



Annual Report

DEPARTMENT OF THE LEGISLATIVE COUNCIL



2010-11



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Legislative Council

Parliament House East Melbourne Victoria 3002 Australia

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15 September 2011

The Hon Bruce Atkinson MLC
President of the Legislative Council
Parliament House
EAST 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 2011.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Wayne Tunnecliffe'.

Wayne Tunnecliffe
Clerk of the Legislative Council



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Clerk's Overview

I have pleasure in presenting my report on the operations of the Department of the Legislative Council for 2010-11.

The year saw the closure of the 56th Parliament and, following the general election on 27 November 2010, the Opening of the 57th Parliament. The year was notable for many highlights and the high level of outcomes is a testament to the hard work of the dedicated team of staff in this Department.

In the last sitting week of the 56th Parliament on 6 October 2010, the Legislative Council agreed to a substantial number of amendments to the Standing Orders. Many of the changes involved new Standing Orders to enshrine long-standing practice of the House into the Standing Orders and other changes were designed to clarify procedures and remove any ambiguities that had become apparent. What was notable about these changes is that for the first time the Council adopted changes to the Standing Orders without a report from the Standing Orders Committee before it. This was because the Standing Orders Committee, even after a lengthy inquiry, was at the last minute unable to reach a consensus on a report to the Council and the changes made by the Council came about as a result of motions moved by individual members of the Committee. The failure to table a report was extremely unfortunate and is a precedent which I hope is not repeated in the future when the newly named Procedure Committee undertakes its work.

The principal change to the Standing Orders came about following an earlier inquiry of the Standing Orders Committee into an Upper House Committee System. In its final report tabled in May 2010 the Committee recommended that a system of Standing Committees based on that of the Australian Senate be adopted. The model eventually adopted by the Council in October 2010 gave effect to those recommendations and provides for the establishment of three committees each with a references and legislation committee. Members were appointed to those committees early in the new Parliament and

each committee had by the end of the reporting period received a reference from the Council. The establishment of the committees is the next step in the evolution of the Legislative Council as a true House of Review, and it is hoped that the Council, will as the system develops, utilize the full potential of those committees in exercising its review function.

To ensure that the new system could be resourced at the level considered necessary to adequately run the system, the Department sought an increase in its budget to provide for additional staff and appropriate operating expenses for the committees. It is disappointing to note that our request for additional funding was unsuccessful and we faced the prospect of operating the new system at a very modest level. However, it is pleasing to report that on 25 June 2011 the Treasurer approved the use of prior surplus funds which has been welcomed by the Department and will enhance our capacity to effectively service the new system. I expect that we will need to wait until the end of 2011-12, which will be the first full year of operation of the new committees, to properly assess the level of funding needed in the future.

The general election on 27 November 2010 resulted in a change of Government with the new Government also gaining a majority in the Council. The Opening of the 57th Parliament was held on 19 December 2010. It is the second Opening in a row in the days before Christmas and given the requirements of the Constitution, it is probable that this will remain the case in the future. Preparations for the Opening were overseen as usual by the Assistant Clerk – House and Usher of the Black Rod with assistance as needed by staff in other Departments. The Opening went off without a hitch and is a testament to the hard work of the Usher and all staff involved.

Opening Day also saw for the first time internet web-casting of the Council's proceedings. The installation

of cameras in the Chamber in the period from the dissolution of the previous parliament to Opening Day was overseen by the Department of Parliamentary Services. It was of paramount importance that, given the architectural significance of the Council Chamber, the cameras were installed in the most unobtrusive way possible. All of those involved in the project are very satisfied in the outcome.

In preparation for web-casting we received advice that the lighting in the Chamber should be upgraded. This was consistent with advice previously received when the Chamber Refurbishment Project was considered in the previous parliament that the lighting did not meet occupational health and safety standards. Extensive work has been done to ensure that the new lights are aesthetically suitable in the Chamber and work is scheduled to commence at the beginning of July with a view to the new lights being operational when the House resumes in August.

Finally, it is with great sadness that I record the passing of the Council's Principal Attendant, Russel Bowman on 24 October 2010. Russel had been a highly valued member of staff since his appointment to the Council on 6 August 1984 and his sudden passing greatly shocked us all. The large number of Members, former Members, staff members and former staff at his funeral is a testament to the esteem in which Russel was held.

In closing I wish to thank all members of staff for their hard work and untiring efforts during the year.

Wayne Tunnecliffe
Clerk of the Legislative Council



Vision

The vision of the Department is: To provide quality apolitical, professional, innovative and integrated support services and information to the President, Members of the Legislative Council and other clients, in the interests of Victorians.

Departmental Goals

In meeting its Vision, the Department of the Legislative Council was guided by seven operational goals in the year under review.

