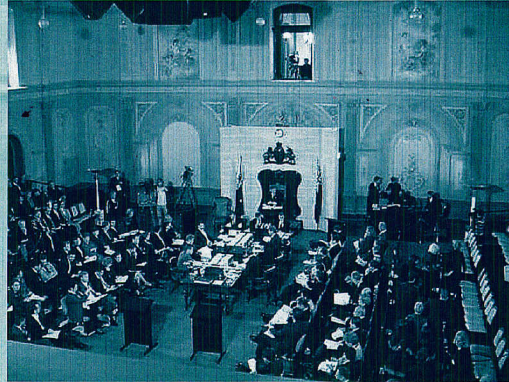
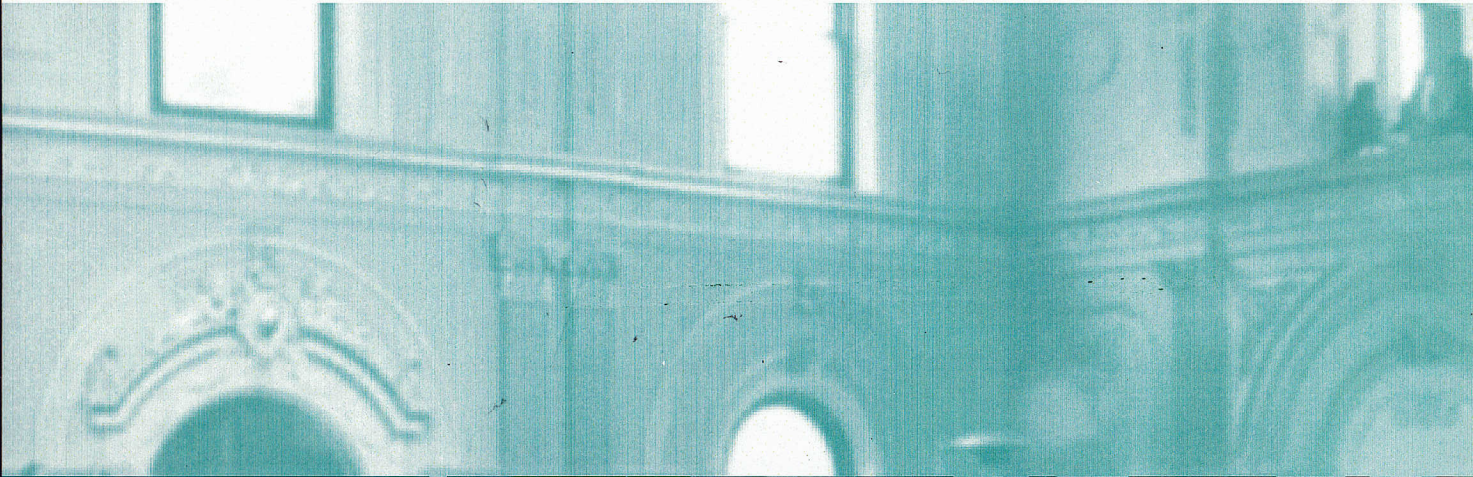




DEPARTMENT OF LEGISLATIVE ASSEMBLY



ANNUAL REPORT 2001-2002

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FRONT COVER:

The historic sitting of the Legislative Assembly at Bendigo Town Hall on 16 August 2001, marking the first occasion that the Legislative Assembly in Victoria held a sitting outside Melbourne.



LEGISLATIVE ASSEMBLY
PARLIAMENT HOUSE
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TELEPHONE: 9651 8911
EXT:

29 October 2002

Hon A Andrianopoulos MP
Speaker of the Legislative Assembly
Parliament of Victoria
Spring Street
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 2001-2002.

Yours sincerely

A handwritten signature in black ink, appearing to read "R W Purdey", written over a horizontal line.

R W Purdey
Clerk of the Legislative Assembly

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MISSION STATEMENT

To provide impartial, progressive, high quality and integrated support services to the Legislative Assembly and its customers.

Mission

- To improve intra and inter-departmental communication
- To continue to seek innovative and better methods of servicing the Parliament, its Members and the people of Victoria
- To identify and implement best practice in the area of record and document management
- To enhance community awareness of the significant role and functions of the Parliament
- To provide innovative and practical technological solutions for the improvement of parliamentary operations and services
- To develop a knowledge management framework
- To attract and retain a highly skilled and motivated team, to recognise the contribution of our employees and to encourage them to develop and perform to their fullest capabilities
- To optimise use of our human, financial and physical resources
- To ensure a consistently high level of customer satisfaction with all services provided by the Department

Goals

MISSION STATEMENT

Mission: To provide superior, progressive, high quality, and innovative services to the Legislative Assembly and its members.

Goals:

- To improve laws and laws-parliamentary communication
- To continue to seek innovative and better methods of servicing the Parliament, members and the people of Victoria
- To identify and implement best practice in the way of record and document management
- To enhance continuing awareness of the significant role and functions of the Parliament
- To provide innovative and practical technological solutions for the improvement of parliamentary operations and services

- To develop a knowledge management framework
- To attract and retain a highly skilled and motivated team to ensure the continuation of our employees and to encourage them to develop and perform to their full capabilities
- To ensure that our teams remain fit and healthy
- To ensure a consistently high level of customer satisfaction with all services provided by the Parliament

CLERK'S OVERVIEW

A number of significant events were held during the 2001-2002 period. In July the Parliament of Victoria conducted a procedural development seminar on behalf of the Australian Society of Clerks at the Table. This seminar was held over three days and involved participants from all parliaments throughout Australia as well as representatives from the New Zealand and United Kingdom parliaments. Legislative Assembly staff undertook much of the planning and arranging of this seminar and I am pleased to report that the feedback from participants was both positive and complimentary.

During 2001, Victoria celebrated its centenary of Statehood. To mark this historic occasion the Legislative Assembly decided to hold a regional sitting in Bendigo. This decision was to result in the House meeting outside the Melbourne CBD for the first time in its history, requiring the Governor to issue a special proclamation to enable the sitting to take place. The historic sitting was held in the Bendigo town hall on Thursday, 16 August 2001. I pay tribute to our Serjeant-at-Arms, Gavin Bourke who was largely responsible for putting into place the arrangements for the Sitting. I also acknowledge the wonderful support and co-operation we received from the City of Greater Bendigo in arranging this event. From the Department's point of view the Sitting was conducted successfully and in a manner befitting the Lower House of the Parliament of Victoria.

The third significant event to occur during the period was the 47th Annual Conference of the Commonwealth Parliamentary Association (CPA). The Australian region of the CPA had been given the honour of hosting this Conference in 2001 to mark the centenary of Australia's federation. An ambitious Conference program was put in place with the theme being "following the federation trail". The Conference opened on Friday, 7 September in Melbourne at the Royal Exhibition Buildings, site of the opening of the first Australian Parliament. Delegates were transported by bus to Albury the next day where they were accommodated overnight and then on to Canberra the following day for the main part of the Conference. The Parliament of Victoria provided substantial support to the operation of this Conference in both Melbourne and Canberra.

