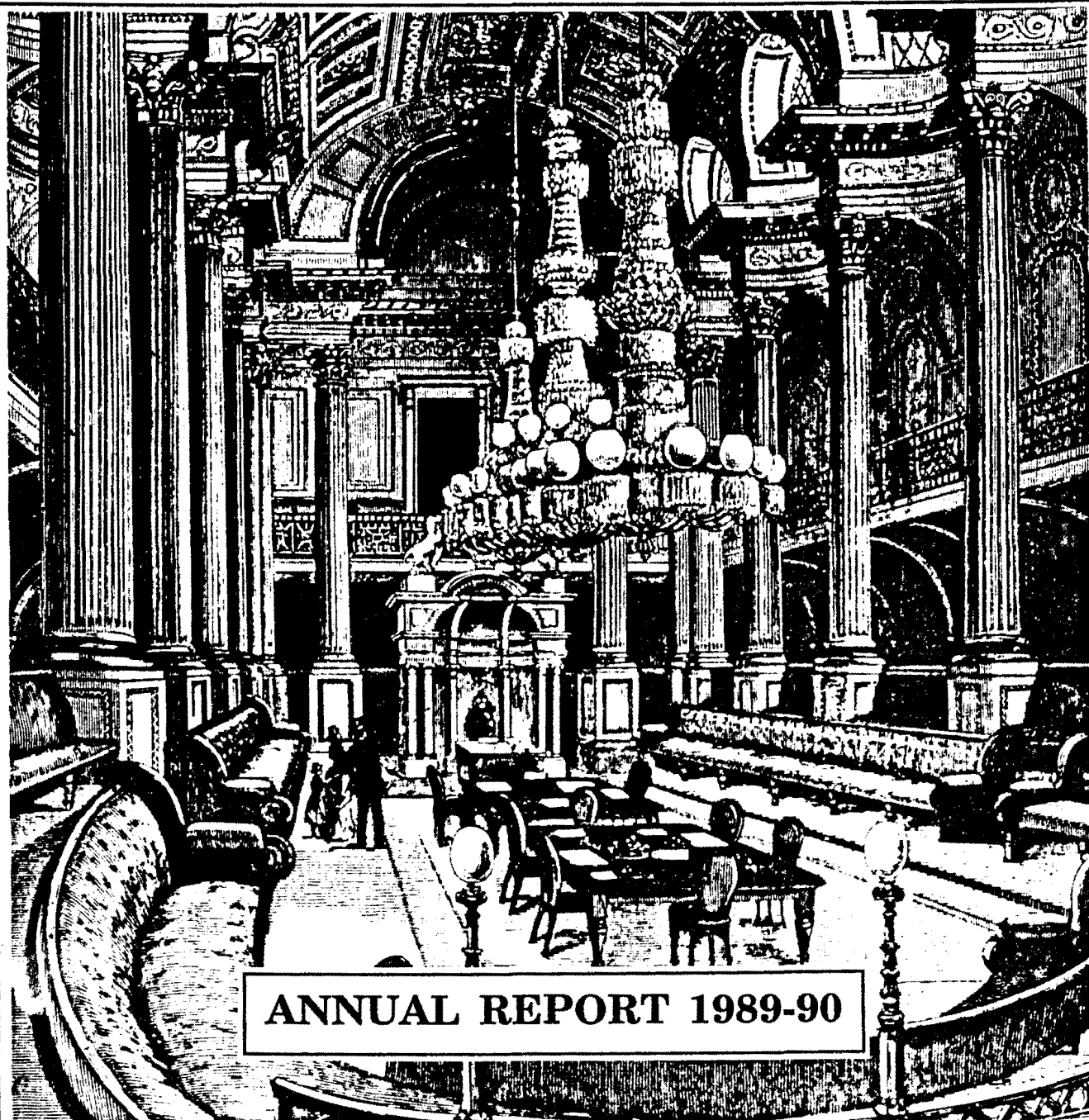




**DEPARTMENT OF THE LEGISLATIVE COUNCIL**



**ANNUAL REPORT 1989-90**



# LEGISLATIVE COUNCIL

PARLIAMENT HOUSE, MELBOURNE, VIC. 3002

TELEPHONE 651 8911

27 November 1990

The Hon. A.J. Hunt, M.L.C.,  
President of the Legislative Council,  
Parliament House,  
**MELBOURNE 3002**

Dear Mr. President,

I have pleasure in forwarding to you my report to the Legislative Council on the operations of the Department of the Legislative Council for the year ended 30 June 1990.

Yours sincerely,

A handwritten signature in cursive script, appearing to read "A.V. Bray".

(A.V. Bray)  
**Clerk of the Legislative Council.**



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## INTRODUCTION

This is the second annual report of the Department of the Legislative Council and it covers the year ended 30 June 1990. During the year under review officers of the Department were involved not only in the routine tasks of servicing the House and Committees, but also in a number of other endeavours which significantly affected the level of service provided by the Department. The highlights of the year included -

- \* the completion of the Department's Corporate Plan and commencement of work on a joint strategic plan for the Parliament.
- \* the substantial upgrading of computer facilities enabling the preparation of "camera-ready" documents, in particular the Notice Paper, for the Government Printer.

## ORGANIZATION AND FUNCTIONS

Broadly, the Department's main role is, firstly, to service the Legislative Council and, secondly, to service a number of Parliamentary Committees. Its Organization Chart appears as Appendix A to this report.

The mission and objectives of the Department, as modified during the Corporate Planning process, can presently be stated as -

### **Mission:**

To provide effective apolitical support and assistance to the Legislative Council, Parliamentary Committees, and the President and Members of the Legislative Council in fulfilling their constitutional role and responsibilities as an arm of the legislature of Victoria.

### **Objectives:**

1. To ensure that the business of the Legislative Council and Committees is conducted in accordance with constitutional and other statutory requirements, the Standing and Sessional Orders, relevant Parliamentary Practice and the traditions of the Westminster system.
2. To provide appropriate support services for the Legislative Council, Members and the Committees serviced by the Department, and to ensure that the resources of the Department are most efficiently and effectively managed.
3. To provide to interested parties timely information and/or documents relating to the proceedings of the Legislative Council and Parliamentary Committees and to take such other measures as are necessary to promote public awareness and education of the electorate of the role, functions and processes of the Legislative Council and participation in the Committee process.