These are:

1. To facilitate a smooth transition from the 56th Parliament to the 57th Parliament of Victoria.
2. To provide timely and accurate procedural advice to clients and to ensure that the business of the Legislative Council and parliamentary committees administered by the Department is conducted in a timely manner, in accordance with the law, decisions of the Council, parliamentary practice and established committee policy.
3. To promote public awareness and understanding of parliamentary democracy and of the role, functions and processes of the Legislative Council, the Committees and the Parliament generally.
4. To ensure that departmental strategies, planning and directions are in accordance with the highest standards of governance and enable an effective system of ongoing improvement.
5. To implement fair and equitable staff management practices which develop the skills base of staff in order to achieve corporate, departmental and committee objectives.
6. To utilise modern and cost-effective technological information systems for the delivery of high level specialist support services to our clients, to implement records management best practices and to provide high quality reports and timely information services.
7. To ensure that departmental financial and physical resources planning and management is in accordance with the highest standards of compliance and accountability.

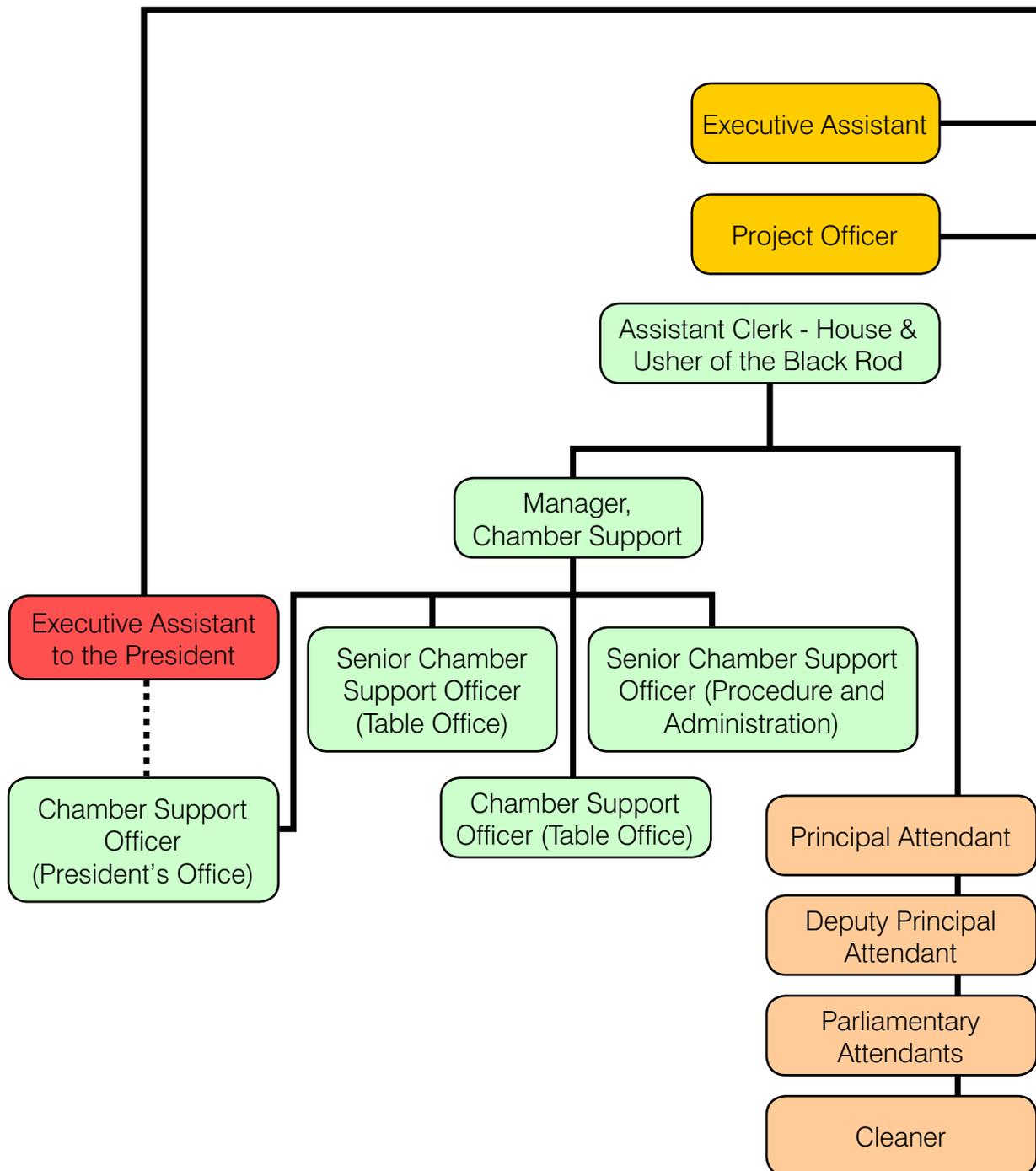
Business of the Department

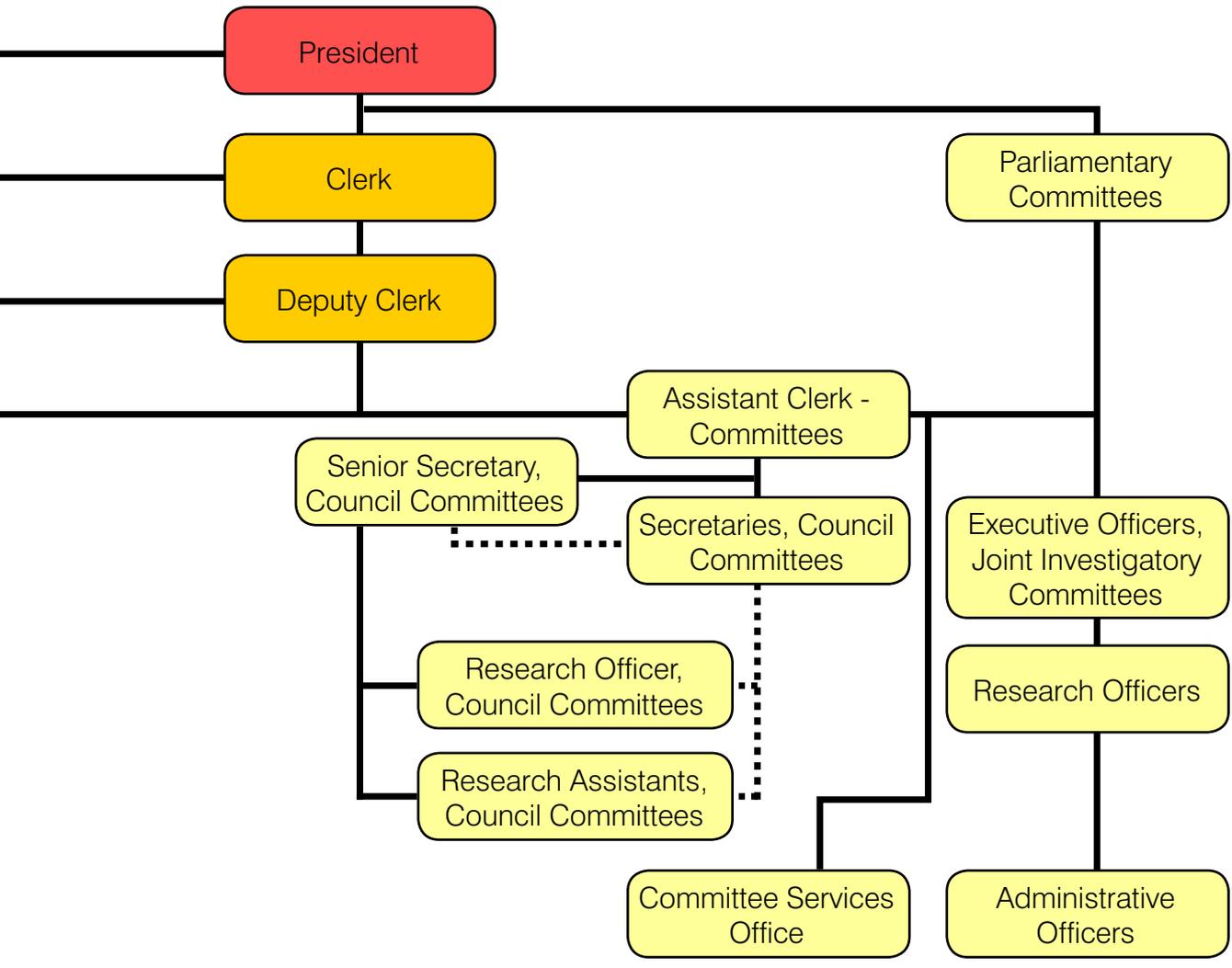
The business of the Department is to:

- provide procedural advice to Members of the Legislative Council;
- process legislation;
- prepare documentation required for sittings of the Legislative Council;
- prepare records of the proceedings of the Legislative Council;
- provide procedural and policy advice to parliamentary committees;
- provide administrative and research assistance, and produce draft reports for parliamentary committees;