Staff developed motions and prepared the Chamber for a number of unusual matters that were dealt with by the House during the course of the year. The Mayor of the City of the Greater City of Bendigo, Councillor Barry Ackerman, was invited to address the House at the Bendigo regional sitting in August 2001. Members of the Legislative Council were invited to attend the Assembly Chamber in March 2002 to hear an address from Mr Steve

CLERK'S OVERVIEW

Vizard and other experts on the National Population Summit. The President of Greece, His Excellency Constantinos Stephanopoulos accepted an invitation to address members from both Houses in Assembly Chamber on 5 June 2002. The House also agreed to motions of condolence for the death of Her Majesty Queen Elizabeth the Queen Mother, and the victims of the September 11 terrorist attacks in the United States of America.

Following the terrorist attacks on the United States of America, security measures were upgraded around the parliamentary precincts to provide increased protection for members and staff. A consultant has also been commissioned to completely review the security measures at Parliament House. The results of that review are expected shortly and any recommendations addressed in the forthcoming period.

During the year work was undertaken to develop a specific web site for the Department. This new web site provides members and the public with improved accessibility to information maintained by the Department. In addition the Department's fact sheets located on the web site have been modified to ensure the electronic version is easier to read and use.

Considerable time has also been spent during the year reviewing the style and format of some of the House documents. Subtle changes have been made to the style of the Notice and Questions Papers to make them easier to read. Members access to information in the *Rulings from the Chair* has been improved with the reformatting and reorganisation of data in that document. Further work will continue in this area to improve the style and format of other documents maintained by the Department.

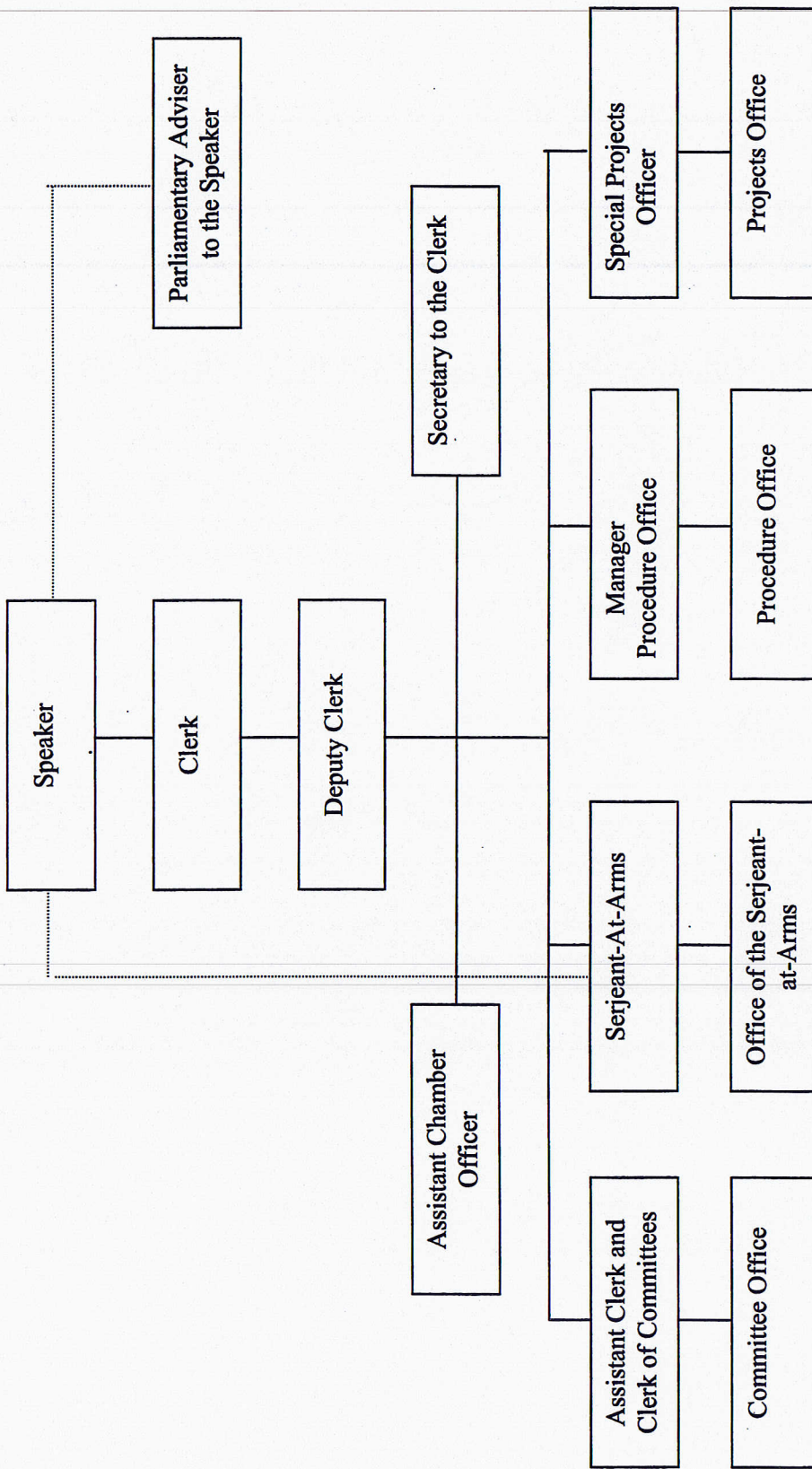
The Parliament's Corporate Plan was reviewed and rewritten during the year. This gave the Department the opportunity to review and restructure the format of its Business Plan. The department engaged a consultant to assist with this project resulting in the publication of a new look Business Plan for the 2002-2003 period.

In addition to the Annual CPA Conference, an extensive range of support was provided to members of the Victoria branch throughout the year. Twenty-two members were assisted with arrangements in undertaking study tours, attending conferences and seminars or visiting other CPA branches both interstate and overseas. Arrangements were made for the issue of twenty-seven official passports and the Branch also hosted visits from eleven delegations. I am indebted to my Secretary, Shanthi Wickramasurya for her tireless work in dealing with the myriad of CPA matters that came across my desk.

Once again I would like to thank all staff for their efforts and assistance during the year.

Ray Purdey
Clerk of the Legislative Assembly

ORGANISATION CHART



The Clerk's Office is responsible for the management and proper running of the Department. It provides policy, procedural and corporate management advice to the Speaker and advises Ministers and Members on matters relating to the operation of the Legislative Assembly and its committees.

The Office also records the decisions and proceedings of the Legislative Assembly and ensures that passage of legislation is in accordance with legislative and procedural requirements.

In addition the responsibilities of the Clerk of the Parliaments fall within this Office. These responsibilities include — presentation of bills to the Governor for royal Assent, secretarial and administrative support to the Commonwealth Parliamentary Association, and the chairing of Department Head management meetings.

The Procedure Office provides administrative and research support to the Chamber and senior officers within the Department and is the principal office responsible for answering general inquiries from the Department's customers. It is the access and distribution point for Assembly documents, bills and reports tabled, and is also responsible for the production and printing of House documents.

