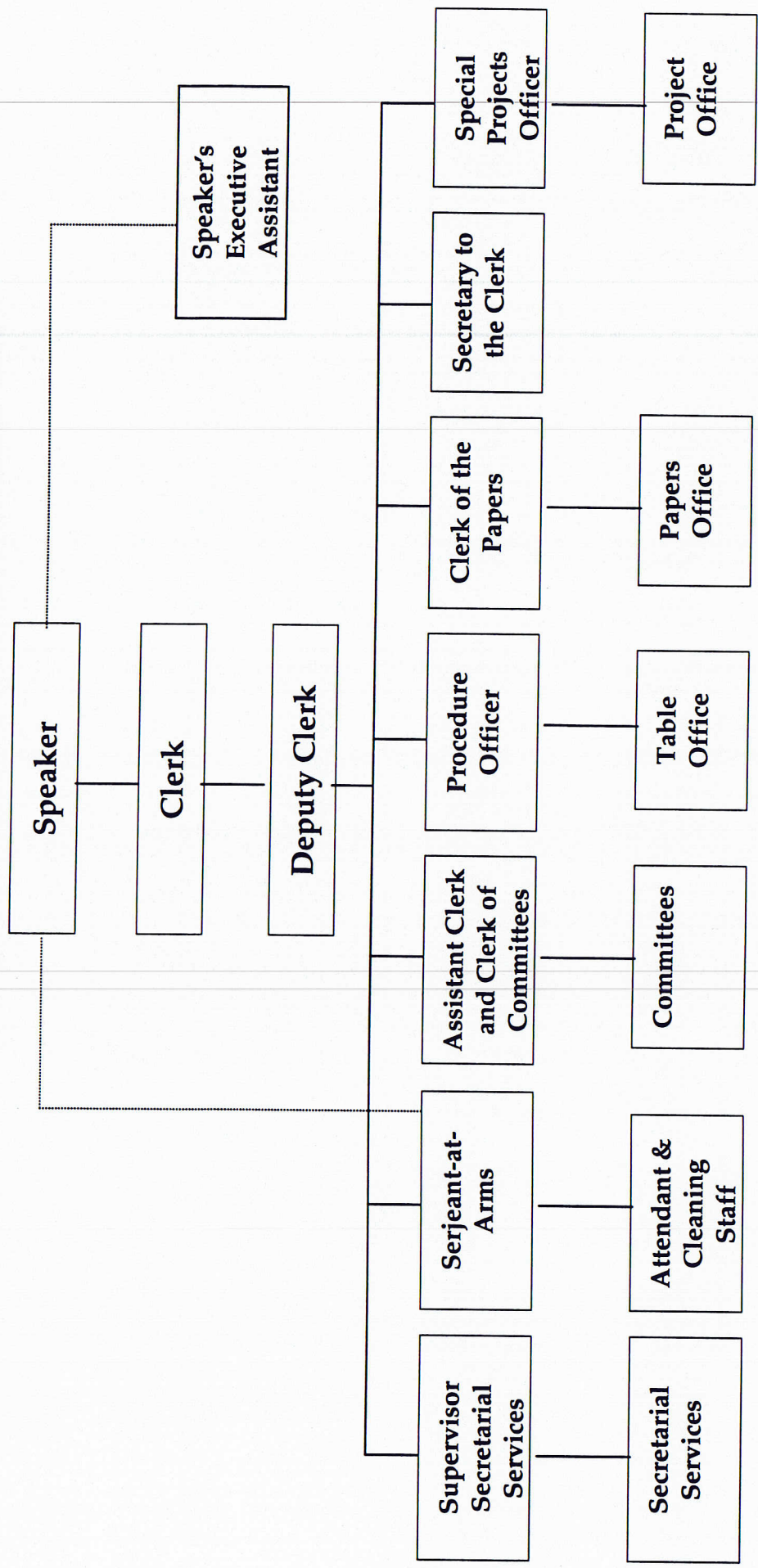


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CORPORATE OBJECTIVES AND RESULTS

As one of five parliamentary departments servicing the Parliament of Victoria, the Department of the Legislative Assembly provides procedural and administrative support to the Legislative Assembly.

MISSION

To provide effective and impartial support and assistance to the Legislative Assembly in fulfilling its constitutional role and responsibilities as an arm of the legislature of Victoria.

CORPORATE OBJECTIVES

Objectives	Outcomes
1. Provide advice and ensure the business of the Legislative Assembly is conducted in accordance with the law and practice.	<ul style="list-style-type: none"> • provided accurate advice to Speaker and Members • drafted amendment to Sessional Orders to provide for third person's right of reply • updated rulings from the Chair.
2. Provide administrative support to the Legislative Assembly and Parliamentary Committees.	<ul style="list-style-type: none"> • assisted in the implementation of a revised division system • helped to develop guidelines for more effective vetting of reasoned amendments • provided effective support to four parliamentary committees • participated in planning meetings for the development and implementation of PARLYNET.
3. Produce accurate documentation.	<ul style="list-style-type: none"> • converted production of minute book to electronic format • made substantial progress in the development of an Assembly procedure manual (LA PRAC) • checked and prepared Act copy for 93 Bills presented to the Governor for Royal Assent • produced the 1997 Annual Summary of Legislation.

Objectives contd.	Outcomes contd.
4. Develop the Department's staffing resources.	<ul style="list-style-type: none"> • Deputy Clerk undertook attachment program within the House of Commons and a number of legislatures in the USA • reviewed and improved the performance management system • conducted a number of procedural seminars for all parliamentary staff • staff participated in a number of training programs co-ordinated by the Staff Development Committee.
5. Promote public awareness of the Parliament.	<ul style="list-style-type: none"> • participated in the Graduate Recruitment Scheme • provided guest speakers for a range of Government organisations • participated in a number of forums such as Youth Parliament, Children's Parliament, Royal Melbourne Show and Parliament House Open Day • provided a quality public tour program.
6. Improve Security and facilities in the building.	<ul style="list-style-type: none"> • completed update of fire protection measures for the building • developed a design brief for improving security of the Parliamentary building • completed the refurbishment of a number of departmental offices • upgraded the Department's computer equipment in preparation for the implementation of PARLYNET.

1997 – 98 THE YEAR IN REVIEW

The basic and main responsibility of the Department is to service the Legislative Assembly. We can, with some accuracy, predict and program our duties for the year. The sittings of the Assembly are our main concern, with the majority of our routine work being programmed for the non-sitting periods.

There has been a tendency for a major project to appear suddenly on the horizon over recent years. Last year, it was the completion of the Parliament Building. This year saw a number of projects to be completed. They were: (a) introduction of accrual accounting; (b) introduction of a new finance package; and (c) the PARLYNET Project. In addition to these projects, the Department had planned for its computer system to be upgraded during the winter recess. This involved extensive training of staff concurrent with the upgrade of hardware and software.

Whilst some of these did not require the Department's direct involvement, they all impacted on the staff and their "normal" work routine and programs.

Accrual Accounting

The Government introduced accrual accounting across the public sector. This required a change in thinking and recording from a cash system to apportioning costs to the year in which they were incurred.

Whilst the accounting system is administered by the Department of Parliamentary Services, each department has been involved in extensive meetings on the introduction and ramifications of accrual accounting.

Further consultation needs to take place between the Assembly and Department of Parliamentary Services to ensure that all accruals are identified and charged against the appropriate financial year.

Accounting Package

The CBA finance package was replaced by the Oracle Financial system. The Department is not a daily user of the system but it does need access to financial information on a regular basis.

In addition, if efficiencies and improved services are to result, then access to the system is essential for ordering, recording commitments, account enquiries, etc. Whilst the Department has nominated a site for our departmental access, as yet departments, other than Parliamentary Services, do not have direct access to the system. We have now been advised that additional licences need to be purchased to allow this basic access.

Graduate Recruitment Scheme (GRS)

In October 1997, the Department made enquiries of the Graduate Recruitment Scheme organised by the then Office of the Public Service Commissioner.