- provide information relating to the proceedings of the Council;
- provide operational support to Members of the Legislative Council;
- promote public awareness of the role, functions and processes of the Legislative Council and the Parliament;
- co-ordinate parliamentary events, functions and special visits; and
- provide a secure, safe and healthy workplace.



Department of the Legislative Council Organisation Chart







Procedure And Advice

PROCEDURAL ADVICE

Advice to the President and Members

The Department's principal function is to provide advice to the President and Members on matters before the House and parliamentary practice and procedure generally. The advice is usually given in several ways – on an ad-hoc basis, verbally or in writing. When the House is sitting, the President will often be called upon to rule on a matter as it arises and to assist the Chair a good deal of work is often done in anticipation of the matter arising. Occasionally the President will reserve his ruling on a matter until a later date.

Some of the more notable written rulings which were given in 2010-11 and required advice from the Department are:

Time Limits on Speeches

On 22 March 2011 the President gave a ruling on the time limits for speeches from the third party, following a point of order raised by the Leader of the Greens, Mr. Greg Barber on 3 March. The point of order arose because The Nationals rather than the Greens were being treated as the third party for the purposes of Standing Order 5.03. In his ruling the President noted that there were some anomalies in the Standing Orders for various items of business in the Council and advised the House that he proposed to refer the matter to the Procedure Committee for consideration. However, until the matter had been considered, the President ruled that he would treat the Greens as the third party for the purposes of the Standing Order.