4. To provide Legislative Councillors, Parliamentary Committee Members and staff with an adequate, safe and healthy working environment and to implement staff management practices designed to ensure both personal satisfaction and the achievement of the Department's and the Committees' objectives.
5. To ensure the maintenance and security of the Legislative Council and other precincts, including Parliamentary Committee accommodation, and assist in the management of Parliament House and surrounds as one of Victoria's most historic buildings and grounds, as well as its valuable historic collections.
6. To regularly monitor and review the Corporate Plan, together with the operations, functions and organizational structure of the Department and effectively manage any changes resulting from such review.

### **Clerks**

The main role of the Clerk is to provide policy, procedural and management advice to the President and Members of the Council on all matters relating to the proceedings of the Council and the Committees which it services. The Clerk is assisted by the Clerk-Assistant who, as Clerk of Committees, is also responsible for overseeing the operations of the Joint Investigatory Committees and other Select Committees administered by the Department. The Clerk is required to provide an accurate record of the decisions and proceedings of the Council and ensure that the passage of legislation is in accordance with legislative and procedural requirements. As permanent head he has overall responsibility for the financing, staffing and administration of the Department. He also acts as adviser on procedure to the Standing Orders Committee and the Clerk-Assistant serves as its Secretary.

### **Usher of the Black Rod's Office**

The Usher of the Black Rod is the President's Executive Officer. Under the direction of the Clerk, the Usher assists in the day to day administration of the Department and, in particular, the supervision of the Housekeeper and Attendant staff. In addition to his ceremonial and Chamber duties he attends to a range of operational matters such as Members' accommodation, security, requisitions for supplies and maintenance, and Members' travel.

### **Papers Office**

The Papers Office is the Department's single source of external administrative support to the Council Chamber during sittings of the House. It liaises extensively with Government Departments, the Victorian Government Printing Office and Parliamentary Counsel to ensure the timely presentation of documents to the House.

The office is heavily involved in the preparation, checking, recording, printing and storage of the official records of the Legislative Council which encompass, amongst other things, Bills, amendments, questions on notice, Petitions, Minutes of the Proceedings and Notice Papers. It is responsible for the provision of Parliamentary

documents and stationery to Members and is the general inquiry office for the public and government departments.

The office also provides administrative support to the Department through the development of computer and information systems, the processing and recording of departmental expenditure, the supply of equipment and stationery, and assistance to Parliamentary Committees.

### **Attendant (Doorkeeping) Staff**

Under the direction of the Usher, the Housekeeper manages and supervises an attendant staff of eight doorkeepers and two cleaners. This group is generally responsible for the daily cleaning and maintenance of offices and meeting rooms, toilets and other areas of the Council precincts, the provision of security and inquiry services and a daily courier service within and outside the building.

Doorkeeping staff also provide attendant services for sittings of the House and at official functions held at Parliament House. The Housekeeper, in particular, also plays a ceremonial role on Parliamentary occasions such as the Opening of Parliament and in greeting and escorting dignitaries on official calls at Parliament House.

### **Committees**

Of the five Joint Investigatory Committees established in 1982 the Department is responsible for the administration of the Natural Resources and Environment Committee, Public Bodies Review Committee and Social Development Committee. Administrative support is provided by a Secretary and word processing operators. Research support is provided through the appointment by each Committee of a Director of Research and other research staff who are usually engaged for shorter periods on an *ad hoc* basis. Statistics regarding the activities of these Committees are included in Appendix G.

The Department also provides secretarial support for the Printing and Standing Orders Committees, for any Select Committees established by the Council and, in rotation with the Department of the Legislative Assembly, for any Joint Select Committees which may be appointed. No Select Committees were appointed by the Council during 1989-90.



## STAFF

### Establishment

The Department's regular staffing establishment is as follows:

|                        |   |                |           |
|------------------------|---|----------------|-----------|
| <b>House staff</b>     | - | administrative | 5         |
|                        | - | keyboard       | 2         |
|                        | - | doorkeeping    | 9         |
|                        | - | cleaning       | 2         |
| <b>Committee staff</b> | - | administrative | 3         |
|                        | - | research       | 3         |
|                        | - | keyboard       | 4         |
|                        |   |                | —         |
|                        |   | <b>TOTAL</b>   | <b>28</b> |
|                        |   |                | =         |

Other staff are engaged as the need arises, almost exclusively to service Committees.

### Staff employed during 1989-90

A list of staff employed by the Department at any time during the year under review appears as Appendix B to this report.

### Reclassification of Housekeeper

Upon the retirement of the Housekeeper in the Legislative Assembly in January 1990, Mr. G.J.F. Oliver became the sole resident Housekeeper at Parliament House.

As a consequence, the position of non-resident Principal Attendant was created in that Department at a higher classification. In order to maintain relativities, and in the interests of equity, this Department sought and received approval to alter Mr. Oliver's classification to an equivalent grade.

### Training and Development

The Department recognizes the need to provide opportunities for the training and development of its staff and this question has been addressed during the formulation of the Corporate Plan. During the year the following officers from the Papers Office were granted study leave in order to pursue tertiary courses:

- (a) Mr. G.S. Jackson, Clerk of the Papers, was granted study leave to pursue a course at La Trobe University leading to a Masters degree in Policy and Law; and
- (b) Ms. H.M. Davison, Assistant Clerk of the Papers, was granted study leave to pursue a degree at La Trobe University leading to a Bachelor of Arts.

In addition, Ms Davison and Miss G.P. Wade completed a two day computer course in word processing.

### **Visits undertaken**

The Usher of the Black Rod, together with the Serjeant-at-Arms, visited the New South Wales and Commonwealth Parliaments on 28 February and 1 March 1990. The aim of the visit was to discuss with their counterparts and inspect at first-hand, arrangements associated with firewatch, security, messenger and attendant services, crowd control, verification and supervision of visitors, emergency evacuation procedures and other related matters.