The Parliament of Victoria operates a very sophisticated committee system with eight committees inquiring into and reporting to the Parliament on areas of law reform, road safety, drug and crime prevention, public accounts, economic development, family and community development, scrutiny of legislation, and environmental and resource issues.

The committees are established under the *Parliamentary Committees Act 1968* with each committee consisting of Members of Parliament supported by research and administration staff. The committees are supported by the Joint Committee Administration Office that provides all corporate services including accommodation, IT, reception and support staff.

The Department administers four of the eight Parliamentary committees and also shares responsibility for the Joint Committee Administration Office with the Legislative Council.

BRANCH ROLES

Office of the Clerk

Procedure Office

Committee Office

BRANCH ROLES

Project Office

Office of the Serjeant- at-Arms

The role of the Project Office is to:

- embody the authorities, practice and procedure of the Legislative Assembly of Victoria in an efficient and accessible way
- 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.

The Serjeant-at-Arms is the Speaker's Executive Officer with the primary role to execute the orders of the Speaker and the House.

The position has several additional responsibilities:

- The provision of policy advice to all Members
- Arrangement and co-ordination of ceremonial functions
- Chamber duties when the Parliament is sitting
- Responsibility for Members' accommodation and travel requirements
- Supervision of the Assembly attendants and cleaning staff
- Admittance and control of the public and media to the Parliament, the guided tours program and works and services within the Assembly precincts.

An additional Parliamentary responsibility in conjunction with the Usher of the Black Rod is security. Together they have joint 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.

Promote effective communication and consultation amongst all levels of employees

The LA Times, the department's newsletter is published fortnightly and it remains an excellent means to ensure that all staff are aware of key events and issues happening throughout the building as well as within the department.

De-briefing sessions are now an integral part of the department's operations, especially when major events occur in the building and in which staff have been actively involved. These are especially important for the Attendant staff and these sessions are conducted under the auspices of the Serjeant-at-Arms.

In addition the Clerk has continued to have de-briefing sessions at the end of each sitting week, whereby many staff have the opportunity to learn about the action and procedures that took place in the Chamber on particular issues. The sittings that occurred in 2001-2002 produced many unusual motions and procedures, some of which had not occurred for an extremely long time. Consequently, staff responded in a positive manner to learning more about these events. These debriefing sessions also give everyone attending the opportunity to raise issues of their own and the sessions are looked forward to by staff to improve their procedural knowledge for the future.

Encourage all Department staff to effectively use technology

The department has continued to provide training to staff in the use of a range of technology in order that they are able to perform their respective tasks in the most efficient manner. Staff are encouraged to identify appropriate training requirements to their managers and steps are then put in place for that training to be undertaken.

All staff have welcomed the launch and regular updating of the Training and Development Learning Resource on the Parliament's Intranet. In addition, the availability through this site of a vast number of e-Learning courses has been invaluable from a training point of view. Staff will also appreciate gaining access to the new online learning facility which will open in early 2002-03 as part of the Parliament's training complex at 157 Spring Street.

Optimise the interaction and sharing of information between Departments

The functionality directory for all positions in the department is now almost finalised and will be published shortly. This directory will be of great assistance to all, but especially new Members with an election most likely to occur in 2002-03.

COMMUNICATION

To improve intra and inter-departmental communication

CONTINUOUS IMPROVEMENT

To continue to seek innovative and better methods of servicing the Parliament, its Members and the people of Victoria

The Legislative Assembly's business planning processes were evaluated this year in an attempt to enhance the operations of the department. This occurred in conjunction with the formulation of a 'Corporate Plan' encompassing the five parliamentary departments.

The Corporate Plan was an initiative of the Department Heads, stating a collective commitment to monitoring and improving the performance of the Parliament of Victoria as a whole. It was envisaged that the Business Plan would 'cascade' from the Corporate Plan and that, in turn, would form the basis of the personal development plans for Assembly staff.

The resulting Business Plan was more 'corporate' in its approach this year, introducing an 'Action Plan' identifying objectives listed under key headings, each objective stating a number of activities to be achieved within a specified timeframe. Objectives were assigned to an appropriate manager and the measure of success clearly stated so as to monitor the achievement of a particular Business Plan goal. Personal development plans were structured around the activities specified under each Business Plan objective as applicable to Legislative Assembly staff.

Parliament of Victoria Client Survey

In March 2002, the Victorian Parliament commissioned Roy Morgan Research to conduct a web-based survey of the satisfaction of Members, Electorate Officers and Parliamentary Officers with the quality of services provided by the Parliament. This survey will be repeated annually, so that the compiled data will constitute a baseline against which comparisons can be made in the future.

In relation to the Legislative Assembly, the survey aims to measure satisfaction with the services provided by staff such as quality and reliability of information and advice, also tools such as the Legislative Assembly website, fact sheets and the annual report.

On 14 June 2002, all Members, Electorate Officers and Parliamentary Officers were sent an email inviting them to complete the web-based survey. The survey is to remain online until 12 July 2002 and the results will be published and distributed to Members and staff early next year.

This year has seen the first improvements made to the storage arrangements in the Clerk of the Parliaments safe for some considerable time. Inaccessible shelving has been replaced with a compactus, making retrieval of documents safer and easier.

Discussions have also taken place with archivists from the Public Record Office who have now agreed to accept the transfer of some original Acts and certified copies of bills. These will still be under the control of the Clerk of the Parliaments but, as significant legacy documents, will be stored in hermetically controlled conditions that are not available at Parliament House.

Towards the end of the year the Public Record Office was also able to provide assistance with the planning of the archiving of old select committee records. It is hoped that the archiving can progress during the forthcoming year.

Procedures are now in place for the systematic archiving of Committee records. As inquiries are completed, a contract archivist prepares all records for archiving and they are transferred to the Public Record Office periodically.

Further work has been carried out in reorganising the Department's administrative and procedural files, with a view in the future of setting up a formal records management strategy. A substantial number of files have now been recorded in a document management system using TRIM and relevant staff have attended training courses.

Work has continued throughout the year in updating and reformatting the Clerk's readers. Given the disagreements between the Houses over some bills, various readers have been brought into play which have not been used for a considerable period. With the benefit of the practical experience of their use, these have been reformatted and made more user-friendly.

Some examination of the style of the Notice Paper and Question Paper has taken place. Whilst consideration of a number of changes has been deferred until the end of the present Parliament, some alterations were made to the Question Paper. Those changes followed the preparation of an additional chapter to the Style Guide dealing with the editing of Questions on Notice.

As part of that process, a new approach to formatting was made, including the classification and titling of questions by subject matter. Feedback on the changes has been positive and it is now easier to trace questions by topic. Should a questions database be developed in the future, this enhancement will assist with the logical organisation of the data.

DOCUMENT MANAGEMENT

To identify and implement best practice in the area of record and document management

EDUCATION AND COMMUNITY RELATIONS

*To identify and implement
best practice in the area
of record and document
management*

*To enhance community
awareness of the
significant role and
functions of the
Parliament*

Students' Parliament

The Students' Parliament was held on Tuesday 4 September and Thursday 6 September 2001 in the Legislative Assembly and Legislative Council Chambers. Students from years seven to nine participated in a lively debate, with each team comprising four student representatives from various schools.