Parliamentary Privilege — No Precedence Over Other Business

On 5 May 2011, the President advised that Council that he had received a letter from the Leader of the Opposition indicating that in his view the Leader of the Government had failed to fully meet his obligations under the Code of Conduct prescribed by the *Members of Parliament (Register of Interests) Act 1978* and that he intended to refer the matter to the Privileges Committee for consideration. In his letter the Leader of the Opposition asked the President to determine if the matter merited precedence over other business that day.

Under Standing Orders, when a matter of privilege is raised with the President by a Member, the President is required to determine as soon as practicable whether the matter warrants precedence over other business. If the President decides that the matter warrants precedence, he is required to inform the Council of this decision and the Member who raised the matter may forthwith move a motion without notice in relation to the matter.

In his ruling the President indicated that the Standing Orders contained no criteria for determining whether or not precedence should be granted, and that he had had regard to the position to the Australian Senate in relation to similar matters. The President, whilst being of the view that the matter was serious, concluded that the proposal for the matter to be given precedence did not meet the tests as prescribed for the Senate and therefore was not convinced the matter merited precedence.

A motion to refer the matter to the Privileges Committee was subsequently moved and debated on 25 May 2011.

Questions Without Notice — Ministers' portfolio responsibilities

On 5 May 2011, the President ruled on a point of order raised the previous day regarding the ambit of questions which may be asked of a Minister representing a Minister in the Assembly. In his ruling the President reiterated a previous ruling that when a question is asked of a Council Minister representing an Assembly Minister, it must be strictly within the Assembly Minister's policy area and must relate to a matter of public administration. The President clarified that in his view a matter of public administration would need to be a matter that impacts upon the role, responsibility and performance of the Minister. It would not be a matter of general interest but a matter that impinges on a Minister's responsibilities.

2010 Election Result – Composition of House

The Victorian State election, the second held under the new fixed terms provisions of the *Constitution Act 1975*, was held on 27 November 2010 and resulted in a change of Government.

The count, including recounts, for the election of 40 members, was completed on 14 December 2010 and resulted in the composition of the Council being –

| | |
|------------------------|----|
| Liberal Party | 18 |
| Australian Labor Party | 16 |
| Australian Greens | 3 |
| The Nationals | 3 |

The Liberal/Nationals parties, who went to the polls in coalition, formed the Government in the Council.

The following Members retired from the Council or were defeated at the Election:

| | |
|---------------------|-------|
| Hon. Justin Madden | (ALP) |
| Mr Nathan Murphy | (ALP) |
| Hon. Robert Smith | (ALP) |
| Ms Jennifer Huppert | (ALP) |
| Mr Peter Kavanagh | (DLP) |
| Mr John Vogels | (LIB) |

The following new Members were elected for the first time:

| | |
|--------------------|-------|
| Ms Georgie Crozier | (LIB) |
| Mr Andrew Elsbury | (LIB) |
| Mr David O'Brien | (NAT) |
| Mr Craig Ondarchie | (LIB) |
| Mr Simon Ramsay | (LIB) |
| Mr Lee Tarlamis | (ALP) |

Retirement of President – 56th Parliament

The election on 27 November 2010 saw the defeat of the President, the Hon Robert Smith, in the election for the Western Metropolitan Region. Mr Smith was first elected to the Legislative Council in 1999 as the Member for Chelsea Province and then from 2006 as the Member for South Eastern Metropolitan Region following the 2003 constitutional changes which abolished the 22 provinces in favour of the creation of eight electoral regions each returning five Members.

The Department thanks Mr Smith for his support during his term as President.

Election of new President and Deputy President – 57th Parliament

Opening day saw the election of the Hon Bruce Atkinson, a Government Member for the Eastern Metropolitan Region, as the Council's 20th President. Mr Atkinson was first elected to the Council in 1992 and has served on numerous Parliamentary Joint Investigatory, Council Select and Domestic Committees. Mr Atkinson also served as Parliamentary Secretary, Planning and Local Government between 1996 and 1998. In the previous Parliament, Mr Atkinson was the Council's Deputy President.

Mr Matt Viney, an Opposition Member for the Eastern Victoria Region, was elected Deputy President. Mr Viney was first elected to the Council in 2002, having previously been a Member of the Legislative Assembly since 1999.

Acting Presidents' Seminars

Since the commencement of the new Parliament, an Acting Presidents' Seminar has been held, and more are planned to be held in the next reporting period. These seminars, which are also attended by the Clerk and Deputy Clerk, are intended to ensure that the Acting Presidents are adequately equipped when presiding in the Chamber. The seminars are designed to cover the basic rules regarding the conduct of Members and the conduct of debate and putting questions from the Chair. They involve a mixture of theory and discussion of actual case studies from matters arising in the House.

Amendments to Bills in Committee of the Whole

One of the key services provided to all Members, including Ministers, is assistance with amendments to Bills.