### **Conference attendance**

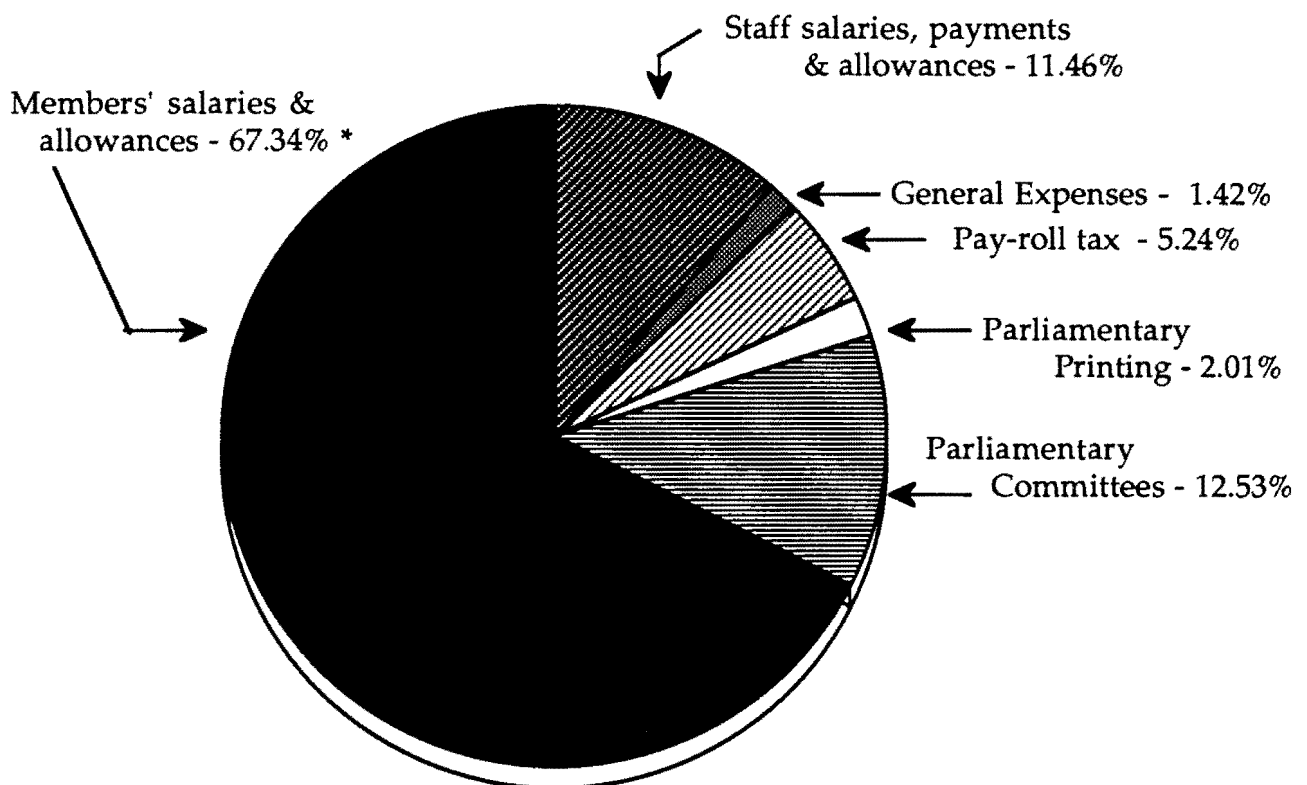
The Department was represented by the Clerk of the Legislative Council at the 21st Regional Conference of Presiding Officers and Clerks held in June 1990.



## FINANCIAL STATEMENT AND STATISTICAL INFORMATION

The financial statement for the year 1989-90 appears as Appendix C to this report. Whilst detailed figures appear in the Appendix, a breakdown of expenditure for the Legislative Council on a percentage basis is depicted in the chart below.

### LEGISLATIVE COUNCIL EXPENDITURE 1989-90



\*Excluding Ministers.

Supplementary information in relation to stores, outstanding employee benefits and non-current physical assets appears in Appendices D and E.

Statistics in relation to sittings of the House appear in Appendix F, which also includes information aimed at providing some indication as to the work required of the Department in this area of its activities.

## CORPORATE PLAN

The process of developing a Corporate Plan continued in the year under review. Following meetings between the permanent heads of the Parliamentary Departments some agreement was reached on an appropriate division of functions as between the Departments. Drawing on those decisions and the summary of functions previously considered by staff, a draft Corporate Plan was circulated to staff for comment on 21 December 1989. In keeping with the objective of ensuring "ownership" of the plan by staff, great care was taken to allow for full consultation to take place, and for all views to be taken into account.

After consideration of the comments made by staff a further draft incorporating various changes was circulated on 9 March 1990 and, on 15 March, meetings were held with staff on what was expected to be the final stage of the Corporate Planning process.

The finalized plan which was submitted to Mr. President represented the culmination of a great deal of work on the part of staff. It was a successful exercise which showed what could be achieved through an effective process of consultation and co-operation.

The document consisted of two parts. First, there was a general statement of the Department's mission and objectives (which are reproduced on pages 1 and 2 of this report), goals, aspirations and environmental influences, and, secondly, a Corporate Plan Implementation Schedule which set out the functions to be carried out in meeting the Department's objectives. Whilst the first part of the document was final, it was intended that the Implementation Schedule be subject to further detailed scrutiny by staff to determine the appropriateness of those functions and to develop performance indicators.

After each Department had finalized its Corporate Plan the Presiding Officers decided in early April 1990 to invite the assistance of the Public Service Board in facilitating the development of a joint strategic plan for the Parliamentary Departments as a whole. It was intended that this strategic plan would recognize the unique roles and responsibilities of individual departments and would allow both shared and unique roles to be addressed within an overall framework based on the agreed mission statement and corporate objectives.

Planning sessions were conducted by representatives of the Management Improvement Division of the Public Service Board on 10 May and 7 June 1990, at which each department was represented. The Department of the Legislative Council was represented by its three Chamber Officers.

These sessions were most worthwhile. They identified the following key areas which could be dealt with more effectively on a co-operative basis.