Once again this year, Members of Parliament acted as Speaker or President, and Assembly staff acted as the Chamber Officers, while a student was selected to act as the Serjeant-at-Arms, carrying a replica of the mace. Debate was recorded by Hansard staff, and the event coordinated by the Education Officer.

Australian YMCA Youth Parliament

In conjunction with the Centenary of Federation celebrations, an Australian YMCA Youth Parliament was held in the Legislative Assembly (House of Representatives) and Legislative Council (Senate) Chambers on Tuesday 10 July and Thursday 12 July 2001. In the Assembly Chamber, State representatives from Western Australia, Northern Territory, Tasmania, Queensland and an Australian Collective participated in debate on a range of bills including Youth Voting Rights and the Abolition of Uranium Mining and Exports. The Serjeant-at-Arms Office produced the 77 page House of Representatives handbook. Assembly and Council staff acting as table officers were invited to attend the reception hosted by Governor John Landy at Government House.

Victorian YMCA Youth Parliament

The Victorian YMCA Youth Parliament was held on Tuesday 2 and Wednesday 4 October 2001. As in previous years, the opening ceremony was conducted in the Legislative Council Chamber with addresses from The Honourable Justin Madden MLC, Minister for Sport and Recreation and Minister for Youth Affairs, and the Hon Denis Naphine MP, Leader of the Opposition. Youth Governor, Mr Haydyn Mertens, officially opened the Youth Parliament to rapturous applause from the youth representatives.

Students from around Victoria debated a range of bills dealing with issues such as the compulsory DNA testing of criminals and heroin safe injecting rooms. The debate was of a high standard, and it was evident that much preparation had been undertaken by the teams prior to the sitting. The debate adhered to parliamentary procedure and was presided over by Assembly MPs acting as Speaker.

The event was arranged by the Serjeant-at-Arms and the Usher of the Black Rod, and the Assembly and Council YMCA handbooks were produced by the Serjeant-at-Arms Office. Assembly staff members acted as Clerks and assisted the Serjeant with various table duties.

Royal Melbourne Show

The Royal Melbourne Show was held between 20 and 30 September 2001. Legislative Assembly staff assisted in staffing the Parliament of Victoria's stand in the Government Pavilion. This year's theme was 'Centenary of Federation' with an emphasis on Victoria's role as the home of the first Commonwealth Parliament. Visitors to the stand were treated to a ventriloquist act and booklets entitled 'From Barton to Bruce, the Melbourne Prime Ministers – 1901-1927' were free to interested readers. A 5-minute video on Australian Federation was continually run and a competition was held to win a mini sound system, contestants being required to answer two questions about Victoria's role in Australia's Federation.

Guided Tours

A substantial number of organised groups visited Parliament house for tours again this year. Parliamentary Attendants guided 34,573 visitors around the two Chambers, Queen's Hall and Library areas, indicating a healthy interest in the Parliament of Victoria from schools, university groups, and social/community groups such as Probus.

Official Visit from His Excellency Mr Constantinos Stephanopoulos, President of the Hellenic Republic

The Legislative Assembly welcomed the Greek President, to Parliament House on 5 June 2002. The visit was the culmination of many months of preparation by the Serjeant-at-Arms in consultation with the Protocol and Special Events Branch of the Department of Premier and Cabinet and other Assembly staff members. The visit marked the first occasion of the Greek Head of State attending Parliament House. It was especially fitting, given that our Speaker, the Honourable Alex Andrianopoulos, is the first Greek-born Speaker of the Legislative Assembly. Former member for Richmond, Dimitrios Dollis, now Secretary General of Greeks Abroad, accompanied the President when he visited the Parliament.

A State Reception was held in Queen's Hall to mark the occasion of the visit. Following his departure, the President remarked that visiting the Parliament of Victoria was one of the highlights of his trip to Australia.

The Speaker met with 16 Ambassadors and High Commissioners this year, from countries such as Portugal, Korea and Finland. The Presiding Officers received approximately 25 other visiting dignitaries, VIPs and delegations marking a busy year for the Office of the Speaker.

EDUCATION AND COMMUNITY RELATIONS

*To identify and implement
best practice in the area of
record and document
management*

*To enhance community
awareness of the
significant role and
functions of the
Parliament*

EDUCATION AND COMMUNITY RELATIONS

To enhance community awareness of the significant role and functions of the Parliament

Message of condolence following the 11 September 2001 terrorist attacks

On Tuesday 18 September 2001, a resolution was passed by the Legislative Assembly expressing 'our deepest and sincere condolences to the President and the people of the United States of America at this time of great suffering caused by appalling acts of terrorism. In recording these sentiments we express the unanimous feeling of the people of the state of Victoria who are shocked and outraged by such senseless acts of violence.'

An address to the Governor of Victoria was then agreed to, requesting that he communicate the above resolution to the Governor General of Australia for transmission to the President of the United States of America.

Filming in the Parliamentary Precincts

A number of film and television shows were filmed in and around Parliament House this year. This involved the Serjeant-at-Arms office in a great deal of additional work, overseeing the activities of the various production companies and liaising with other Parliamentary departments to coordinate the film projects. Two Australian productions, 'Crackerjack' and 'Bad Eggs' utilised indoor and outdoor area of Parliament House for various scenes.

'Postcards', the popular half-hour program screening on Channel 9 every Saturday night featured Spring Street landmarks in one of its episodes, which of course included Parliament House. Host 'Coxy' and his small crew of one camera man and Producer, filmed various scenes for the program, including an extended period on tour with Parliamentary Attendant Ray Davis. The episode screened in May 2002 and was an excellent showcase for Parliament.

During the financial year the Department participated in the Parliament's strategic IT review undertaken by consultants, PriceWaterhouseCoopers. Key members of staff were interviewed and participated in workshops to identify the critical areas required in IT reform for the Department specifically and the Parliament generally.

PriceWaterhouseCoopers formed the basis of a submission to the Department of Treasury and Finance for funding for a major overhaul of the Parliament's IT system. Funding for the first phase of this project has been approved and upgrading the of Parliament's computer network will commence next financial year.

As part of the Department's business plan several projects were commenced during the period.

The development of linked databases for rulings and other procedural records commenced with planning meetings with the IT Unit. This will proceed in the next financial year with the designing and development of these databases.

In conjunction with the Library and the Joint Services Department a central members list database was commenced. At present within the Parliament there are several such databases maintained by different Parliamentary departments and none are effectively linked. By developing a common database, changes to members' details need only be entered once and these changes will flow through all such records.

Work continued during the year on the development of an electronic tour booking system. Final testing is currently taking place and it is expected that the system will be operational early in the next financial year

Further development of the Legislative Assembly website took place this year. Many additional fact sheets were published online, bringing the total to 25. In addition, the creation of an online questionnaire on Fact Sheets, enabling users to give feedback to the department. On the Parliament of Victoria Homepage, a clear link to the Legislative Assembly site has been included. Standing and Sessional Orders were made available online for the first time.