The scheme selects a number of university graduates each year. These graduates can be chosen by departments and have to be offered ongoing employment. Two years in addition to an initial twelve months of training is regarded as meeting this criterion. The training period consists of three four-month placements. In our

case, it was determined that the first and third placements would be with the host department and the second with another Government organisation.

Participation in the scheme has several advantages for the Department. It is an ideal way of providing additional resources to our LA Practice manual project and, at the same time, provides an opportunity to train a person in parliamentary procedure who would qualify to become a permanent member of staff.

Our recruit is Bronwyn Parker who spent the first term working full-time on the procedure manual. The second term has been spent at the State Revenue Office. The third term will be spent predominantly with a joint investigatory committee, but two days per week will be continuing her work on the manual.

Whilst Bronwyn has been at the State Revenue Office, the Department has been fortunate to have Luisa Alampi spend her second term with us, working on the procedure manual. Luisa's home placement is with the Mental Health Branch, Human Services.

Legislative Assembly Practice (LA Prac)

The procedure manual will document the current Assembly practices. This will capture many years of knowledge and expertise in parliamentary procedure and provide a valuable resource for future Assembly staff.

We have been working on the project for some eight months and envisage that there is at least another two years, maybe three, before the initial edition is completed.

The additional resources provided by the GRS have been devoted to the procedure manual. The Scheme has provided additional resources in addition to bringing a new dimension in research expertise to the project and the Department.

The various chapters have been identified – some have been written – and we are now concentrating on identifying the various references etc. that need to be researched for the remaining chapters.

Neville Holt is working full-time on this project and has supervised Bronwyn and Luisa in their research work.

Future Planning

The procedure manual will prove valuable for future Assembly staff in developing their knowledge of parliamentary procedure. The manual is designed to set down our current practice and justify why the practice has been adopted rather than to give a chronological history of our practices and procedures.

When it was proposed to complete the building, the Department saw an opportunity to gain the accommodation necessary to combine many of the functions of the Papers Office with the Table Office. This would have resulted in a smaller "shopfront" operation for the distribution of documents and keeping of records, while the procedural and other administrative functions would be performed in a revamped Table Office. The result would be centralised administration outside the Chamber and the provision of more opportunity for varied functions and obtaining of procedural knowledge.

Despite the completion of the building being deferred, the Department is pursuing the amalgamation of both offices. The possibility of retirements in the near future would create an opportunity to make significant progress in this area and would be advantageous for both the Department and the staff.

Estimates Hearing

The Estimates Sub-Committee of the Public Accounts and Estimates Committee invited both Presiding Officers and the five department heads to appear before it. Accordingly, on 30 May 1997, a presentation was made outlining the basis of the Parliament's budget.

Concern was expressed to the Committee about the 1.5 percent productivity requirement being applied to items that were, in practice, non-discretionary (eg. Electorate secretary salaries). The concern arises because other areas of expenditure are carrying a higher productivity burden in order to protect these "non-discretionary" items that cannot readily absorb the cost.

If the current basis of applying the productivity dividend continues, the time will come when the liability cannot be borne by other fully discretionary components.

The Committee recommended *"That the Presiding Officers should give serious consideration to reviewing the provision of existing services with the intention that the number of Parliamentary Departments should be reduced and joint services and common functions (such as human resources) transferred to one department."*

This matter was not raised during the Estimates Hearing hence there was no input by any of the parliamentary departments to this recommendation.

In respect of the matter raised, however, where services can be centralised without detriment to the individual departments, the Department is prepared to co-operate. This has been the situation with salaries for many years and more recently with leave records.

It is important to remember that for the reasons of constitutional independence, the two House departments are, and must remain, separate. Each has to service its own House and have the necessary physical and financial resources to enable each to fulfil its constitutional role.

The Committee also recommended *"That the full costs of services should, as a matter of priority, be allocated across all Parliamentary Departments so that each accountable officer is fully responsible for all their Department's expenditure."*

Again, this matter was not raised at the Estimates Hearing and the Department was not asked to give evidence in relation to it.

There is no argument with the proposal.

However, in practice the actual area over which the Department can exercise control consists of 7 offices – a very small percentage of the area that would notionally be deemed "Assembly area". This affects telephones and electricity in particular. Chamber areas, Members' offices and common areas/corridors are beyond departmental control. The time and effort involved in apportioning costs/charges would not provide any meaningful outcome.

Office Refurbishment/Heritage Items

The Department has refurbished the Table Office, the Clerk's Office and the Serjeant-at-Arms' Offices.

The refurbishment was undertaken in each case to make the office more functional and was done in keeping with the heritage nature of the building.

Where possible, heritage or "quality" items also have been put to practical use or on display rather than allowing the items to deteriorate in storage.

The passage of time and change in usage has made some items almost nuisances or liabilities. The first committee table is currently in pieces in storage. Whilst a magnificent piece of furniture with very detailed carving, it is impractical because the sides go from table top down to the floor and people cannot sit comfortably with their legs under the table. Similarly, a number of timber coat stands are collecting dust in the basement. Modern day usage does not require a coat/hat/umbrella stand for 20 to 30 people. Parliament certainly does not need these items and will seek a means of their disposal. A number of smaller stands have been restored and located strategically – more for show than usage.

Overseas Attachment

Ray Purdey, the Deputy Clerk, travelled to the United Kingdom and the United States of America during June and July 1997 to study the operations and procedures of the legislatures in those countries. The major focus of this visit was a two-week attachment program with the House of Commons in London. During this attachment Mr Purdey had the opportunity to study a variety of matters including:

- Use of reasoned amendments and adjournment motions
- Rules and procedures associated with questions without notice
- Role of parliamentary committees
- Opportunity to raise matters other than Government Business
- Appointment, performance evaluation and training of staff
- Development and structure of the House of Commons budget
- Role of the House of Commons Commission and the Board of Management
- Use of electronic medium for dissemination of information.

Arrangements were made through the Honourable Andrew Peacock, Australian Ambassador to the United States of America for Mr Purdey undertake a three-day attachment program with the U.S. National Congress. In addition Mr Purdey visited the State legislatures of Florida and Tennessee. These visits enabled Mr Purdey to study and compare the operations and procedures adopted under a different system of government.

Presiding Officers and Clerks Conference

Mr Speaker and the Clerk attended the twenty-eighth Presiding Officers and Clerks Conference in Nauru from 24 to 27 July 1997. During the Conference Mr Speaker presented a paper on the Role and Use of Sessional Orders. Other matters discussed at the Conference included – pecuniary interests, reflections on the Chair, commercial in confidence, financial reforms, and the control of parliamentary precincts.

Official Visits

During the past twelve months the Speaker received official visits on behalf of the parliament from the following delegations or individuals.

9 July 98	High Commissioner for Malaysia	Visit
4 August 97	Lord Mayor of London	Visit
26 August 97	Speaker of the House of Commons	Visit
4 September 97	Ambassador of the United Arab Emirates	Visit
15 September 97	Ambassador of the State of Eritrea	Visit
2 October 97	President of the Parliament of Greece	Luncheon
9 October 97	High Commissioner of Singapore	Visit
28 October 97	Ambassador of Greece	Visit
29 October 97	Delegation from Japan	Luncheon
27 November 97	Speaker and Delegation from Bangladesh	Luncheon
4 December 97	Consul of France	Visit
9 December 97	High Commissioner for Pakistan	Visit
24 February 97	Ambassador of Saudi Arabia	Visit
4 March 98	High Commissioner for Britain	Visit
2 March 98	Delegation from Vietnam	Dinner
12 March 98	Delegation from Republic of Germany	Dinner
24 March 98	Ambassador of the Union of Myanmar	Visit
27 March 98	Speaker and Delegation from Papua New Guinea	Visit
9 April 98	Ambassador of Italy	Visit
22 April 98	Ambassador of Poland	Visit
28 May 98	Delegation from Pakistan	Visit
22 June 98	Delegation from New Zealand	Luncheon
25 June 98	Ambassador of Uruguay	Visit

In June/July 1998, Mr Speaker made official visits to the Parliaments in the following countries - Greece, U.K., Zimbabwe, South Africa, Singapore and Mauritius. Due to an airline strike a planned visit to the Norwegian Parliament had to be abandoned. This was regrettable, as the Stortin's are highly innovative in the management of their affairs. The Speaker met with the Speaker and senior Members of each political party represented in these Parliaments, together with parliamentary committees, agencies, officers and Members of Parliament. Of particular interest in the U.K. was the development of the new Scottish Parliament, which will have many similarities with the Parliament of the State of Victoria.