- Corporate Management
- Information and Education
- Information Technology
- Corporate Services



- Staff Development

Drafts of the Strategic Plan were submitted to each Department for comment on 22 June 1990 with a view to having a finalized document available for comment early in the new financial year.

## COMPUTERIZATION

The Department continued its computerization program during the year with the provision of more terminals, and in a climate where there was significant willingness on the part of affected staff to come to terms with the new technology.

A high proportion of the Department's publications, including Notice Papers, Joint Sitting Minutes and Members lists, was prepared in "camera-ready" form for the Government Printer resulting in savings to Parliamentary Printing of approximately \$50,000 per annum.

The next stages of the computerization program - links between Parliamentary Departments and the establishment of appropriate data-bases and statistical information - will be pursued when funding is available.

## COMMITTEE ACCOMMODATION

The last annual report referred to the proposal to establish all Parliamentary Committees on the fifth floor at 35 Spring Street, Melbourne. Reference was made to the temporary relocation of the Public Bodies Review Committee and Social Development Committee to a section of that floor pending completion of the necessary construction work and concern was expressed at the delay in those works. Late in June 1989 it became evident that work on the project had been delayed because of the inability of the Department of Property and Services (DPS) to secure a lease on the floor at 35 Spring Street from that building's owner, the State Superannuation Board.

Early in August 1989 those concerns regarding the lease were realized when advice was received that, as no long term lease had been secured, Cabinet had resolved that all the Committees be located at Nauru House. Meetings of Presiding Officers and Committee Chairmen were held on 14 August and 25 October 1989 to discuss the issue and, following consideration of two alternative proposals, the Presiding Officers gave approval on 25 October for a new proposal to proceed.

The plan provided for the Public Bodies Review Committee and Social Development Committee to take over an area on the 19th floor at Nauru House vacated by the Public Records Office, thus establishing all five Joint Investigatory Committees on the one floor. The main features of the proposal were that four meeting areas, including one large public hearing room capable of being divided into two smaller areas, would be provided, and that the area occupied by the two Committees to be relocated would be of open plan design, with the exception of two enclosed offices. No provision was made for archive or storage areas. The estimated cost of the works was \$139,730, of

which \$51,230 was for consultant's fees and telephone works for the aborted project at Spring Street.

On 2 December 1989 both Committees were relocated to Nauru House. However, at that stage no relocation works had commenced with the result that, once again, staff were forced to work in extremely unsatisfactory conditions. By 30 June 1990 all major work on the project had been completed.

It is to the credit of the staff that they have been able to operate effectively in cramped conditions which are far from ideal and which have resulted from the insistence of DPS in applying the Government Accommodation Standards without taking into account the special characteristics and requirements of Parliamentary Committees. This project which dates back to August 1988 suffered unnecessary delays resulting in a great deal of inconvenience to the Department's staff and the role played by DPS can only be described as less than competent.

## **INTER-DEPARTMENTAL COMMITTEES**

Contrary to the position in some other Parliaments, there is a high degree of co-operation between the Parliamentary Departments in Victoria, particularly the two "House" Departments - the Department of the Legislative Council and the Department of the Legislative Assembly. This co-operation is reflected at many levels and is particularly evident in the case of Inter-departmental Committees whose charter impinges on all Parliamentary Departments. As well, there are also numerous meetings of permanent heads of the Parliamentary Departments, who also meet regularly with the Presiding Officers.

Those Committees on which the Department is represented include the following:

- **Working Party on Staff Conditions**

The Clerk of the Legislative Council is the Department's representative on this Working Party which consists of representatives of all Parliamentary Departments, the Department of Labour and the Victorian Public Service Association. It was formed to consider anomalies arising out of a change in the basis on which overtime is paid to Parliamentary staff and is considering an extensive log of claims from the VPSA on a range of conditions. Whilst it was hoped that its work would be completed by the end of 1989, negotiations were continuing as at 30 June 1990. Settlement of the claim was expected within the first half of 1990-91.

- **Occupational Health and Safety Committee**

The Usher of the Black Rod is the Department's management representative on this Committee and Mr. W.R. McKenzie is the employee representative.

The Committee held five meetings during the period covered by this Report. Its main aim is to facilitate co-operation between the Parliamentary Departments and their employees in developing and implementing measures designed to ensure the health and safety of employees at work. Issues raised and discussed by the Committee during the reporting period included smoking in the workplace and the impact of computer equipment on staff using such equipment.

- **Steering Committee on Information Technology Project**

This Committee comprises the permanent heads of the Parliamentary Departments and is responsible for the direction of the Information Technology Project for the Parliament. Its major activity in the year under review was to deal with phase 1 of the project. This phase largely concerned computerization of Hansard, although some ancillary benefits also flowed to the Department.

- **Joint Technological Change Standing Committee**

The Clerk-Assistant is the Department's representative on this Committee which was established following the signing of the Technological Change Agreement between the Parliamentary Departments, the Victorian Public Service Association and the Australian Journalists Association. The main role of the Committee, which consists of both management and union representatives, is to ensure that there is appropriate

consultation with staff on technological change and on its implementation and operation. As a matter of practice members of staff requiring information or having queries concerning technological change are encouraged to seek the advice of Committee members. The Committee held its first meeting on 14 May 1990 and, amongst other things, resolved to meet each two months with other meetings as required. During the period under review the Committee also met on 13 June 1990 and resolved to seek a full briefing on the Information Technology Project.

- **Building Emergency and Evacuation Committee**

In August 1989, a Building Emergency and Evacuation Committee was formally established to deal with emergency situations arising at Parliament House.

The Usher of the Black Rod is the Joint Chief Controller (together with the Serjeant-at-Arms) and the Housekeeper is the Deputy Joint Chief Controller (together with the Principal Attendant, Legislative Assembly).

The Committee has control over the Building Emergency Staff, which comprises seventeen area wardens, eleven door wardens, five "first-aiders" and two plant operators. An important aspect of its operation is the conduct of fire drills and evacuation practices during each year.

It is hoped that regular training of the Building Emergency Staff will occur once sufficient funds become available, and that appropriate equipment can be purchased to enable staff to execute emergency duties more efficiently.