INFORMATION TECHNOLOGY

To provide innovative and practical technological solutions for the improvement of parliamentary operations and services

KNOWLEDGE MANAGEMENT

*To develop a knowledge
management framework*

A considerable amount of work has been carried out in writing, researching and editing new chapters of the Legislative Assembly Practice Manual. A further four chapters were drafted during the year, outlines for most of the remaining chapters have been completed and detailed research has been commenced for a number of further chapters. Increasingly over this Parliament the Manual has been used as a resource tool, enabling prompt advice on a number of issues which would otherwise have involved detailed research.

Apart from the ongoing program of writing new chapters, it is also essential that existing chapters are reviewed regularly and updated. A formal updating system has now been put into place that takes into account any amendments that may occur, from new procedural precedents to legislative changes. As the Manual is in looseleaf format, it enables relevant portions to be reissued on a biannual basis.

Working in conjunction with the Legislative Council on the ParlyMate project, the majority of glossary terms relevant to the two Houses have now been drafted, including links to all relevant electronic resources. ParlyMate will operate through a database, acting as a guide to services and procedures across parliament. In addition to giving details of a particular service or procedure, it will also give electronic links to further information and provide contact details of relevant members of staff. Terms have already been prepared by the Library and Hansard. ParlyMate will provide intranet access to a wide range of information on services and procedures across all departments. Glossary entries will provide links to a variety of electronic resources, ensuring easy retrieval of information.

Planning is also underway to enhance the procedural information available by putting the *Rulings from the Chair* into a database. Discussions with the IT Unit are at an early stage but full scoping is planned for the forthcoming year. Apart from allowing search functions, the information available would be enhanced by linking relevant Standing and Sessional Orders. Work has already commenced in identifying appropriate links.

Through the implementation of the 2001-2002 Business Plan's objectives, the Department has been able to achieve significant improvements and benefits with regard to 'Our People'.

The Human Resources Unit of the Joint Services Department has updated the Staff Orientation Handbook. The updating of this handbook means that staff, upon commencing duties with the Legislative Assembly, now have an excellent resource available to them to assist with their understanding of the often unique procedures and operations pertaining to the Parliament.

During the year a review of attendant's duties was commenced by the Serjeant-at-Arms' office, with input from the Manager, Training and Development. A working party was set up to look at the attendant's duties and responsibilities. Based on that, work is continuing on the review of duties.

Earlier the year, the Speaker's Orderly visited Parliament House in Canberra to undertake an introduction into parliamentary procedure course. It is hoped that the knowledge gained from the course will be implemented in a similar course for staff within the Department. A new booking system for school tours was introduced, as well as a roster program for attendant staff being implemented to try and reduce the impact of late night sittings.

The Department sees the development of a recruitment retention strategy as an important part of its ongoing operations. In the past year, work has been completed on a draft recruitment and selection manual, based on a model prepared by the Joint Services Department. It has been modified in line with Departmental requirements and includes relevant procedures for Committee staff recruitment and retention.

In order to further enhance the skills of the Department's staff, job rotation has continued to be undertaken with the Senior Parliamentary Officer and the Assistant Chamber Officer exchanging positions in February for a 12 month period. The Attendant staff have also been involved in extensive job rotation throughout the year. Senior staff from the Department also attended the Australia and New Zealand Association of Clerks-at-the-Table (ANZACCAT) procedural development seminar in Canberra in January.

OUR PEOPLE

To attract and retain a highly skilled and motivated team, to recognise the contribution of our employees and to encourage them to develop and perform to their fullest capabilities

OUR PEOPLE

To attract and retain a highly skilled and motivated team, to recognise the contribution of our employees and to encourage them to develop and perform to their fullest capabilities

The Department has continued to participate in the Graduate Recruitment Scheme with the Department hosting two new graduates who have provided administrative and procedural support to the Department.

Throughout the year, the Legislative Assembly hosted a number of Year 10 students for work experience. These individually devised programs provided an excellent opportunity to put students' theory learning into practice, as well as providing students interested in the parliamentary environment with a unique opportunity to see how the Legislative Assembly operates and to see whether or not they wish to pursue a Parliamentary career. Each program aimed to give the participating student exposure to a wide range of activities and locations. Additionally, these work experience programs have served to increase community awareness of the Department's activities and the various ways it serves the Parliament.

Enhance the Protection and Maintenance of the Buildings and Precincts

The consequences of the US terrorism experience, the hostile and fatal intrusion into an Indian State Parliament and the fatal shootings at the Swedish Parliament in 2001, have impacted greatly on the Parliament's attitude to security. The protection of building and personnel has been identified as paramount and a Parliamentary Security Review was started in November 2001. Notwithstanding this review, the use of a Private security firm to enhance security options within the Parliamentary main building has also changed the 'public face' of the Parliament. It can be expected that in the long term the Parliament will find answers to most of the security concerns. However, whilst the Parliament undergoes this process, several minor changes have been instigated in order to immediately improve procedures for the short-term or until such time as the Security Review has been fully investigated and recommendations adopted.

Fire Protection Strategy

The Parliament has again maintained its excellent fire prevention rating, a GOLD rating from the VMIA.

The implementation of components of the Smoke Compartmentation Project through ongoing projects has assisted in maintaining this rating. The full Smoke Compartmentation Project is not expected to be finalised until the completion of the airconditioning project and implementation of the relevant components of the 2002 Security Review.

Whilst small components of the overall project have been implemented within other projects, complete sign off is most likely to occur in 2003.

Education Strategy

The impact of the US terrorism experience highlighted the need to maintain modern emergency procedures. Consequently training continued for all emergency staff and the parallel project of standardising the Emergency Procedures Manual was completed. Another parallel project also started in an effort to standardise and align Parliamentary plans, procedures and operational practices to those of the Emergency Services within the State. This secondary project, complementing the recent Emergency Procedures Manual, is partially complete. When finished, the project will ensure that the Parliament's procedures are compatible with State Emergency practices.

Crowd Control Measures in the Vestibule

All attendant staff undertook training on 'Dealing with difficult people', to assist them in crowd and individual personnel control within the Vestibule. The training was deemed very successful and has assisted several attendants.

RESOURCE AND FINANCIAL MANAGEMENT

*To optimise use of our
human, financial and
physical resources*

RESOURCE AND FINANCIAL MANAGEMENT

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human, financial and
physical resources*

In addition, the implementation of Chubb security personnel has decreased the majority of overt hostility incidents previously experienced in the Vestibule. The continued presence of the Chubb personnel is to be determined by the outcome of the Security Review.

Non-Emergency PSO Response

In response to staff concerns, a system of alerting the PSO for non-emergency assistance has been implemented. Options were considered by the security committee and procedures have been accepted, trialed and have been an operational success.

Garden Security Measures

After much delay the northern perimeter fence plans were approved and work is scheduled to commence in August 2002.

Clearance of shrubs and undergrowth by the MCC and our own Gardens manager has continued to decrease the number of intrusions into the Parliamentary precinct. The occurrence of syringes and other associated items has decreased significantly over the past 12 months. The new perimeter fence will provide the final touch to the project.

Duress Alarms

A routine check procedure of all Parliamentary alarms has been implemented. The procedures have not only checked the viability of alarms but have also been very useful in educating staff on all aspects of personal security and maintenance of emergency equipment.