In 2010-11, in a year with fewer sittings due to the General Election, 52 Bills were considered in Committee of the whole in the Council. 47 sets of amendments were circulated, comprising a total of 449 proposed amendments. 9 Bills had sets of amendments from more than one Member, with 7 of these having 2 sets of amendments circulated and 2 Bills with 3 sets. Most notable amongst these in a numerical sense was the Transport Accident and Accident Compensation Legislation Amendment Bill 2010 which had 66 proposed amendments from Ms Pennicuk of the Australian Greens and an additional 62 from Mr Rich-Phillips of the Opposition.

The Clerks and Table Office play a role in liaising with Members and their staff, Government departments and the Office of Chief Parliamentary Counsel (OCPC) in checking that proposed amendments to Bills comply with Standing Orders, Constitutional provisions relating to legislation, legislative powers and custom and practice of the Council.

More generally, the Clerks also discuss with Members and OCPC how complex amendments interact with Bills so that detailed advice may be given to the Deputy President and other Members participating in consideration of Bills in Committee. The Clerks work closely with the Deputy President to ensure that running sheets are prepared for every Bill in Committee, so

that all Members understand questions before the Committee and how amendments may test other amendments and how competing amendments from different Members may be considered and dealt with.

As noted in last year's Report, the greater number of political parties represented in the Chamber in the 56th Parliament correlated with an increased incidence of Bills to which amendments were proposed from various parties, including the Government, sometimes resulting in rather complex Committee stages. This changed somewhat in the 57th Parliament, with the new Government enjoying a majority in the Council, with fewer amendments and competing sets of amendments. However, this may only have been a reflection of the nature of the Government's legislative program in the first six months of the Parliament.

Standing Orders Committee Inquiry into an Upper House Committee System

As outlined in last year's Annual Report, the Standing Orders Committee's Final Report on the establishment of new standing committees for the Legislative Council was tabled on 5 May 2010. To reiterate, its major recommendations included:

- the establishment of three pairs of committees, each consisting of a Legislation Committee and a References Committee;
- this twin committee structure to encompass three broad subject areas of Economy and Infrastructure, Environment and Planning, and Legal and Social Issues;
- a membership of eight per committee, consisting of four Government members, three Opposition and one from minority parties/independents;
- the chairs of Legislation Committees to be Government Members and the chairs of References Committees to be drawn from non-Government ranks, with all chairs to have both deliberative and casting votes;
- the capacity for substitute members to be appointed to committees with full voting rights, and for participating members to exercise the same rights as normal members, except the right to vote;
- the three Legislation Committees to have self-referencing powers in relation to annual reports and departmental/agency performance, as well as

the role of scrutinizing bills referred to them by the House; and

- References Committees only to conduct inquiries referred to them by the House.

The Council eventually debated the recommendations in the Final Report during the Council's penultimate sitting day (6 October 2011) prior to the State Election. Given that the thrust of the report was supported by all party leaders on the Standing Orders Committee, the recommendations were agreed to unanimously in the House as expected. This new committee structure had its membership determined and commenced operations on the 57th Parliament's first sitting week in 2011.

Adoption of New Standing Orders

On 6 October 2010 the Council agreed to a substantial number of changes to the Standing Orders which were proposed to the Council by various members of the Standing Orders Committee. The proposals emanated from an inquiry from the Standing Orders Committee. However, the Committee was unable to reach a consensus on the proposed changes and therefore did not table a report in the Council. This was the first time that the House has amended its Standing Orders in the absence of a report from the Standing Orders Committee.

Production of Documents

In the final months of the 56th Parliament, the Council continued to order the production of documents, as well as pass follow up resolutions demanding the production of various documents that had hitherto not been produced on the grounds of Executive privilege. Further documents and correspondence from the Government claiming Executive privilege were also tabled.

The final week of the 56th Parliament also saw the Council make a number of amendments to the Standing Orders. Whilst the Leader of the Opposition moved a motion to incorporate the then Sessional Order relating to the Production of Documents into the Standing Orders, this was not agreed to by the majority of Members in the Council. Therefore, the 57th Parliament commenced with an amended set of

Standing Orders and throughout the first half of 2011 did not adopt any Sessional Orders. Throughout this period there has therefore been no Standing or Sessional Order governing the production of documents.

Regardless of this, in the first half of 2011 eleven motions ordering the production of particular documents have been moved, and all but one have been agreed to without division. On each occasion, the motions have been moved by Members of either the Australian Greens or the Australian Labor Party. The one motion that was defeated required the production of controversial documents relating to an investigation into the Office of Public Prosecutions, and was defeated when Government Members voted against the motion.

Numerous documents and letters from the Attorney-General have been received in response to these orders. Lacking the Sessional Order that was in place last Parliament, the system for the production of documents is less organised, with the relevant Minister or department no longer required to provide a list of the documents being provided and the Clerk no longer required to maintain a register. This has made administering the production of documents more difficult, however to date the system still seems popular with Members from the non-Government parties.