## **STANDING ORDERS COMMITTEE**

The Standing Orders Committee met on three occasions during the period under review following references from the Council. On 13 September 1989 the House resolved to refer the question of the use of computers and other electronic equipment by Members in the Council Chamber. Mr. President subsequently made a statement to the House on 14 November 1989

On 1 November 1989 the Committee was required to investigate the adoption of Standing Orders which would ensure that prompt replies to questions on notice were furnished to the Council and the time limits and other conditions which should apply to their provision. The Committee presented its report on 7 March 1990.

## **PRINTING COMMITTEE**

The Printing Committee, which met jointly with the Legislative Assembly Printing Committee, formalised and rationalised policy in relation to free distribution and binding of parliamentary documents. Implementation of the Committees' recommendations was estimated to save the Parliament approximately \$50,000 per annum in printing costs.



## **ACTIVITIES EXTENDING BEYOND HOUSE AND COMMITTEE SERVICES**

The Department is involved in arranging and/or assisting in the provision of a range of ancillary services to the Parliament all of which entail a considerable amount of work and commitment of resources. During the year under review these included -

- **Parliament Week**

The third Parliament Week was conducted from 25 to 29 September 1989 to coincide with the school holiday period. Its aims were again threefold:

- \* To foster discussion on the meaning of Parliamentary democracy and the rights and responsibilities of all citizens in a democracy.
- \* To focus on the history and on-going nature of Constitutional and Parliamentary reform in Victoria.
- \* To increase public awareness of the role of Parliament.

To mark Parliament Week five conducted tours of Parliament House were held each day taking in Queen's Hall, both Chambers, the Premiers' Gallery, Library and Legislative Council Committee Room. The event was once again advertised in the press and a large number of visitors were shown through the building.

- **YMCA Youth Parliament**

A special feature of Parliament Week was the third YMCA Youth Parliament. The "Opening Ceremony" was held in the Legislative Council Chamber on 26 September 1989 with the Youth Parliament itself being conducted in the Legislative Assembly Chamber on 26 and 27 September and jointly presided over by the President of the Legislative Council and the Speaker of the Legislative Assembly. Over the two days young persons forming both a "Government" and "Opposition" debated a series of "Bills" on issues such as alcohol advertising, youth rights, homelessness, abolition of the V.C.E. and logging in Victorian forests. The debates were conducted in accordance with Parliamentary procedure and, at the conclusion of the event, all of the "Bills" passed were presented to the Minister for Community Services at a reception in Queen's Hall. Arrangements for the Youth Parliament were handled by the Usher of the Black Rod and Serjeant-at-Arms who both performed the Table duties in conjunction with other Parliamentary Officers.

- **Open Days**

On Sunday, 11 March 1990 the Parliament again held its annual "Open Day" as part of the 1990 Moomba Festival. Staff from four of the Parliamentary Departments, including the Department of the Legislative Council, provided support on the day. The theme was architectural - focussing on the various stages of construction of the building and proposed extensions to the present building.

Both Chambers, Queen's Hall and the Library, as well as the Parliament Gardens, were open to the public and in excess of 3,000 visitors were in attendance.

- **Government luncheons and receptions**

The Department assisted in providing services for the following functions staged in Queen's Hall:

- \* Reception in honour of delegates attending the 9th Commonwealth Health Ministers Meeting.
- \* Melbourne Cup Carnival Reception.
- \* State Dinner in honour of the Prime Minister of Russia.
- \* Reception in honour of members of the Fourteenth Commonwealth Games Team.
- \* Reception in honour of organizations that contributed to the All Nations Avenue of Flags.

- **Official delegations**

A number of delegations visit the Parliament each year and special arrangements are usually made for their reception. During the period under review the Department assisted in arrangements for the reception of the following delegations:

- \* Singapore Parliament.
- \* Socialist Republic of Vietnam.

- **Individual visitors**

Official calls are also made by individual visitors on the Parliament from time to time, mainly diplomats of ambassadorial status. Ambassadorial calls are co-ordinated by the Usher of the Black Rod. During the year the following callers were received:

- \* High Commissioner for New Zealand.
- \* Acting Consul-General of Yugoslavia.
- \* High Commissioner for India.
- \* Consul-General of Japan.
- \* High Commissioner of Malaysia.
- \* Ambassador of Denmark.
- \* Ambassador of Italy.
- \* Ambassador of Japan.



- \* Ambassador of Ireland.
- \* Ambassador of Argentina.
- \* Ambassador of Colombia.
- \* Ambassador of Zimbabwe.

Other less formal calls are made at short notice on occasions and the Department is able to assist in making those visitors welcome on behalf of the Parliament.

- **Officers from other Parliaments**

Mr. F. Cain, Clerk of the Parliament of Nauru, visited the Parliament during the period under review to obtain information on various matters of procedural interest. Ms L. Smith of the House of Representatives Committee staff also spent a week on attachment to the Parliament in May 1990, the basic purpose of which was to ascertain how Committees of the Victorian Parliament conduct their inquiries and how those processes could be adapted to Commonwealth Parliamentary Committees.

- **Council Chamber and meeting rooms**

Under policy determined by Mr. President, the Department deals with requests for the use of the Council Chamber and meeting rooms. Co-ordination of arrangements for meeting rooms and their servicing is handled by the Attendant staff under the direction of the Usher. In the year under review, the Council Chamber was used for meetings of the Australian Education Council, the Grand Final of the Australian Debating Championships and the YMCA Youth Parliament Opening Ceremony. From 5 to 7 February 1990, the Chamber was also used for meetings to mark the Centenary of the Melbourne 1890 Federation Conference.

Meeting rooms were heavily utilised, particularly during sitting weeks. Use of the Legislative Council Committee Room (the most prominent facility) continued to increase - especially by our own Parliamentary Committees and, on occasions, those from other Parliaments. Users of the Council Committee Room during the year included the following:

- \* Shadow Cabinet.
- \* House of Representatives Standing Committee on Industry, Science and Technology.
- \* Australian Education Council.
- \* Australian Institute of Criminology - National Committee on Violence.
- \* Australian Capital Territory Legislative Assembly Select Committee on the Tenancy of Commercial Premises.
- \* House of Representatives Standing Committee on Environment, Recreation and the Arts.