THE PARLIAMENTARY YEAR IN SUMMARY

Statistics relating to sittings of the Legislative Assembly and its proceedings are set out below:

HOUSE SITTINGS

1997-98				
	Spring	Autumn	Total	
Sitting weeks	7	8	15	
Sitting days	21	26	47	
Average duration of daily sitting (Hours)	10hrs 48m	10hrs 57m	10hrs 53m	
Sitting after midnight	6	1	7	
1996-97				
	Spring	Autumn	Total	
Sitting weeks	7	7	14	
Sitting days	22	22	44	
Average duration of daily sitting (Hours)	10hrs 33m	11hrs 4m	10hrs 48m	
Sitting after midnight	2	7	9	

BUSINESS OF THE HOUSE

		1996-97	1997-98
Bills	- Introduced in the Assembly	110	111
	- No. amended in the Assembly	27	24
	- Passed both Houses	109	111
	- Second reading - Reasoned		
	- Amendment - negatived	40	24
Divisions	- House	97	79
	- Committee	2	6
Questions	- On Notice	182	540
	- Without Notice	357	389
Petitions presented		63	108
Reports presented by Command		3	3
Reports presented pursuant to Statute		499	531
Reports presented by Parliamentary Committees		29	29
Days on which	- Grievances were debated	4	4
	- General Business motions debated	14	9

OFFICE OF THE SERJEANT-AT-ARMS

Role

The Serjeant-at-Arms is the Speaker's Executive Officer and his primary role is to execute the orders of the Speaker and the House; provide policy advice to the Speaker and to be responsible for the security of the Legislative Assembly Chamber. The Serjeant-at-Arms is also responsible for arranging and co-ordinating ceremonial functions and formally escorts the Speaker during sittings of the House and on ceremonial occasions. He also performs Chamber duties and is responsible for Member's accommodation and travel requirements, supervision of the Assembly attendant and cleaning staff, the admittance and control of the public and the media to the Parliament, the tours program, works and services within the Assembly precincts and postal and large volume photocopying services for the Parliament.

The Serjeant-at-Arms, in conjunction with the Usher of the Black Rod has responsibility for the security and fire protection of the Parliament building and its environs, the issuing of security and identification passes, emergency evacuation procedures and supervision of the Protective Service Officers stationed at Parliament House.

Activities During The Year

• Opening Of Parliament

The highlight of ceremonial activities during 1997-98 was the Opening of Parliament on 17 February 1998 by His Excellency the Hon Sir James Gobbo AC, Governor of Victoria. The Opening followed the Prorogation of the Parliament on 20 January 1998.

As is the tradition with the Westminster system, the Opening Ceremony was conducted in the Legislative Council Chamber. Upon arrival at Parliament House the Governor inspected a Defence Force Guard of Honour and was then lead into the Council Chamber by the Usher of the Black Rod. The Black Rod was then despatched by the Governor to the Assembly Chamber to summon Mr Speaker and Members of the Legislative Assembly. The colourful and historic ceremony of this messenger of the Governor being refused immediate entrance to the Assembly is followed with the Usher of the Black Rod hitting the locked main door to the Assembly Chamber with the Black Rod and his identity being demanded by the Serjeant-at-Arms. Only after Mr Speaker grants permission is the Usher of the Black Rod permitted to enter and is escorted by the Serjeant-at-Arms carrying the Mace. After the Usher of the Black Rod delivers the Governor's request he departs and Mr Speaker and the Assembly, as a mark of independence, wait for a short pause before being lead by the Serjeant-at-Arms to the Council Chamber.

The Opening Ceremony is a very popular event and to accommodate the large number of people invited to view the Opening the proceedings were televised into Queen's Hall where seating was provided for some 500 people. After the Ceremony was completed afternoon tea was served in the Parliamentary Gardens to all guests.

The Opening required a significant amount of behind-the-scenes planning and rehearsal involving the Usher of the Black Rod, the Serjeant-at-Arms, Governor's Office, the Protocol Branch of the Department of Premier and Cabinet and the

Department of Defence. Legislative Assembly attendant staff were heavily involved in all aspects of the proceedings and contributed to a highly successful result.

The traditional conclusion to the Opening is the presentation of the Address-in-Reply and this occurred on 20 May 1998. Mr Speaker, escorted by the Serjeant-at-Arms and accompanied by Members and the Clerks called on His Excellency the Governor at Government House and formally presented the Address-in-Reply. In addition, Mr Speaker presented to His Excellency for Royal Assent the Appropriation Bills for 1998/99.

- **Constitution Convention**

To celebrate the centenary of the Melbourne Chapter of the Federal Constitution Convention, the Victorian Government organised a Centennial Convention under the chairmanship of Sir Anthony Mason AC, KBE, former Chief Justice of the High Court. Delegates were drawn from Government, academia, business, media, local government and non-government agencies. The Convention was held at Parliament House from Tuesday, 2 March to Thursday, 5 March 1998 with the major sessions being held in the Legislative Assembly Chamber.

The Official Opening Ceremony was held on the late afternoon of Monday, 1 March 1998 in Queen's Hall. Preceding the opening was a procession from the Windsor Hotel to Parliament House comprising the Official Party and representatives from the Parliament, the judiciary, religious communities, defence forces, universities and the Aboriginal and Torres Strait Islander Commission. Many of the procession were in uniform or in academic or legal gowns including the Presiding Officers and the Serjeant-at-Arms and the Usher of the Black Rod. The Serjeant-at-Arms carrying the Mace and the Usher of the Black Rod carrying the Black Rod lead the procession into Parliament House. His Excellency the Governor performed the Official Opening and the ceremony included a welcoming by representatives of the Kulin Nation.

The Convention required a significant amount of planning and arranging over the proceeding months and especially involved the Serjeant-at-Arms' Office, Department of Premier and Cabinet and The Governor's Office. Legislative Assembly attendant staff made a major contribution in assisting the Convention and the support staff.

- **Functions - Queen's Hall**

Queen's Hall remains a highly sought after venue for Parliamentary, State and private functions. Events include breakfasts, lunches, dinners, receptions, cocktail parties, conferences, and exhibitions.

In 1997-98 there were 70 major functions held in Queen's Hall.

One of the unusual functions held in Queen's Hall was a lunchtime reception to honour Michael Doohan, Australian motorcycle champion. A feature of this reception was a display organised by the Motorcycle Riders Association of a large number of motorcycles on the front steps of Parliament House. In attendance with this display were many hundreds of motorcycle riders wearing their traditional outfits of leathers and denim. At the same time the President of the Greek Parliament arrived for an official luncheon and as his official motorcade drew up on the carriageway this large number of motorcyclists stood and gave a polite and welcoming round of applause.

To facilitate the organising of most functions all arrangements are made through the Manager's Office of the Parliamentary Dining Rooms. This office co-ordinates the catering, equipment requirements and staffing. Virtually all functions require the assistance of Attendant and Cleaning staff from the Legislative Council and the Legislative Assembly.

- **Functions - Room K**

Although Room K is traditionally the Government Party meeting room it is also used for Parliamentary Committee hearings, lunches and dinners, launches, briefings etc. Room K is one of two such rooms in the building available for multi-use and therefore demand is very high. Mr Speaker controls use of this room and Legislative Assembly Attendant and Cleaning staff are constantly involved in preparing this room for different functions.

In 1997-98, apart from party meetings there were 147 functions and events in Room K.