Procedure Committee

One of the changes to the Standing Orders adopted on 6 October 2010 was the renaming of the Standing Orders Committee to Procedure Committee. The change in name reflects the wider ambit of the Committee's responsibilities which encompass any matter relating to the Council's proceedings. In a major change the President is now able to refer matters to the Procedure Committee for consideration, in addition to references received from the House.

By the conclusion of the reporting period the President had referred two matters to the Committee for consideration – time limits for third party speakers and the requirement for the President to vote on all questions before the Council.

Procedural Review Meetings

Following each sitting week the proceedings are reviewed by Chamber Officers, staff from the Table Office and Council Committee Office who support the Chamber, and staff from the Joint Committees Office who attend on a rotation basis. They are designed as a means of better equipping staff with the knowledge that underpins the operations of the Chamber. The process followed in the review meetings is that one staff member leads each day's discussion by identifying matters of interest which have occurred during the sitting. The Clerks assist by providing commentary and the staff are invited to give their views on procedure which have occurred in the House. The procedural review meetings are regarded as an important learning tool especially to prospective Chamber staff.

COUNCIL SITTINGS AND DOCUMENTATION

Sitting Day Business Meetings

To best service the House most effectively, particularly in a Chamber which can be unpredictable, it is essential that all staff involved in servicing the Chamber work closely as a team. In what has been the practice for some years now and in an idea first borrowed from the Senate, all staff involved in servicing the Chamber meet as a group prior to each day's sitting to preview the likely events in the Chamber that day, and to discuss possible alternative courses of action in some procedural matters. The sitting day business meetings have proved to be an important tool in ensuring that the Council is serviced effectively because it ensures that all of those involved in the Chamber are fully aware of the business or possible business and its ramifications to be before the House each day.

Sittings of the House

In 2010-11, the Council met for a total of 14 weeks, which is slightly lower than what is usual because of the State Election held in November 2010. As usual, the Council sat three days each week (Tuesday to Thursday) with the exceptions of August and September 2010 when a build up of legislation prompted the Council to extend three sitting weeks

to include the Friday, and the first sitting week and opening of the 57th Parliament when the Council only sat one day. Throughout the 2010-11 financial year the Council sat for a total of 46 days.

In total, the Council sat for just under 452 hours in 2010-11. The average length of each sitting day was 9 hours and 49 minutes. This average is slightly lower compared with the average sitting hours in 2009-10, during which the Council sat each day for an average of 10 hours and 16 minutes.

Legislative Council sitting patterns for the past ten years are on page 20. A breakdown of the time spent on different items of business in 2010-11 appears in Figure 6. Appendix D contains selected statistics relating to the sittings of the Council for the past five years.

Parliamentary Publications

The Department is responsible for the preparation and circulation of a number of parliamentary publications. In 2010-11 the following documents were issued:

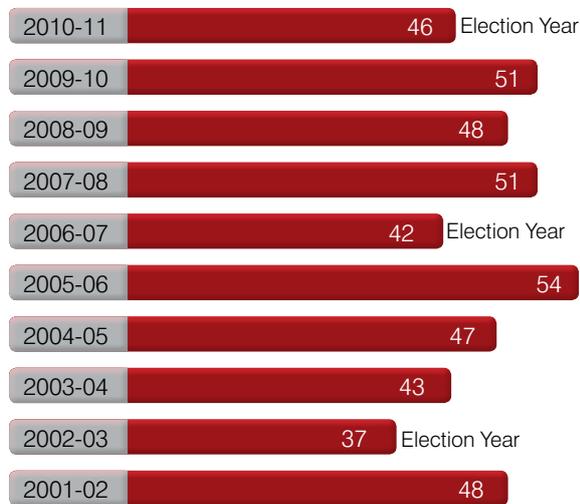
| | |
|---|----|
| NOTICE PAPERS (DAILY) | 47 |
| MINUTES (WEEKLY) | 13 |
| COMMITTEE OF THE WHOLE COUNCIL SUPPLEMENT | 10 |
| UNANSWERED QUESTIONS ON NOTICE | 10 |
| ADJOURNMENT MATTERS AWAITING RESPONSE | 10 |
| PROGRESS ON COMMITTEE INVESTIGATIONS | 4 |

The number of Questions on Notice submitted by Members decreased throughout the second half of 2010 as the State election approached. 2011 saw another influx of questions, which again increased the size of the Unanswered Questions on Notice booklet as a large number of questions remained unanswered.

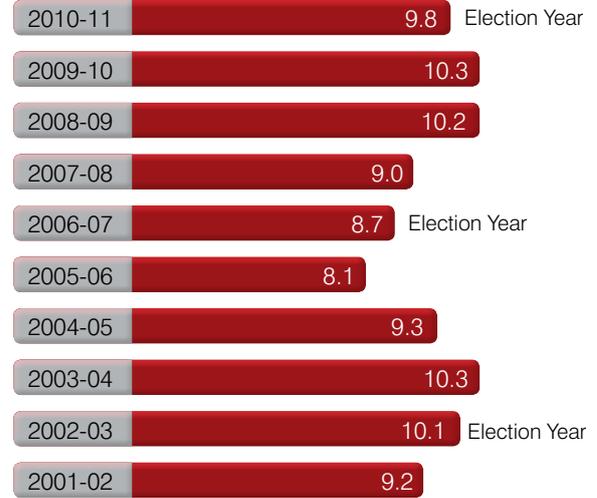
The Committee of the Whole Council Supplement is issued alongside the weekly Minutes if the Council considered any Bills in Committee of the Whole for that sitting week. It details clauses and amendments considered in Committee of the Whole, and records any divisions that took place.