- \* Tasmanian Legislative Council Select Committee on Tourism.
  - \* New South Wales Joint Standing Committee on Road Safety.
  - \* Western Australian Select Committee on Land Conservation.
  - \* Australian Library and Information Association.
  - \* Australian Capital Territory Legislative Assembly Select Committee on Cultural Activities and Facilities.
  - \* State, Territory and Commonwealth Ministers of Education.
  - \* La Trobe University.
- **Seminars**

Officers of the Department often participate in Seminars on basic practice and procedure and the machinery and administrative aspects of the Parliament. There were two such instances in the year under review. In December 1989, the Clerk, together with Mr. President, the Clerk of the Legislative Assembly and Chief Parliamentary Counsel addressed a meeting of senior local government officials from southern metropolitan municipalities on the legislative process. In February 1990, the Clerk-Assistant represented the department at a seminar for Parliamentary electorate officers held in the Legislative Council Committee Room.

## **PUBLICATIONS**

The Department is responsible for the preparation and circulation of a number of Parliamentary publications. The major items are as follows:

- **Notice Papers, Minutes of the Proceedings and Divisions in Committee.**

These publications are directly related to the sittings of the House. During the year under review forty-two editions of the daily Notice Paper, seventeen weekly editions of the Minutes and four reports of Divisions in Committee were produced.

- **List of Members**

The list of Members is produced according to the extent of changes since the last issue. During 1989-90 two editions were produced and widely circulated.

- **Progress on Investigations and Ministerial Responses**

On behalf of the Parliament the Department produces the monthly report of progress on the investigations of Joint Investigatory Committees and the half-yearly summary of ministerial responses to reports of those Committees.

During the period under review eleven editions of Progress on Investigations and two editions of Ministerial Responses were produced and circulated.

- **Register of Members' Interests**

By arrangement with the Department of the Legislative Assembly, the Clerk of the Legislative Council maintains the Register of Members' Interests and produces the regular summaries which are presented to the Parliament. During 1989-90 four summaries were prepared and Tabled in both Houses. A cumulative summary of returns as at 30 September 1989 was also tabled during this period.

- **Bound Volumes**

The Department also produces on a sessional basis bound volumes of the Minutes of the Proceedings and Bills introduced into the Legislative Council. During the year work continued on the Minutes Volumes for session 1987-88 and should be completed early in 1991.

No Bill volume was produced during the year as the session which commenced in October 1988 is still continuing.

- **Indexes**

Computerization has resulted in considerable advances in the work undertaken by Papers Office staff in the compilation of indexes relating to the proceedings of the Council. The index to the Minutes of the Proceedings, which is eventually bound with the Minutes of the Council, is circulated in-House on a regular basis and a detailed index to Parliamentary Papers is also now maintained. Both documents assist greatly in increasing the level of service provided by that office.

## ISSUES IN THE YEAR AHEAD

The Department again faces an important year, with further development of the joint strategic plan and implementation of the Agreement expected to result from the deliberations of the Working Party on staff conditions. Major issues to be dealt with include the following:

- **Corporate planning and related activities** - Further work will be undertaken in this area with a view to completing the joint strategic plan at the earliest opportunity. As the planning process continues it is timely to stress the need for the Legislative Council to carefully scrutinise and consider any proposals which may emerge as a result of this process. In particular, great care must be taken to ensure -
  - \* that the plan is not imposed upon staff but has their support - without this "ownership" it will be worthless.
  - \* that the House retains control of its own staffing and annual expenditures, either through the existing means and safeguards vested on its behalf in Mr. President or by other appropriate mechanisms - any proposals which would lead to some form of joint control in staffing and expenditure are likely to jeopardise its independence and integrity.
  - \* that the benefits which might be claimed from any proposals for legislative change will actually be in the best interests of the House and the staff which serve it so well - imposition of measures which are adverse to those interests will be counter productive.
- **Working Party on staff conditions** - Whilst the deliberations of the Working Party have taken longer than anticipated, it is intended that they will be completed at an early date - implementation of the Agreement will enhance the operations of the Department.
- **Position of resident Housekeeper** - In the second half of 1990-91 the Housekeeper, Mr. G.J.F. Oliver, will retire. In view of developments in relation to the Legislative Assembly Housekeeper it is expected that consideration will be given to the question as to whether a resident Housekeeper is to be appointed in Mr. Oliver's place. This matter requires very careful consideration - the adverse consequences of appointing a non-resident Housekeeper/Principal Attendant would not be fully apparent until after his departure.

## APPRECIATION

It is with pleasure that I again record my appreciation of the work of the Department's staff. I am indebted to them for their efforts in ensuring that the high standards which have been established over many years have been maintained. My thanks are extended to them for their contribution.