Keys and Locks

A new key and lock system was approved for implementation across the Parliament in 2001. This project commenced with the re-keying of both the Annex and 157 Spring St and will continue into the latter part of 2002. The project is expected to be completed by December 2002.

Centralised Stationary Ordering System

The program initiated in 2000 has worked well and the Principal Attendant continues to provide a cost effective and efficient service for the Department.

A minor project was also started to provide the Department with better storage facilities to assist in the maintenance, distribution and storage of such items. Planning has been done and refitting of selected areas will commence in late 2002.

OH&S Audit.

WorkCover undertook an audit of manual handling and work practices in 2002. The Parliament is now responding to directions and suggestions from that report. It is expected that full compliance will be achieved in 2003 and that new equipment, practices and procedures will form part of a staff culture in a relatively short time frame. Staff education programs have been used to generate this awareness.

Cleaning – Training and use of chemicals

Staff were found to be fully compliant in the use of chemicals used for cleaning. What was not to the staff benefit was a practical work environment for cleaning preparation. As such, the cleaning store and preparation area is to undergo a major refit. This new refit will be completed by December 2002 and includes an efficient storage system, safety emergency wash facilities, air extraction and an ergonomic water trough for loading and preparing for daily duties.

Implement risk minimisation strategies

Risk minimisation was seen as a major contributor to providing a safe work environment for the Parliament. The OH&S committee departmental staff undertook formal training in OH&S responsibilities and awareness as the first step towards a functional Parliamentary OH&S program.

The Victorian Employer's Chamber of Commerce and Industry conducted the training. Additional training was also provided to management and staff to provide a holistic approach to OH&S. As a result of this approach, the implementation and follow-up of the WorkCover audit undertaken in 2002 has been very successful in rectifying potential OH&S issues. It is expected that the implementation of all audit recommendations will be completed by December 2002.

RESOURCE AND FINANCIAL MANAGEMENT

*To optimise use of our
human, financial and
physical resources*

SERVICE

To ensure a consistently high level of customer satisfaction with all services provided by the Department

Plan, prepare and put in place arrangements for the statehood sitting at Bendigo on 16 August 2001

As part of the Centenary of Statehood celebrations the House agreed to meet at Bendigo on 16th August 2001. The venue chosen was the historic Town Hall, which was built in the 1800s and had undergone a major heritage refurbishment in time for this special sitting.

Although the Parliament of Victoria had met at the Royal Exhibition Buildings from 1901 to 1926, this was the first time the Legislative Assembly actually met outside Melbourne. It was also the first time that any State Parliament within Australia had met outside their State capital.

The Town Hall was transformed into a parliamentary chamber and replicated as close as possible the layout of the Assembly Chamber including public viewing galleries. To cater for additional public viewing the proceedings were also televised on a large outdoor screen and in a nearby theatre.

The sitting was a normal day's sitting for the House involving question time, papers, Members statements, debate on a bill and the adjournment debate. Preceding the day's sitting there was an opening ceremony involving the local Aboriginal and Chinese communities and then an address from the Mayor of Bendigo.

The sitting was very well received and attended by the local community and generated considerable media interest. Also attending were senior staff from other State Parliaments who have since used the information gained to plan for similar regional sittings of their respective State Parliaments.

Design a system to obtain customer feedback throughout the department

This concept developed at the direction of the Presiding Officers into a whole of Parliament survey. The Roy Morgan Research Group was engaged to assist in the design of the questionnaire, its electronic distribution and in the collating of all responses. The survey was distributed in June to all members and staff and collated results will be analysed and evaluated in the next financial year. It is anticipated that this survey will be conducted annually.

Plan, prepare and implement the program for the 47th Commonwealth Parliamentary Conference

As also mentioned in the previous annual report that as part of the Centenary of Federation celebrations, Australia was selected to host the 47th International Commonwealth Parliamentary Conference held in September 2001.

Whilst the actual conference was held in Canberra, delegates visited Victoria for pre-conference tours and attended the official opening at the Royal Exhibition Buildings. The conference was well attended with some 700 delegates from over 30 countries.

A large number of staff were required to assist in many aspects of the Conference including a number who were appointed as liaison officers for different delegations. These liaison officers linked with these delegations in Melbourne and then accompanied them to Canberra for the Conference.

The pre-conference tours, the opening and the conference were judged as highly successful and this occurred because of the enormous amount of planning and coordination that was undertaken.

*Australian and New Zealand Society of Clerks
Professional Development Seminar*

In July 2001 the Parliament hosted the Society of Clerks annual professional development seminar. The theme of the seminar was 'Taking Parliament to the People' and there was a large range of plenary and workshop sessions for delegates. A feature of one of the plenary sessions was an expert panel comprising Sir Rupert Hamer, Lindsay Thompson and John Cain. Over 40 delegates attended from each of the Australian Parliaments as well as from the New Zealand and the United Kingdom Parliaments.

SERVICE

*To ensure a consistently
high level of customer
satisfaction with all
services provided by the
Department*

SERVICE

To ensure a consistently high level of customer satisfaction with all services provided by the Department

A large number of staff were required to assist in many aspects of the Conference including a number who were engaged as liaison officers for different delegations. These liaison officers liaised with their delegations in Melbourne and then transferred them to Canberra for the Conference.

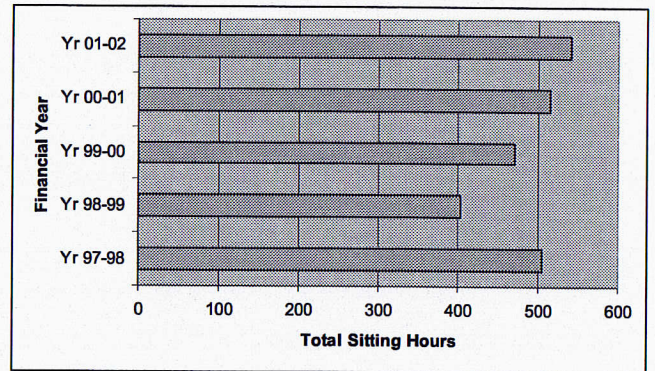
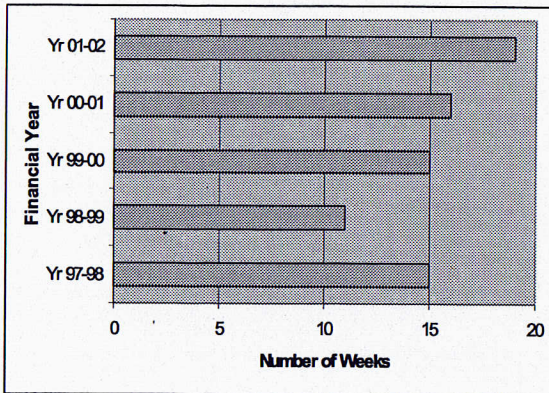
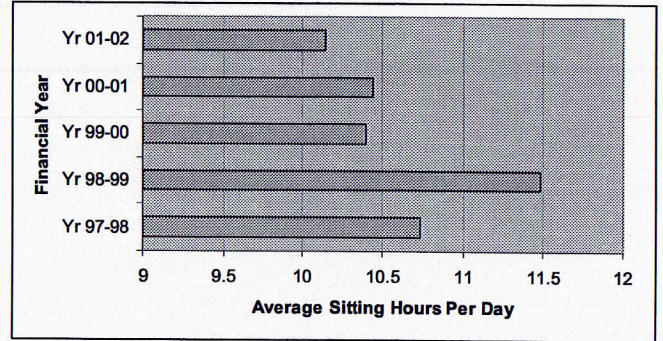
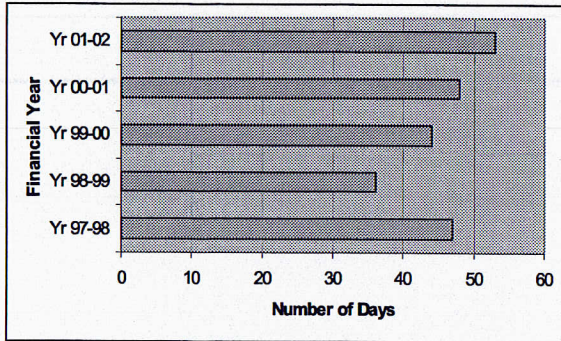
The pre-conference work, the offering and the conference were judged to highly successful and this occurred because of the enormous amount of planning and coordination that was undertaken.