- **School Music Program**

On most Tuesday evenings during the Parliamentary sittings, school music groups play in Queen's Hall. In 1997-98 the following schools performed:

- Dandenong Ranges Junior Strings
- Essendon Keilor College
- Huntingtower School
- Blackburn High School
- Ivanhoe Girls Grammar School
- Westall Secondary College
- Essendon Primary School
- Deer Park Secondary College
- Glen Waverley Secondary College
- Karingal Park Secondary College

- **Youth Parliament**

The eleventh Youth Parliament was conducted in both the Legislative Council and the Legislative Assembly Chambers on 23 and 25 September 1997 with a training session on 22 September 1997. The Youth Parliament is conducted under the auspices of the Victorian Council of YMCA's and receives financial support from the Victorian Government. A Task Force of former Youth Parliamentarians co-ordinate the arrangements, assist teams in the selection of 'Bills' to debate and train these teams in debating techniques, Parliamentary practice and procedure. Twenty-two teams participated and the ages of team members must be between fifteen and twenty-five. Virtually all are secondary school students and because of growing demand each participant is limited to attending two Youth Parliaments.

The Youth Parliament program is a fixture of the Parliamentary calendar and receives significant support from the Presiding Officers and Parliamentary staff. The proceedings replicate the Parliament starting with an Official Opening in the Legislative Council with the Youth Governor in attendance. Members of the Youth Legislative Assembly are summoned by the Usher of the Black Rod to attend the Opening and, after the Youth Governor's speech the Youth Parliament is declared open. The Premier also attended the Official Opening and addressed the Youth Parliamentarians.

The Youth Parliament is conducted in accordance with Parliamentary procedure and presided over by the Speaker or by a Member of Parliament. Teams are formed into 'Government' and 'Opposition' with a Premier, Deputy Premier, Leader and Deputy Leader of the Opposition. The Serjeant-at-Arms performs the duties of Clerk of the Youth Parliament and is assisted at the Table by other Officers of the Legislative Assembly.

At the conclusion of the Youth Parliament the Youth Governor presented to the Minister for Youth Affairs the 'Bills' that had been passed by the Youth Parliament. The Minister undertook to forward these 'Bills' to the relevant Ministers for their consideration.

- **Children's Parliament**

The Children's Parliament was conducted in both the Legislative Council and the Legislative Assembly Chambers on 21 and 24 October 1997 and involved students in years seven to nine from sixty-eight independent and Government schools. This year, with the approval of the Presiding Officers, the event was extended to two days because demand from schools to participate is extremely high. The students involved participated well and produced a very good level of rigorous debate.

The Children's Parliament is co-ordinated by the Education Officer and the Serjeant-at-Arms and other Parliamentary staff are involved in the event. The students use a limited form of Parliamentary practice and Members of Parliament act as Speaker for the Children's Parliament.

- **Primary Parliament**

As part of Education Week a Primary Parliament was held on 26 May 1998 and involved students from Yea, Korumburra and Springvale South primary schools. The theme was 'Australia Becoming a Republic'.

- **Victorian Schools Constitutional Convention**

This convention was held in the Chamber on 13 October 1997 and involved 120 senior secondary students from throughout Victoria. The topics discussed covered the protection of individual's rights and the role of Judges.

- **Open Days**

The Parliament's open days are now part of the 'Victoria's Open Weekend' program which was held on 4 and 5 October 1997. Other venues open included the City Link, Federation Square, Melbourne Museum and the Docklands.

A planning committee organised all aspects of the open day and visitors were able to inspect both Chambers, Queen's Hall, the Library and the gardens. As well visitors could purchase refreshments in the Member's Dining Room and the State Concert Orchestra performed in the gardens.

In excess of fifteen thousand visitors inspected the building with many highly complimentary of the opportunity to inspect the building.

- **Tours**

The Parliament building remains one of Melbourne's most popular venues for visitors. Including Senior Citizen Week and the Open Weekend over 80,000 people visited the Parliament in 1997-98. Many of the visitors attend through arranged

tours for schools, service clubs, social clubs, etc whilst a significant number visit the building on an ad-hoc basis and take advantage of the tours conducted hourly on non-sitting days. The Legislative Assembly provide tour guides from the Attendant staff.

In 1997-98 there were 1,140 booked tours and over a thousand non-booked tours.

- **Army Reserve Training**

The Presiding Officers approved a request from the 4th Combat Engineer Regiment of the Royal Australian Engineers for Army Reserve members to undertake bomb location training at Parliament House in November 1997. A similar exercise was held in 1996. Parliament House was one of several sites chosen to provide realism for this training with other sites including the Melbourne Cricket Ground, the Melbourne Tennis Centre, the David Jones store, a container ship and a hospital at Ballarat.

The exercise, which was highly successful, involved personnel searching each floor level of the building, the annexe, pavilion and the trade centre as well as the gardens. Army explosive sniffer dogs were also used.

- **Review of Legislation**

The Scrutiny of Acts and Regulations Committee, as part of its review of redundant legislation on the Victorian statute books, commenced examination of the *Unlawful Assemblies and Processions Act*. This Act dates from 1860 and forbids groups of more than fifty people meeting within a certain proximity of Parliament House when the Parliament is actually sitting. Further the Act states that people attending such unlawful gatherings may be sentenced for up to six months imprisonment.

The Presiding Officers presented a submission to the Committee in November 1997 arguing that the reasons for such legislation have long since passed into history and that the Act is now redundant. However, the Presiding Officers, after consultation with the Serjeant-at-Arms, the Usher of the Black Rod and the Victoria Police, stated in their submission that there is now a very clear need for a Parliamentary Precincts Act. Such an Act would codify the powers of the Parliament and the Presiding Officers and delineate the precincts of the Parliament.

It is anticipated that this inquiry will be completed in 1998.

- **Security and Fire Protection**

The provision of appropriate levels of security and fire protection to the Parliament is vital with the focus on providing a safe and secure working environment and the protection of the building and assets.

During the 1997/98 financial year a significant number of projects were planned and commenced. These included:

- Installation of additional duress alarms in various offices;
- Installation of infra-red detectors in certain offices and facilities;
- Installation of gas fire suppression systems in each computer file server room;
- Installation of heat and moisture sensors in each computer file server room;
- Connecting of additional doors to the electronic security system;

Preparation and calling of tenders for increased monitoring of the electronic security system and improved after hours surveillance of the perimeter of the building and the trade centre;

Preparation and calling of tenders for a computerised photographic ID card system including a visitor day pass system; and

Preparation and calling of tenders for the re-building of the 24 hour security post and construction of a new office for the supervisor of the Protective Services Officers

All these works are carried-out under the direction of the Serjeant-at-Arms and the Usher of the Black Rod with the assistance of the Maintenance Engineer and the consultant architect. Further major works scheduled for the 1998/99 financial year include improved fire escape stairs from the third floor area and the installation of additional fire sprinklers. The completion of these works will virtually complete the fire protection strategy plan for the Parliament.

The carrying out of fire protection and security works at the Parliament is always difficult and challenging because of the heritage nature of the building and the need to work around the sittings of the House. Great care is taken to ensure that any physical works undertaken are carried-out to minimise the impact on the building. This is achieved by careful planning, close liaison with the heritage architects from Heritage Victoria and supervision of the actual construction and works. The tireless and professional efforts of Brian Bourke, the Maintenance Engineer and Paul Viney, the Consultant Architect are instrumental in ensuring that these works are carried-out expeditiously and professionally.

- **Post Office**

The Post Office provides postal, photocopying, binding and facsimile services to Members, staff and the Parliamentary Committees. The volume of photocopying is significant with over 1.15 million copies made in 1997-98. This volume rivals small to medium commercial operations.

The volume of Australia Post business transacted through the Post Office continues to grow with the sale of traditional postal items and a very large range of bill paying facilities.

- **Works and Services**

The Serjeant-at-Arms is responsible for works and services within the Legislative Assembly precinct and during the year there were various minor works undertaken and ongoing repairs and maintenance.