A.V. Bray

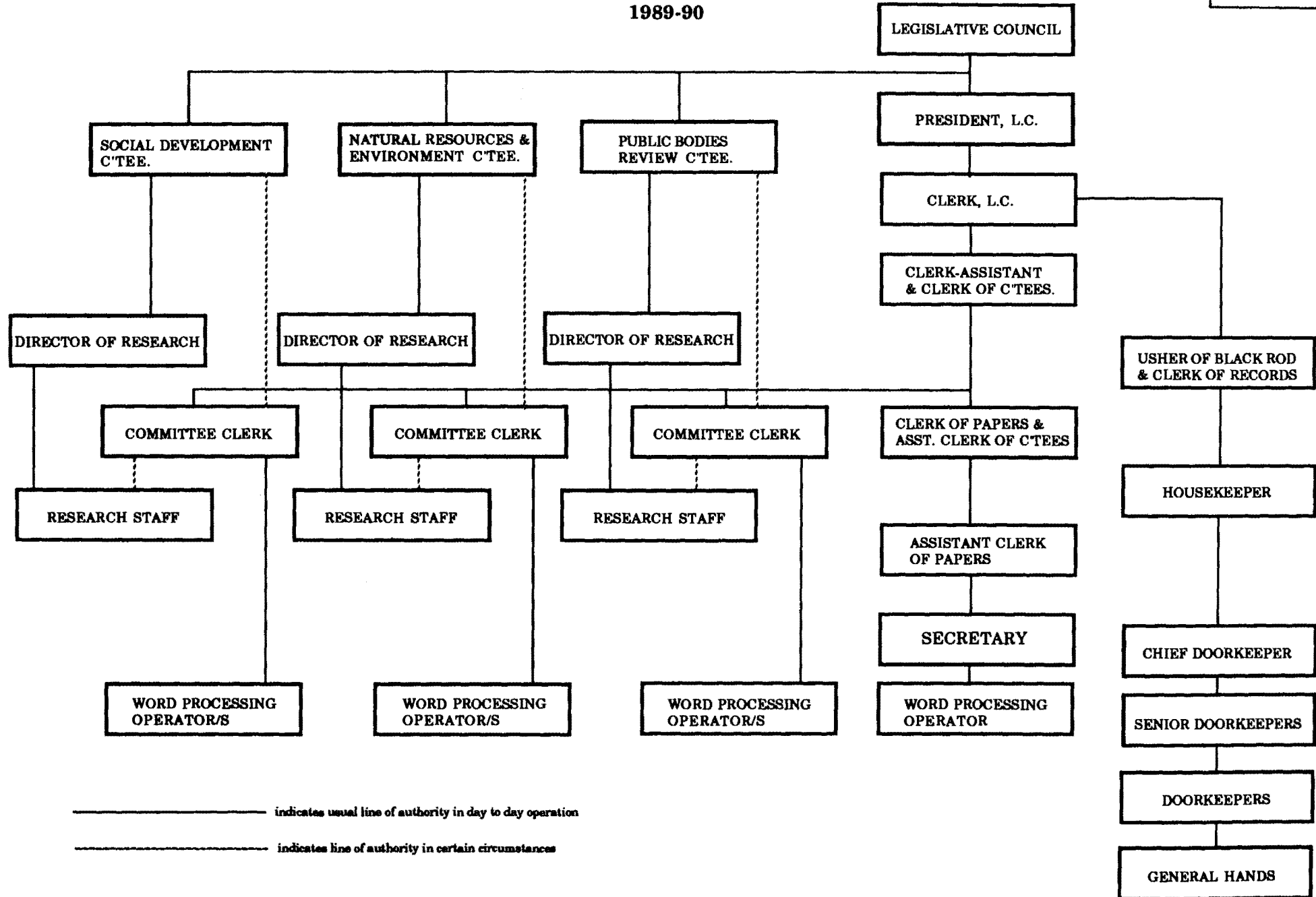
Clerk of the Legislative Council.





**DEPARTMENT OF THE LEGISLATIVE COUNCIL  
1989-90**

**APPENDIX A**





DEPARTMENT OF THE LEGISLATIVE COUNCIL

STAFF EMPLOYED DURING 1989-90\*

| OFFICER          | POSITION  | HOUSE  |
|------------------|---|--|
| A.V. BRAY        | Clerk of the<br>Legislative Council                         |  |
| W.R. TUNNECLIFFE | Clerk-Assistant and<br>Clerk of Committees                  |  |
| M. TRICARICO     | Usher of the Black Rod<br>and Clerk of the Records          |  |
| G.S. JACKSON     | Clerk of the Papers<br>and Assistant Clerk<br>of Committees |  |
| H. M. DAVISON    | Assistant Clerk of the<br>Papers                            |  |
| M. MARTIN        | Secretary   | On secondment to<br>Ministry of Housing<br>and Construction from<br>4 May 1990 |
| G.P. WADE        | Word Processing<br>Operator                                 |  |
| A.V. AGOSTA      | Secretary   | From 18 June 1990 on<br>secondment from the<br>Legislative Assembly            |
| G.J.F. OLIVER    | Housekeeper   |  |
| C.J. QUINN       | Chief Doorkeeper  |  |
| D.J. BEVIS       | Senior Doorkeeper   |  |
| D.J. NEUMANN     | Senior Doorkeeper   |  |
| W.R. MCKENZIE    | Senior Doorkeeper   |  |
| R.L. BOWMAN      | Senior Doorkeeper   |  |
| J.A. VANDERSLUYS | Doorkeeper  |  |




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\* Unless otherwise shown, each person was in the employ of the Department at 1 July 1989.



|                 |              |  |
|-----------------|--------------|--|
| S. PASTRAS      | Doorkeeper   | From 10 July 1989                          |
| J.F. PENNINGTON | Doorkeeper   | From 3 July 1989 until<br>16 February 1990 |
| D. ANDREANA     | Doorkeeper   | From 6 March 1990 until<br>20 April 1990   |
| G.W. MILLS      | Doorkeeper   | From 6 March 1990                          |
| A.J.C. RYAN     | Doorkeeper   | From 24 April 1990                         |
| B. ROMEO        | General Hand |  |
| P. KOUTOVAS     | General Hand |  |

#### NATURAL RESOURCES AND ENVIRONMENT COMMITTEE

|               |                            |                    |
|---------------|----------------------------|--------------------|
| V. VELICKOVIC | Secretary to the Committee |                    |
| G.M. BELLAMY  | Director of Research       | Until 13 June 1990 |
| R.M. MacMAHON | Word Processing Operator   |                    |

#### PUBLIC BODIES REVIEW COMMITTEE

|               |                            |                        |
|---------------|----------------------------|------------------------|
| D.I. ALI      | Secretary to the Committee |                        |
| B.J. MENZIES  | Director of Research       | Until 2 February 1990  |
| H.E. GIBSON   | Research Officer           | Until 7 September 1989 |
| J.M. DUFFY    | Research Officer           | From 13 November 1989  |
| J.L. ANDERSON | Research Officer           | From 8 January 1990    |
| J.A. HERCOG   | Word Processing Operator   |                        |

#### SOCIAL DEVELOPMENT COMMITTEE

|               |                             |                        |
|---------------|-----------------------------|------------------------|
| G.H. WESTCOTT | Secretary to the Committee  |                        |
| D.E. STEWART  | Director of Research        | Until 18 August 1989   |
| L.W. CRAZE    | Research Officer            | From 4 September 1989  |
| S.E. TORPEY   | Research Officer            | Until 31 December 1989 |
| L.J. GROGAN   | Word Processing<br>Operator |                        |
| L. FONSECA    | Word Processing<br>Operator |                        |