International and New Zealand Society of Chiefs Professional Development Seminar

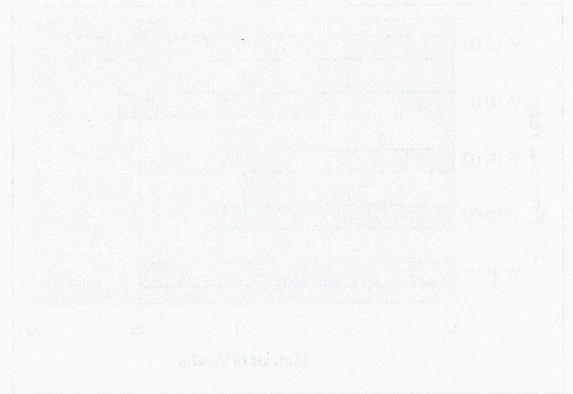
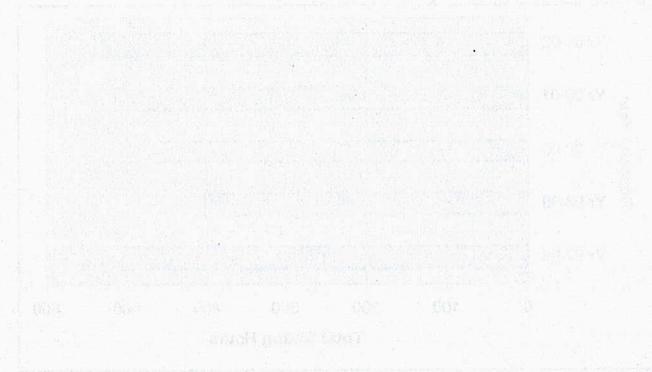
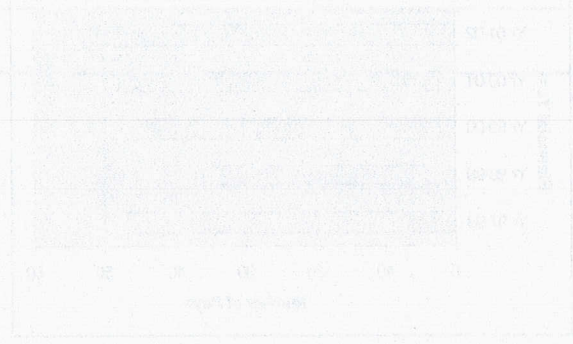
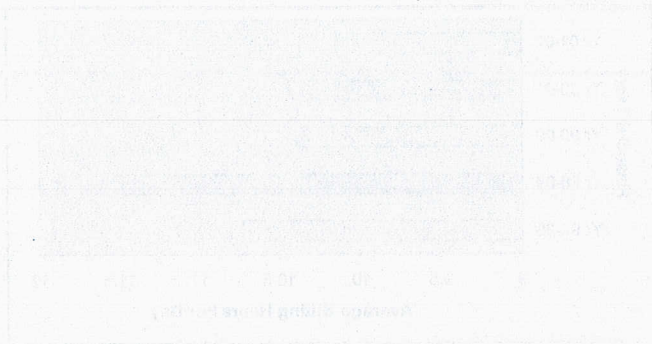
In July 2001 the Parliament hosted the Society of Chiefs annual professional development seminar. The theme of the seminar was 'Taking Parliament to the People' and there was a large range of theory and workshop sessions for delegates. A focus of one of the theory sessions was an expert panel comprising Sir Robert Heffernan, Lordkipanidze and John Cain. Over 50 delegates attended from each of the Australian Parliaments as well as from the New Zealand and the United Kingdom Parliaments.

APPENDIX ONE

Comparison of Legislative Assembly Sitting Statistics



Comparison of Legislative Assembly Sitting Statistics



APPENDIX TWO

Parliamentary Committee Statistics 2001-2002 for Legislative Assembly administered Committees

Meetings and Reports

Committee	Full Committee Meeting	Sub-Committee Meeting	Public Hearings	Inspections	Reports Tabled
Drugs and Crime Prevention	25	0	9	20	4
Family and Community Development	23	0	1	0	2
Public Accounts and Estimates	19	35	30	0	8
Scrutiny of Acts and Regulations	15	29	4	3	23

APPENDIX THREE

Legislative Assembly Expenditure Statement

ITEM	2001-2002		2000-2001
	Budget \$	Expenditure \$	Expenditure \$
Departmental			
Salaries, Overtime and Allowances	1,758,000	1,579,582	1,631,595
Pay-roll Tax	818,000	912,954	857,042
Employer Superannuation Contributions	170,000	153,779	160,379
Long Service Leave	34,000	91,318	(1,113)
WorkCover	105,000	129,574	62,090
General Expenses	553,000	529,821	400,170
Parliamentary Printing	629,000	721,571	636,846
Other Operating Expenses	195,000	109,852	5,000
Total Departmental Operating Expenses	4,262,000	4,228,451	3,752,009
Assembly Members			
*Salaries and Allowances	8,878,000	7,620,192	7,288,212
Members Travel and Subsistence	2,765,000	2,445,464	2,064,768
Parliamentary Super Fund	4,000,000	4,000,000	4,000,000
Total Members Salaries and Superannuation	15,644,000	14,065,656	13,352,980
Total Legislative Assembly Expenditure	19,906,000	18,294,107	17,104,989

* *Excluding Ministers.*

APPENDIX THREE (CONT)