However, in recognition of the run down condition of several offices major re-fits were planned and commenced. The largest project was the Table Office and included re-painting, new carpet, re-wiring and installation of ergonomically designed work stations, work benches and shelving. All the furniture was designed in a heritage style. The existing lighting was tested and found to be totally inadequate and was replaced with an Australian designed fluorescent lighting system that illuminates the very high ceiling as well as providing good levels of illumination at all work stations. The project is due for completion early in the 1998/99 financial year.

- **Staffing**

A program of staff rotation was fully implemented whereby all grade 3 attendants are required to move through the different posts on a six monthly basis. These posts are the correspondence box, Vestibule and tour guiding. The grade 1 attendants are also trained in the Post Office and in the use of the large Rank Xerox equipment as well as commencing training as tour guides. This policy means that all attendant staff are familiar with the various posts and this practice builds a depth of knowledge and competencies within the staff.

During the year there were also several staff changes. Following Warren Smith's appointment as Principal Attendant, Mark Smith was appointed Senior Parliamentary Attendant. Prior to his appointment Mark was the Speaker's Orderly.

Other promotions included Michael Gigliotti to the position of Post Office Attendant and Baron Campbell-Tenant and David Robertson to Parliamentary Attendant Grade 3.

Appointments included Mark Wicks as Speaker's Orderly and David Cousins and Jeremy Walsh as Parliamentary Attendants Grade 1. Prior to his appointment Mark worked in the hospitality industry in the United Kingdom and Australia; David was on the staff at Government House and Jeremy was a steward in the Parliamentary Dining Rooms. Another appointment was Julian Bianco who was appointed as a Parliamentary Attendant and then resigned after three months to join the Federal Police.

Other staff departures were John Fulford and Terry McGlashan who resigned as Parliamentary Attendants Grade 3 and Sami Sir who resigned as Parliamentary Attendant Grade 1.

The Department congratulates those who were promoted and wishes those who departed every success.

- **Staff arrangements:**

In April 1998 the Reader/Research Officer was seconded to the Premier's Department. This necessitated a rearrangement of duties whereby the Procedure Officer, Assistant Reader and Administrative Officer were all required to assume additional responsibilities. This change in focus, particularly for the Assistant Reader, placed further pressure on a busy Table Office at the time the Legislative Assembly was sitting.

The Table Office staff also assisted secondary school students participating in work experience programs.

- **Office Refurbishment:**

After an extremely long gestation period and several false starts, the refurbishment of the Table Office has now begun. From a disparate collection of old furniture, ergonomic and very non ergonomic desks and a variety of other furniture, a coordinated approach to refurbishing the whole of the Table Office has progressed satisfactorily. Completion target is early July 1998 and thanks goes to the

TABLE OFFICE

Role:

It is the responsibility of the Table Office to prepare, check and co-ordinate the working documents of the Legislative Assembly, as well as Acts for Royal Assent on behalf of the Clerk of the Parliaments. The Office also provides advice in relation to procedural and operational activities of the Legislative Assembly, in particular, and the Parliament in general.

Activities during the year:

The office produced camera-ready copy for the production of the Notice Paper and Votes and Proceedings for 47 sitting days, and handled a considerable number of enquiries concerning Act proclamations and requirements for tabling documents in the Legislative Assembly.

The Table Office Procedure Manual was updated to reflect new procedural and administrative processes. This manual proved of benefit with the rotation of staff through the Table Office.

The year under review brought with it the usual request for legislation passed by the Parliament to receive Royal Assent as soon as possible. This stretched the resources of the Table Office for a variety of reasons and additional reading support was gratefully received from Parliamentary Counsel at the conclusion of the 1997 Spring sitting. A number of additional reading teams were established to ensure that the Act reading was completed within the required time frame.

Several very large bills relating to City Link and the establishment of the Victorian Civil and Administrative Tribunal were passed by the Parliament at the end of the 1998 Autumn sitting.

Over the year 93 Acts were presented by the Clerk of the Parliaments to His Excellency the Governor for Royal Assent.

• Staff arrangements:

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Serjeant-at-Arms and the Engineering staff for their assistance in overseeing this project.

As part of the overall office refurbishment, a major program was undertaken during the latter period in review of examining and rationalising the bound document collection held by the Table Office. Further an on-going program has been established to refurbish and rebind many of the bound documents going back to the middle of the last century.

• **Staff Training:**

Staff of the Table Office undertook a number of training sessions with particular emphasis on computer training as the Department progresses to the Windows NT platform, Parlynet and greater reliance on the Internet.

Staff training also took place on issues relating to communication skills, interviewer and interviewee skills, meeting management, and understanding and managing change.

• **Research**

The Reader/Research Officer researched and produced the ninth Fact Sheet entitled 'Messages'. The Fact Sheets provide a plain English explanation of procedural terms and practices of the Legislative Assembly. The Fact Sheets have been well received by both Members of Parliament and the public and are available from the Assembly Papers Office.

PAPERS OFFICE

Role:

The Papers Office performs a range of functions associated with the tabling of reports presented to the Victorian Parliament and with the dissemination of information to Members and others relating to the progress of legislation before the Legislative Assembly. As one of the principal public offices of the Parliament, the Papers Office provides both a personal and telephone information service on a large number of queries relating to both current and prospective business before the House.

The Papers Office processes all accounts in relation to day to day departmental expenditure and parliamentary printing. This totalled approximately \$1 million.

Activities during the year:

- **Staffing:**

There are four full-time members of staff and during the past year there were no staffing changes in the office. All members of staff have undertaken training courses throughout the year, ranging over a number of subjects, including improving communication skills, Lotus Notes training and conducting meetings. The Clerk of the Papers successfully completed the first year of a two year advanced certificate course in management skills at RMIT University.

- **Annual Summary of Legislation:**

LA + LC

The Annual Summary of Legislation provides a synopsis of the passage of legislation through the Parliament during the Autumn and Spring sittings. It also provides an index of both bills and reports tabled during the same period together with a consolidated guide to legislation passed during the Autumn and Spring sittings every year. The Annual Summary of Legislation is prepared jointly by the Papers Offices of the Legislative Assembly and Legislative Council.

- **Parliamentary Papers Storage:**

A considerable amount of work continued on the rationalization of the storage of Parliamentary Papers, with particular attention given to the bound Parliamentary volumes. As a result, the historical holdings have been reduced to one complete set of Hansard, Votes and Proceedings and Parliamentary Papers, Legislative Council Minutes, Bills introduced, Acts of Parliament, Notice Papers, Question Papers and Statutory Rules. There are additional working sets located within the Department. Mr Michael Coco has also undertaken work on improving the storage arrangements in the Department's main on-site facility on the ground floor.

- **Archives:**

In addition to the archiving of the Department's original papers, there have been a number of requests throughout the year for access to our records from post-graduate students, historical societies and members of the public and other requests for parliamentary purposes.

The early correspondence records of the Department have been relocated to the Clerk's safe. This utilises space released by the continuing relocation of committee records to Laverton.

• **Printing and Distribution:**

The closure of the Victorian Office of the Australian Government Publishing Service and the termination of its contract to distribute parliamentary papers caused the Parliament to make new distribution and printing arrangements.

• **On Going Work:**

During the year the office expanded its pamphlet services in order to make a greater range of relevant materials available to visitors to the office. They are now able to choose from over 30 documents on various Parliamentary related matters.

The office has also been involved in several secondary student work experience programs.

PROJECT OFFICE

The major task undertaken by the Special Projects Officer during the year concentrated on the Legislative Assembly of Victoria Practice Manual (LA Prac).

Background

LAPRAC is designed to be a computer data resource embodying the authorities, practice and procedure of the Legislative Assembly of Victoria which would -

- be the authoritative reference guide for officers and presiding officers;
- provide a record of important precedents;
- provide a source of procedural solution where there is no precedent; and
- be the source of authoritative procedure handbooks, fact sheets and other procedural documents.

Staffing 1997-98

Mr Neville Holt, as Special Projects Officer of the Legislative Assembly, continued duties as compiler of the Project and as procedural adviser to the Table Office during the year.