**LEGISLATIVE COUNCIL  
FINANCIAL STATEMENT 1989-90**

| 1988-89<br>Actual              | EXPENDITURE                                 | 1989-90<br>Budget | 1989-90<br>Actual |
|--------------------------------|---|-------------------|-------------------|
| <b>ADMINISTRATIVE SERVICES</b> |   |                   |                   |
| 631,159                        | Salaries, payments and allowances           | 589,450           | 591,710           |
| 75,088                         | General expenses                            | 78,000            | 73,293            |
| 247,797                        | Pay-roll tax                                | 270,769           | 270,768           |
| 138,562                        | Parliamentary printing                      | 131,600           | 103,916           |
| 1,092,609                      |   | 1,069,819         | 1,039,687         |
| <b>MEMBERS</b>                 |   |                   |                   |
| 3,186,672                      | Salaries and allowances                     | 3,509,422         | 3,474,960         |
|                                | Air and rail travel*                        | 8,000             | 2,916             |
| 3,186,672                      |   | 3,517,422         | 3,477,876         |
| <b>COMMITTEES</b>              |   |                   |                   |
| 186,964                        | Natural Resources and Environment Committee | 341,750           | 196,728           |
| 252,244                        | Public Bodies Review Committee              | 236,700           | 194,312           |
| 333,579                        | Social Development Committee                | 316,800           | 238,081           |
| 58,148                         | Expenses of Select Committees               | 50,000            | 17,755            |
| 830,937                        |   | 945,250           | 646,876           |
| 5,110,218                      | <b>TOTAL EXPENDITURE</b>                    | 5,532,491         | 5,164,439         |

\*Transferred from Department of the Premier and Cabinet on 1 April 1990.



**SUPPLEMENTARY INFORMATION AS AT 30 JUNE 1990****General Stores on Hand**

As at 30 June 1990 the Papers Office had the following stores on hand which were valued at cost:

|                          |          |
|--------------------------|----------|
| Members letterhead paper | \$30,000 |
| Members envelopes        | \$16,500 |

**Creditors**

As at 30 June 1990, the Department had outstanding employee benefits including:

|                    |           |
|--------------------|-----------|
| Annual Leave       | \$39,739  |
| Long Service Leave | \$272,886 |



**NON-CURRENT PHYSICAL ASSETS**

**Black Rod**

**Furniture and Fittings**

Includes desks, credenzas, filing cabinets, chairs, refrigerators, hall stands, bookcases, billiard table, wardrobes, works of art, safes, desk lamps and crockery.

**Office Equipment**

Photocopier, typewriters, television set, video recorder etc.

**Communications**

Telephones, facsimile machines, audio systems, etc.

**Motor Vehicles**

Two SES motor vehicles.

**Word Processing and Computer Equipment**

Xerox, IBM compatible and Apple Macintosh machines.





**SELECTED STATISTICS RELATING TO THE SITTINGS OF THE LEGISLATIVE COUNCIL**

|  | (1988-89) | 1989-90 |
|--|-----------|---------|
| Number of days House met   | (31)      | 42      |
| Number of hours House met  | (278.54)  | 363.56  |
| Average number of hours per sitting  | (9.00)    | 8.40    |
| Bills dealt with-  |           |         |
| Initiated in L.C.  | (7)       | 29      |
| Initiated in L.A.  | (85)      | 62      |
| Passed without amendment   | (48)      | 36      |
| Passed with amendments   | (40)      | 44      |
| Defeated   | (1)       | 1       |
| Lapsed   | (9)       | 0       |
| Withdrawn  | (0)       | 3       |
| Ruled out of Order   | (0)       | 1       |
| Sets of amendments circulated  | (60)      | 72      |
| Questions on notice processed  | (106)     | 379     |
| Petitions tabled   | (19)      | 23      |
| Papers tabled -  |           |         |
| Annual reports   | (204)     | 346     |
| Statutory Rules (including attachments)                                    | (1556)    | 658     |
| Planning schemes/amendments  | (488)     | 846     |
| Proclamations  | (82)      | 75      |
| Other (including special reports,<br>Parliamentary Committee reports, etc) | (111)     | 123     |

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**NOTES:** The above statistics are intended to give some indication of the Department's workload in the area of "House" activities.

For example -

- Considerable effort is expended on the processing of questions on notice - all of which entails work on the part of several staff members.
- A great amount of time is also devoted to the preparation of documentation to facilitate the tabling of papers.





**1989-90 STATISTICS RELATING TO COMMITTEES ADMINISTERED BY THE DEPARTMENT  
OF THE LEGISLATIVE COUNCIL**

|   | <b>Natural Resources<br/>and Environment<br/>Committee</b> | <b>Public Bodies<br/>Review Committee</b> | <b>Social<br/>Development<br/>Committee</b> |
|---|--|---|---|
| Number of deliberative meetings -       |  |   |   |
| • Full committee                        | 21   | 14  | 22  |
| • Sub-committees                        | 5  | 18  | 12  |
| Number of public hearings -             |  |   |   |
| • Full committee                        | 1  | 3   | 19  |
| • Sub-committees                        | 3  | 4   | 3   |
| Number of visits/inspections -          |  |   |   |
| • Full committee                        | -  | 4   | 4   |
| • Sub-committees                        | 11   | 3   | 2   |
| Number of reports presented             | 2  | 2   | 2   |
| Number of discussion papers<br>produced | 2  | -   | -   |





## ADMINISTRATION OF ACTS

By Order under the *Administrative Arrangements Act 1983* the administration of Acts of the Parliament is vested in Ministers and, accordingly, a number of Acts have been assigned to the Premier. However, in several instances the work involved in administration of those Acts is, in practice, either wholly or partly the responsibility of the Parliamentary Departments.

The Department of the Legislative Council is involved in the administration of a number of Acts, including the following:

*Constitution Act 1975*

*Members of Parliament (Register of Interests) Act 1978*

*Parliamentary Committees Act 1968*

*Parliamentary Officers Act 1975*

*Parliamentary Salaries and Superannuation Act 1968*