Joint Investigatory Committees expenditure statement

Committee	2000-2001	2001-2002	2001-2002
	Actual	Budget	Actual
	\$	\$	\$
Drugs and Crime Prevention	323,346	411,740	435,410
Economic Development	342,102	378,997	271,796
Environment and Natural Resources	369,537	399,254	323,756
Family and Community Development	197,929	195,484	193,744
Law Reform	309,334	308,786	308,024
Public Accounts and Estimates	609,000	662,265	637,580
Road Safety	215,456	364,271	364,624
Scrutiny of Acts and Regulations	497,793	520,110	485,453
Joint Committee Administration Office	641,723	649,093	636,636
Total Committee Expenditure	3,506,220	3,890,000	3,657,023

Notes:

1. Committees administered by the Legislative Assembly –

Drugs and Crime Prevention
 Family and Community Development
 Public Accounts and Estimates
 Scrutiny of Acts and Regulations

2. Committees administered by the Legislative Council –

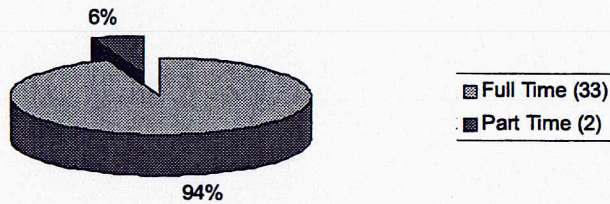
Economic Development
 Environment and Natural Resources
 Law Reform
 Road Safety

Both House Departments jointly administer the Joint Committee Administration Office. Its budget includes the rental payments for the Committee Offices at 35 Spring Street Melbourne.

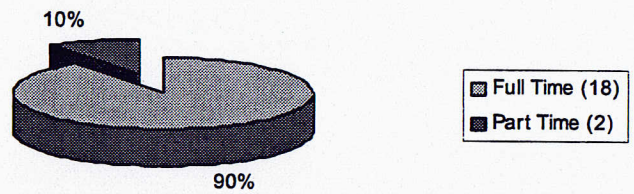
APPENDIX FOUR

Workforce Analysis

Legislative Assembly Staff



Committee Staff



Classification Profile

Band	Department		Committees		Total
	Male	Female	Male	Female	
EO-2	1				1
EO-3	1				1
VPS-5	2	1	3	2	8
VPS-4	1	3	3	2	9
VPS-3	2	1	2	1	6
VPS-2	12	8	1	5	26
VPS-1	1	3			4
Total	20	16	9	10	55

APPENDIX FOUR

Workforce Analysis

Figure 1: Workforce Analysis

Male (50%)
Female (50%)



Figure 2: Workforce Analysis

Part Time (50%)
Full Time (50%)



Classification Profile

Band	Department		Total
	Male	Female	
BO-1	1	0	1
BO-2	1	0	1
VP-2	2	1	3
VP-3	1	1	2
VP-4	2	1	3
VP-5	12	1	13
VP-6	1	0	1
Total	20	3	23

APPENDIX FIVE

Staff Listing as at 30 June 2002

Clerk's Office

Ray Purdey	Clerk of the Legislative Assembly and Clerk of the Parliaments
Marcus Bromley	Deputy Clerk
Geoff Westcott	Assistant Clerk and Clerk of Committees
Shanthi Wickramasurya	Secretary to the Clerk

Serjeant-at-Arms Office

Gavin Bourke	Serjeant-at-Arms
Joanne Chapman	Assistant Chamber Officer
Helen Dorian	Personal Assistant to the Serjeant-at-Arms

Attendant Staff

Warren Smith	Principal Attendant
Mark Smith	Senior Attendant
Michael Gigliotti	Post Office Attendant
Baron Campbell-Tennant	Attendant Grade 3
Ray Davis	Attendant Grade 3
Craig Foster	Attendant Grade 3
Kalev Jones	Attendant Grade 3
Richard McCullough	Attendant Grade 3
Jeremy Walsh	Attendant Grade 3
David Robertson	Premier's Orderly
Kate Murray	Speaker's Orderly
Trevor Day	Attendant Grade 1
Tony Favier	Attendant Grade 1
Carrie Jansen	Attendant Grade 1
Sarah Kerr	Attendant Grade 1
Leigh Pride	Attendant Grade 1
Thomas Trinchi	Attendant Grade 1

Cleaning Staff

Tony Koukouvinos	Senior General Hand
Rhonda McMahon	Cleaner
Herta Zimmerman	Cleaner

Project Office

Neville Holt	Special Projects Officer
Anna Charlton	Research Officer

Speaker's Office

Lilian Topic	Parliamentary Adviser to the Speaker
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Procedure Office

Liz Choat	Manager
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Papers Section

Paul Venosta	Parliamentary Officer
Bridget Noonan	Customer Services Officer

Table Section

Anne Sargent	Senior Parliamentary Officer
Charlene Kenny	Parliamentary Officer
Sorrel D'Silva	Administrative Officer

Committee Office

Drugs and Crime Prevention

Sandy Cook	Executive Officer
Michelle Heane	Office Manager
David Ballek	Research Officer
Peter Johnston	Research Officer

Family and Community Development

Paul Bourke	Executive Officer
Lara Howe	Office Manager
Iona Annett	Research Officer (Maternity Leave)
Chantel Churchus	Research Officer

Public Accounts and Estimates

Michelle Cornwell	Executive Officer
Frances Essaber	Assistant Executive Officer
Christine Walker	Office Manager
John Knowles	Research Officer
Caroline Williams	Research Officer

Scrutiny of Acts and Regulations

Andrew Homer	Executive Officer
Simon Dinsbergs	Assistant Executive Officer
Richard Kings	Office Manager
Jennifer Baker	Research Officer
Andrew Monaghan	Research Officer

Joint Committee Administration Office

Mark Roberts	Manager
David Cousins	Computer Systems Officer
Muriel O’Gorman	Administrative Officer
Laurel Keith	Administrative Officer

Department of Arts and Religion

Andrew Hume	Head of Department
Simon Fisher	Assistant Executive Officer
Richard King	Office Manager
John Lee Baker	Research Officer
Andrew Morgan	Research Officer
John Lowther	Administrative Officer
Mark Roberts	Manager
David Collins	Executive Officer
James O'Donnell	Administrative Officer
Laura Smith	Administrative Officer

APPENDIX SIX

Major Outputs and Deliverables		1999-2000	2000-2001	2001-2002
House related Documents produced		135	202	224
Reports presented by Command		3	4	5
Annual reports presented		301	331	334
Reports by Return		14	17	10
Other documents tabled		724	861	884
Messages presented		0	0	183
Reports presented by Parliamentary Committees		14	34	39
Questions	On Notice	211	266	646
	Without Notice	436	480	530
Bills	Introduced in the Assembly	62	101	94
	Amended in the Assembly	13	35	24
	Passed both Houses	66	101	86
	Reasoned Amendments moved	0	3	2
Divisions	House	21	29	20
	Committee	2	15	8
Petitions presented		37	101	78
Days on which Grievances were debated		5	6	6
General Business notice of motions		27	30	88
Adjournment Motions pursuant to SO26		0	0	0
Matters of Public Importance		8	8	9
Statements by Members		436	489	544
Pages of bills proofread		0	0	3,269

APPENDIX SEVEN

Disclosures made under the *Whistleblowers Protection Act 2001*

For the period 1 January to 30 June 2002 — no disclosures were made.