On 2 June 1997, Mrs Louise Somers, on transfer from the Department of Justice, commenced a 7-month attachment to assist in research of LAPRAC. Her attachment concluded on 31 December 1997 with her appointment to a position in the Department of Natural Resources and Environment. Her contribution to LAPRAC on the subject of Assembly financial privilege has been invaluable and it will be used as a springboard for further research work.

During the year, further temporary research assistance from Richard Willis and Con Chara, two members of staff of the Economic Development Committee was provided at a time when the Committee was awaiting its next terms of reference. Their professional assistance was gratefully received.

In order to continue research assistance and writing of LAPRAC, the decision was taken to access the Victorian Public Service Graduate Recruitment Scheme (VPSGRS). Consequently Ms Bronwyn Parker was appointed and commenced duties on 4 February 1998 to further the research work. As part of her first attachment of 4 months to 30 May 1998, Ms Parker was assigned to complete the following tasks:

- 1 An analysis and review of Victorian constitutional law cases.
- 2 A tabulation of instances of bills passing the Legislative Assembly with unusual expedition.
- 3 A tabulation of bills declared under Standing Order No. 105.
- 4 Research into the Constitution and Standing Orders affecting the financial privileges of the Legislative Assembly.
- 5 A review and edit of drafts of Chapter 1 and Chapter 2 of LAPRAC dealing with the Parliament and the Role of the Legislative Assembly respectively

Ms Parker will return to complete another 4-month attachment in October 1998.

From 1 June 1998, a further VPSGRS graduate, Ms Luisa Alampi in her second placement of 4-months, was assigned to the Legislative Assembly to continue assistance in the preparation of LAPRAC. Ms Alampi has been assigned the following tasks:

- 1 Review and edit of a draft of Chapter 12 of LAPRAC dealing with legislation.
- 2 Research and tabulate all Bills ruled Private since 18 March 1981.
- 3 Research and write Chapter 5 dealing with Elections and the electoral system.
- 4 Research and summarise details of Governor amendments to Bills since 1930.
- 5 Research and summarise instances of how certain types of amendments to Bills were dealt with.

The additional research support enabled substantial progress to be made with the project. Five chapters are complete and the research and outline of a number of other chapters is well under way.

SECRETARIAL SERVICES

Role:

The prime role of Secretarial Services is to provide secretarial assistance to Members of both Houses of Parliament by providing shorthand and typing resources, the processing of micro cassette tapes and transcribing written work. Disk work for editing and updating has now become a popular service for Members.

Secretarial Services is utilised all year round and Members often express gratitude for the high standard of work produced. Mrs Pamela Hansson and Mrs Muriel O'Gorman currently staff the Service.

Hours of operation are from 8.20 a.m. to 5.00 p.m. during non-sitting weeks and till 6.30 p.m. on Sitting days. The Service is utilised by Members at busy times in the electorate office to catch up with the overflow of work, and when electorate staff are on either recreational or sick leave or if a Member is without electorate staff. From time to time, the Service is utilised by other Parliamentary Departments.

Computer Update:

In June, new computers were installed in Secretarial Services upgrading to Windows NT and Word 97.

Staff participated in the following training programs:

- *Windows NT and Word 97;*
- *Introduction to The Internet; and*
- *Introduction to Parlynet*

This updating brings the Service on-line with electorate offices and allows for a more efficient and effective exchange of information.

Further training is planned for later this year to maintain the high standard of service within the Department.

COMMITTEE OFFICE

Role:

The Department is responsible for the administration of four Joint Investigatory Committees -

- Drugs and Crime Prevention Committee
- Economic Development Committee
- Public Accounts and Estimates Committee
- Scrutiny of Acts and Regulations Committee

as well as the Joint Committee Administration Office in conjunction with the Legislative Council.

The Committee Office continues to provide administrative and research support and procedural advice to the Members of the Committees administered by the Legislative Assembly. The Assistant Clerk and Clerk of Committees oversees and assists Committee staff in providing support to the Committees.

All the Joint Investigatory Committees are located at Level 8, 35 Spring Street, Melbourne and continue to operate in a self-contained working environment with very good facilities. When the relocation of the committees was completed in August 1996 provision was made for four large meeting rooms and three smaller meeting rooms.

Time has shown that the demand is high for the larger meeting rooms when the Parliament is sitting and therefore it was decided to convert two of the smaller rooms into one larger meeting room. This was successfully completed towards the end of the year and the committees now have five large meeting rooms at 35 Spring Street, which will assist with the overall work of all the committees during the heavier meeting periods. When the Committees do not use the rooms, they are often used by staff from Parliament House, Federal Committees and Government Departments.

The Sixth Conference of Clerks of Committees was held in Canberra on 2 and 3 November 1997 and the Clerk of Committees attended this Conference along with representatives of all other Parliaments in Australia, as well as the New Zealand Parliament.

As well as reports on developments and innovations from all parliamentary jurisdictions, a range of topics were considered at the Conference and these included -

- a) Resourcing of Committees
- b) The media and Committees
- c) Access of Committees to Government Contracts and Commercially Confidential Information
- d) Privilege issues
- e) Reorganisation of Parliamentary administration in New Zealand

This was an excellent Conference and provided the opportunity for a valuable exchange of information. Committees are an integral part of the Westminster system of government and their role is continually changing. These Conferences are

an important means by which Victoria ascertains what is happening in the area of Parliamentary Committees in other parliamentary jurisdictions.

Drugs and Crime Prevention Committee:

The Committee's activities during the first part of the year centred on the production of an Interim Report on the Victorian Government's Drug Reform Strategy. The information contained in this report was obtained from detailed research and formal hearings, meetings, on site visits to "Turning the Tide" projects, interstate and overseas study tours and progress data provided from departmental sources via the Senior Officers Co-ordinating Committee.

The Interim Report was tabled on 2 December 1997 and received a high level of public acclaim. The report is a preliminary one and highlighted a number of key issues, which have gained a public profile recently. These draft findings will be developed further in the final report as the Committee familiarises itself with the complexities of the illicit drug area and moves to assemble relevant research data in a bid to assess and document the most viable range of policy options for Victoria.

During the second part of the year, the Committee continued with its intense inquiry and research program focussing on the production of a high quality final report based on best evidence and research findings available. To this end the Committee heard formal evidence at public hearings on four days in May from experts in the drug field, conducted interstate study tours to Queensland and the Australian Capital Territory and met in Melbourne in February with the Western Australian Select Committee on Drug Misuse. In addition, five members of the Committee departed on an overseas study tour to the United States of America and Canada in June. Members have also attended and participated in local and interstate conferences.

The Committee has established, following consultation with key stakeholders, a unique and extensive evaluation framework, which will include broad sample surveying and review of the implementation and impact of the "Turning the Tide" program. Consultancies have been sought on key policy reform issues and detailed and independent research work is now underway. The Committee will continue to conduct site visits to local and regional projects and plans a monograph series on relevant drug issues to promote and disseminate factual information at public forums to stimulate and promote informed debate. A newsletter "SNAPSHOTS" has also been developed to disseminate information and to promote information exchange.

The Committee will also continue to monitor and evaluate the two major research projects commissioned by the Government on any linkage between marijuana and schizophrenia and other mental illness and the effects of marijuana use on driving.

The Committee's reference has now been formally extended from 30 June 1999 to allow for a more realistic and longitudinal evaluation of project and program development. A final report complete with recommendations will be tabled on or before the new reporting date of 30 October 1999.

Economic Development Committee:

The Committee's activities during the past twelve months centred on an Inquiry into the Economic Impact of Business Migration on Victoria. The Terms of Reference were issued on 23 September 1997 and the Final Report was tabled on 14 May 1998.

Throughout the latter half of 1997 and early 1998, the Committee collected formal evidence through targeted public hearings and conducted a number of meetings with key people in the migration industry such as agents, ethnic communities and business groups, and other experts in the field. Only a small number of written submissions were received which was perhaps due to the limited scope of the Terms of Reference.