Sitting Statistics

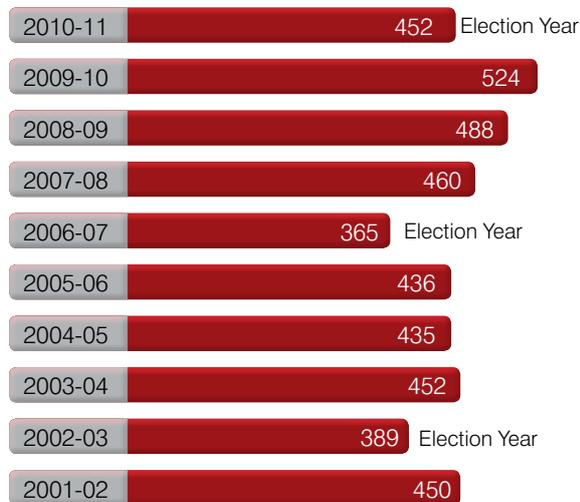
Sitting Days, Legislative Council, 2001-02 to 2010-11



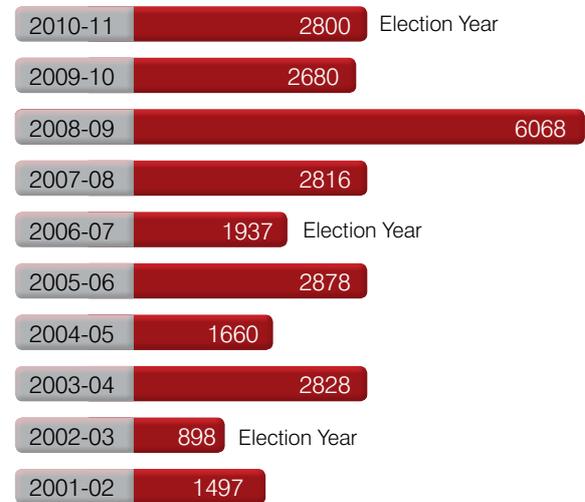
Average Length of Daily Sittings (Hours), Legislative Council, 2001-02 to 2010-11



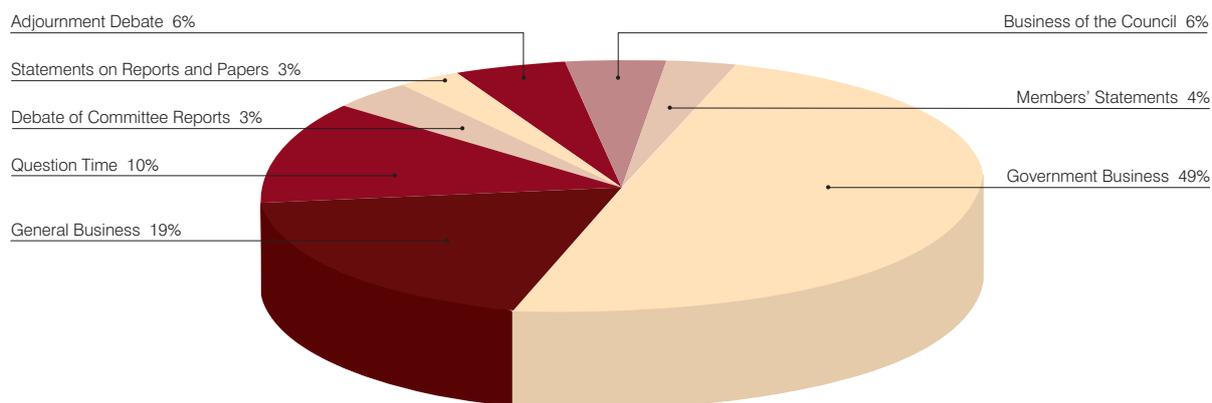
Sitting Hours, Legislative Council, 2001-02 to 2010-11



Questions on Notice processed by the Department of the Legislative Council, 2001-02 to 2010-11



Breakdown of Business 2010-11



- *Government business includes Government sponsored legislation and motions and ministerial statements.*
- *General business includes legislation and motions initiated by Members of the non-Government parties.*
- *Business of the Council includes time spent on presentation of petitions, giving notices, presentation of papers (excluding motions to take note of Committee Reports), privilege matters, personal explanations and condolence motions.*

56th Parliament Bound Volumes

At the conclusion of the 56th Parliament in October 2010, the Table Office undertook the task of collating and compiling the Bound Volumes of the Minutes of the Proceedings for the previous session of Parliament. Two versions of the Minutes bound volumes are compiled – one version that consists of the minutes index, each copy of the weekly minutes and notice paper from the session of Parliament, and another version that consists of the minutes index and weekly minutes, but no notice papers. The documents for each version are compiled chronologically and perfect bound in red cloth.