The Committee employed the assistance of a professional market research company to conduct a series of focus groups in Melbourne, Sydney and Brisbane with selected business migrants. These sessions concentrated on settlement decisions and experiences of the migrants and the nature of their business activities.

The Committee travelled to Canberra and Sydney in October 1997 to conduct meetings with relevant organisations, most notably the Department of Immigration and Multicultural Affairs (DIMA). The Committee also travelled to Auckland in December 1997 to compare New Zealand and Australia's Business Migration programs and to learn of the impact of recent changes to New Zealand's selection criteria.

One of the key findings of the Committee's investigations was that business migrants are not specifically attracted to a settlement destination because of business opportunities. The decision of where to settle is predominantly based on the location of family, friends and fellow countrymen. Several of the Committee's recommendations dealt with the need to develop strong links with ethnic communities and to encourage these communities to promote Victoria as a place to live to their fellow countrymen.

Other key issues included recommendations that the State Government seek to maximise opportunities of migration to Victoria from the largest pool possible, including drawing on its successful interstate tourism experience to attract business people from other Australian States as well as New Zealand, improved marketing strategies for Victoria as a settlement destination, greater utilisation of DIMA's State Sponsorship Schemes and the development of closer links with migration agents with the aim of utilising their knowledge and expertise in attracting business migrants to Victoria.

During the year, the Committee held 20 meetings, comprising 6 deliberative meetings and 14 consultative meetings.

On 2 June 1998, the Committee received Terms of Reference from the Minister for Industry, Science and Technology to inquire into the effects of Government-funded national broadcasting on Victoria. It is expected that this Inquiry will attract widespread interest from the public and relevant interest groups, resulting in the Committee receiving a significant number of written submissions and holding numerous public hearings and informal meetings. The Committee is required to report to Parliament by 30 March 1999.

Public Accounts and Estimates Committee:

1997-98 was a year of significant challenge and achievement for the Public Accounts and Estimates Committee.

During the year the Committee continued to focus on improving transparency and accountability in matters relating to the State's financial management. The Committee did this by adopting the following strategies:

- examining significant public sector financial and management issues, particularly reforms connected with accrual accounting and reporting and whole of government reporting;
- promoting reforms necessary to improve accountability;
- producing reports on issues that contribute to public sector reforms.

Significant achievements were:

- most goals in the Committee's corporate plan were met or exceeded;
- four reports containing 109 recommendations were tabled in the Parliament;
- a significant number of the Committee's recommendations were adopted by the Government with:
 - 48 recommendations accepted;
 - 17 recommendations accepted in part;
 - a further 33 recommendations are still under consideration as part of a legislative review;
 - 11 recommendations rejected.
- two further inquiries (Outsourcing of Government Services and Commercial in Confidence and the Public Interest) were completed. These reports will be tabled in the 1998 Spring Sitting;
- four new inquiries were commenced:
 - Information Technology and the Year 2000 Issue - Is the Victorian Public Sector ready?
 - Annual Reporting in the Public Sector;
 - Environmental Accounting and Reporting; and
 - Budget Outcomes for 1997-98 and Estimates of Expenditure for 1998-99;
- three seminars were held for Members of Parliament and their staff on:
 - national competition policy;
 - financial management reform program and the new accrual budget; and
 - the annual financial statement;
- two discussion papers were produced by the Committee:
 - Environmental Accounting and Reporting; and
 - Annual Reporting in the Public Sector;
- the Chairman addressed three overseas delegations and presented papers at three conferences; and

- the Committee gained 'in principle' support from the Victorian Government for the Australasian Council of Public Accounts and Estimates Committees to be represented on the proposed Financial Reporting Council which will be responsible for setting accounting standards for the public and private sectors.

The year was very productive for the Public Accounts and Estimates Committee. In total the Full Committee and its seven sub-committees held 52 meetings, received 350 submissions and took evidence from 183 witnesses.

Two major reports with far-reaching recommendations were tabled.

Report No. 21 on Outstanding Fines and Unexecuted Warrants now forms the basis for a major overhaul of the present on-the-spot fines system in Victoria and the development of omnibus legislation to cover the multitude of pieces of legislation that govern fines.

Report No.23, an examination of the 1997-98 Budget Estimates, is the most comprehensive review of departmental expenditure and performance yet undertaken by the Committee or its predecessors. This report contained significant recommendations relating to the financial reporting process and proposed substantial changes to the structure and content of the State's budget papers.

The Committee also produced an Annual Report (Report No. 22) and a report recommending the Appointment of Auditors to Conduct Financial and Performance Audits of the Victorian Auditor-General's Office (Report No. 24).

The Committee continued the practice of selectively following up issues raised by the Auditor-General. Two new inquiries were initiated as a result of matters raised by the Auditor-General (Y2K and the Level of Preparedness of the Public Sector and Annual Reporting in the Public Sector). In addition, the report on the estimates of expenditure for 1998-99, which will be tabled in the Spring Sitting, will report on the whole of government financial statement, the financial management reform program and the new format of the State's budget papers.

In researching and preparing the issues paper for the Inquiry into Environmental Accounting and Reporting, it became apparent that there is no comprehensive and consistent method of generating, analysing and reporting on the financial implications of environmental management or the environmental implications of financial management in Australia. There is also no standard methodology in relation to environmental accounting and there are difficulties in determining what are environmental costs and how to identify and evaluate liabilities. As environmental accounting and reporting is still at a conceptual stage in Australia, there is a wide range of views on these issues. To assist the Committee to understand the different approaches adopted to address these matters, a sub-committee chaired by Mr Kim Wells and including the Honourables Ron Best, Neil Lucas and Theo Theophanous visited the four countries (United Kingdom, Germany, The Netherlands and Denmark) considered to have the most innovative and relevant systems. The sub-committee met with academics, officials in government departments, parliamentary committees, and leaders from business and interest groups, consultants specialising in environmental accounting and reporting and officials from auditors-general offices. The information gleaned from these briefings was invaluable and will assist the Committee to make informed recommendations when the report is finalised in 1999.

As a result of changes to the Audit Act in December 1997, the Committee now has an enhanced role, on behalf of the Parliament, in the performance audit process. The Committee looks forward to continuing and developing its already close liaison with the Office of the Auditor-General.

The past year has been an active one. The Committee worked on many new areas and issues and made an important contribution to the many financial and management reforms, which are transforming the public sector in Victoria.

Scrutiny of Acts and Regulations Committee:

The Committee continued work in its three main areas of responsibility:

- The scrutiny of all bills introduced into either House of the Parliament (pursuant to section 4D of the **Parliamentary Committees Act 1968**);
- The scrutiny of subordinate legislation (pursuant to section 21 of the **Subordinate Legislation Act 1994**); and
- The ongoing review of redundant, ambiguous or unclear legislation (pursuant to a reference from the Governor in Council)

In November 1997 the Committee received a new reference from the Governor in Council when it was requested to inquire into and report upon the Right to Silence.

During the year the Committee published the following reports:

- Report to the 53rd Parliament – Alert Digests Nos. 1-12 of 1997 (March to December 1997)
- Third Report on Redundant and Unclear Legislation (December 1997)
- Fifth Annual Report of the Committee (April 1998)
- Tenth Report to Parliament on Subordinate Legislation, Annual Report concerning Statutory Rules Series 1997 (May 1998)
- Report on Redundant and Unclear Legislation concerning the Review of the **Carriers and Innkeepers Act 1958** (May 1998)

During the year the Committee also published a discussion paper entitled “The Right to Silence: An Examination of the Issues”, June 1998.

The Chairman of the Subordinate Legislation sub-committee attended a meeting of Chairs of all Australasian Parliamentary Delegated Legislation Committees in Sydney in March.

The Right to Silence sub-committee, comprising four members of the Committee, undertook a study tour of England and Ireland in June. The objective of the tour was to research legal and legislative aspects of the right to silence in these countries as part of the Committee’s inquiry into this subject.

Another four members of the Committee travelled to Canada, France, Belgium and the United Kingdom to meet with counterpart or comparable legislative scrutiny bodies. The objective of this study tour was to provide further awareness of legislation scrutiny processes in other jurisdictions.

Joint Committee Administration Office:

It has been a busy year for the *Joint Committee Administration Office* staff. Many Committee reports were tabled which generated some extremely large document mail outs. Computer databases were in great demand. Organisation and timing were paramount to the success of each task. *Joint Committee Administration Office* staff demonstrated their expertise in a broad range of services.

In the computer area, the *Computer Systems Officer* was kept very busy this year upgrading hardware and software on the network and on individual workstations. As part of the *ParlyNet Project*, the laser link between Parliament House and the Committees was finally installed. The *Computer Systems Officer* liaised with all the relevant parties on this project to ensure its success. This link has now brought both the Parliament and the Committees from a Local Area Network (LAN) onto a Wide Area Network (WAN). The link between the two buildings has been eagerly awaited and all associated are delighted to see it completed as it will greatly assist with the work of the Committees.

In the last twelve months, the photocopiers have been upgraded and a portable public address system has been added to the equipment available to the Committees.

There have been a few changes in staff this year at the *Joint Committee Administration Office*. Following a twelve month secondment to the Papers Office in the Legislative Council, Mr Simon Dinsbergs was appointed to the position of Assistant Executive Officer, *Scrutiny of Acts & Regulations Committee* in September 1997. Ms Lisa Clayworth was appointed to the *Joint Committee Administration Office* in November and on 2 January last Mrs Jennifer Hutchinson retired. Mrs Hutchinson had worked in the *Office* since its creation in May 1993. In April 1998, Ms Kate Brown joined the *Office*.

APPENDIX 1 - LEGISLATIVE ASSEMBLY EXPENDITURE STATEMENT

ITEM	1997-98		1996-97
	Budget \$	Expenditure \$	Expenditure \$
Departmental			
Salaries, Overtime and Allowances	1,564,796	1,495,413	1,581,145
Pay-roll Tax	838,000	566,819	754,990
Employee Superannuation Contributions	172,000	138,601	132,426
WorkCover	60,000	15,870	-
General Expenses	311,200	344,294	179,668
Parliamentary Printing	1,060,000	620,342	692,059
Other Operating Expenses	55,000	4,703	
Total Departmental Operating Expenses	4,060,996	3,186,042	3,340,288
Assembly Members			
*Salaries and Allowances	8,308,004	8,333,400	8,097,525
Parliamentary Super Fund	5,400,270	5,400,270	5,663,602
#Unfunded Superannuation	10,000,000	10,000,000	10,000,000
Total Members Salaries and Superannuation	23,708,274	23,733,670	23,761,127
Total Legislative Assembly Expenditure	27,769,270	26,919,712	27,101,415
Committees - Joint Investigatory			
Drugs and Crime Prevention	481,862	374,381	214,801
Economic Development	252,000	185,856	221,615
Environment & Natural Resources	262,905	193,406	244,799
Family and Community Development	388,840	262,446	260,081
Federal - State Relations	338,833	309,377	247,596
Law Reform	430,232	424,965	415,577
Public Accounts & Estimates	435,402	349,629	248,575
Road Safety	216,079	178,097	259,796
Scrutiny of Acts & Regulations	500,060	351,416	381,916
Central Administration	264,673	244,985	290,207
Rental - Nauru House & 35 Spring Street	329,114	327,550	329,488
Total Committee Expenditure	3,900,000	3,202,108	3,114,451

* Excluding Ministers.

Total provision made for Members of both the Council and the Assembly.

APPENDIX 2 - CASH APPROPRIATIONS AND PAYMENTS

	Appropriations Original \$000	Appropriations Final \$000	Actual Payments \$000
Special Appropriations			
Output group 802	27,051	27,051	25,375
Total	27,051	27,051	25,375
Recurrent Appropriations			
Output group 802	3,659	3,781	2,916
Total	3,659	3,781	2,916
Total Appropriations	30,710	30,832	28,281

Classification	Department		Committees		Total
	Male	Female	Male	Female	
EO-2	1				1
EO-3	1				1
VPS-5	2				2
VPS-4	2	1	3	4	10
VPS-3	2		3	1	6
VPS-2	12	8	1	5	26
VPS-1	5	3			8
Total	25	12	7	10	54

1997/98	1996/97
18	2
10	6
10	1
5	7
	3

APPENDIX 3 - WORKFORCE DATA

Total Staff as at 30 June 1998

	Department	Committees	Total
Full time	35	14	37
Part time	2	3	5
Total staff	37	17	54

Gender and Service Profile

Years of Service	Department		Committees		Total
	Male	Female	Male	Female	
Over 40	1				1
31-40	2				2
26-30	3				3
21-25	2	1			3
16-20	2	3		1	6
11-15	4	3		1	8
6-10	4	3	1		8
1-5	5	1	4	6	16
Less than 1	2	1	2	2	7
Total	25	12	6	10	54

Classification Profile as at 30 June 1998

Classification	Department		Committees		Total
	Male	Female	Male	Female	
EO-2	1				1
EO-3	1				1
VPS-5	2				2
VPS-4	2	1	3	4	10
VPS-3	2		3	1	6
VPS-2	12	8	1	5	26
VPS-1	5	3			8
Total	25	12	7	10	54

Staffing Changes

	1997/98	1996/97
Appointments	18	2
Resignations (including contract expiring)	10	6
Secondments	10	1
Transfers/promotions	5	7
Retirements		3

APPENDIX 4 - STAFF DIRECTORY

Directory of Staff as at 30 June 1998

Clerks Office		Table Office	
Philip Mithen	Clerk	Mark Roberts	Procedure Officer
Ray Purdey	Deputy Clerk	Despina Babbage	Parliamentary Officer (Reader & Research)
Marcus Bromley	Assistant Clerk and Clerk of Committees		Acting Reader
Shanthi Wickramasurya	Secretary to the Clerk	Charlene Kenny	Administrative Officer
		Sorrel D'Silva	
Serjeant-at-Arms Office		Project Office	
Geoffrey Westcott	Serjeant-at-Arms	Neville Holt	Special Projects Officer
Helen Dorian	Personal Assistant		Research Officer
Attendant Staff		Luisa Alampi	
Warren Smith	Principal Attendant	Committee Office	
Mark Smith	Senior Attendant	Drugs and Crime Prevention	
Michael Gigliotti	Post Office Attendant	Robert McDonald	Executive Officer
Baron Campbell-Tenant	Attendant Grade 3	Maria Rowe	Office Manager
Ray Davis	Attendant Grade 3	Maurice Richard	Research Officer
Craig Foster	Premier's Orderly	Sarah Crome	Research Officer
David Lang	Attendant Grade 3	Economic Development	
Richard McCullough	Attendant Grade 3	Richard Willis	Executive Officer
David Robertson	Attendant Grade 3	Anne Morgan	Office manager
Geoffrey Tapper	Attendant Grade 3	Public Accounts and Estimates	
Mark Wicks	Speaker's Orderly	Michelle Cornwell	Executive Officer
Michelle Butler	Attendant Grade 1	Frances Essabar	Office Manager
David Cousins	Attendant Grade 1	Scrutiny of Acts and Regulations	
Jeremy Walsh	Attendant Grade 1	Andrew Homer	Executive Officer
Cleaning Staff		Simon Dinsbergs	Assistant
Frank De Sensi			Executive Officer
Hares Kodiah		Richard Kings	Office Manager
Tony Koukouvinos		Tanya Coleman	Research Officer
Rhonda McMahon		Nardia Krivetz	Research Officer
Herta Zimmerman		Joint Committee Administration	
Papers Office		Office	
Paul Venosta	Clerk of the Papers	Vera Velickovic	Manager
Keith Mills	Assistant Clerk of the Papers	Stephen Robertson	Systems Officer
Michael Coco	Administrative Officer	Kathryn Brown	Administrative Officer
Michelle Gutauskas	Administrative Officer	Laurel Keith	Administrative Officer
Secretarial Services			
Muriel O'Gorman	Supervisor		
Pam Hansson	Administrative Officer		