Organising the documents for printing and binding was undertaken over a number of months in the interim between the conclusion of the 56th Parliament and the resumption of sittings of the 57th Parliament in February 2011. The process involved creating electronic files for each document to be printed, collating them in a chronological order, and then dividing the documents into appropriately sized 'volumes'. The weekly minutes and notice papers for the 56th Parliament required six volumes, more than double the size of the bound volumes for the previous 55th Parliament.

PROCEDURAL RESEARCH PROJECTS

Procedural Bulletins

Since the commencement of the 54th Parliament in 1999, the Department has published biannual Procedural Bulletins, which provide an account of the most significant events, procedural issues and rulings from the Chair for each six month sitting period. During 2010-11, bulletins for February to June 2010 and July to December 2010 were published and distributed to Members of the Council, various staff and the Clerks of each of the other Houses of the Australasian parliaments.

External Procedural Publications

The Department contributes to a number of external procedural publications on a regular basis. The most significant of these within Australasia is *Parliament Matters* which is produced by the Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT). This group produces two editions of its bulletin each year.

In terms of overseas procedural publications, the

Department's principal contribution is an annual entry in The Table which is produced by the House of Lords in the United Kingdom and is the journal of the Society of Clerks-at-the-Table in Commonwealth Parliaments.

Rulings from the Chair 1979–2010

The fifth edition of Rulings from the Chair (48th to 57th Parliaments) was drafted during the reporting period and will be published early in the 2011-12 year. This volume provides a ready reference of useful procedural precedents to assist the Clerks in advising the President and other Members.

Guide to Procedure for Members

The Table and Procedure office completed drafting of a new publication for Members of the Council, Guide to Procedure in the Chamber. The first publication was released to Members in the second half of 2010 and drafting commenced on a second edition for new and continuing Members in the 57th Parliament, which will be released early in the 2011-12 period.

The drafting of the second edition was guided by feedback from Members who responded to the survey attached to the first edition.

Legislative Council Practice and Procedure Manual

During the reporting period the Department continued to develop a volume with the working title Legislative Council: Practice and Procedure Manual. A number of Council staff are involved in associated research, writing and/or editing of the document. Ultimately, the purpose is to produce a manual which will complement the Standing Orders by outlining the House's practices in greater detail, including the citation of significant rulings and events.



Information Management

DATABASE MANAGEMENT

Questions on Notice Database

The Questions on Notice Database project aims to provide a fully searchable database of questions and answers, which will allow Members and Ministers to easily track the progress of questions on notice asked in both Houses of Parliament. A project team from both House Departments has been working for several years with external database developers to develop a system to manage the workflow of questions, beginning with a Member submitting a question, through to it being edited and published and then finally being answered by the Minister.

The database has been used and tested by staff of both Houses in the first half of 2011, and all questions and answers from the current Parliament are loaded in the database. Whilst it was initially hoped the database could be launched in 2010, a number of minor technical difficulties were encountered, requiring further development to be undertaken. The database is now nearing completion and once final testing is carried out the database will be launched on the Parliament of Victoria website and become available to Members and the public.

Tabled Documents Database

The Department of the Legislative Council and the Department of the Legislative Assembly, in conjunction with the Parliamentary Library, have commenced development of a Tabled Documents database. The aim of the database is to make information about tabled documents, together with electronic copies of some reports, available to Members and the public through a searchable database on the Parliament of Victoria website.

Initially the database was commissioned to prepare for

the potential implementation of the Public Finance and Accountability Bill 2009, which would have expanded the ability of Government agencies to table reports out of session. The Bill was not passed by the Legislative Council before the end of the 56th Parliament and lapsed. However, it was decided to proceed with the development of the database as an information resource for Members and the public.

Scoping of the database has been completed and development of the database is underway. An external website developer has been engaged to develop the database in the Joomla! platform, ensuring it is compatible with the look and feel of the existing Parliament of Victoria website. It is hoped the database will be launched later in 2011 and will be a useful tool for Members and the public who are seeking information about documents tabled in Parliament, and will make access to electronic copies of reports much easier.

PROVISION OF INFORMATION

Legislative Council Information Sheets

Following amendments to the Standing Orders in October 2010, which resulted in a number of changes to Legislative Council procedures and the structure of committees, the Legislative Council Information Sheet series was reviewed and updated. The 21 information sheets contain a range of procedural and historical information about the Legislative Council, its Committee and the Chamber. The updated information sheets are available online through the Parliament of Victoria website and in hard copy from the Legislative Council Table Office.

In 2010 a streamlined version of the information sheets was also produced for official visitors to the Parliament. The 21 information sheets have been

condensed into 7 Visitor Information Briefs, which are given to official visitors, such as Consuls General and Ambassadors, to provide them with an overview of the Legislative Council, its history and its operations.

Register of Members' Interests

Under the *Members of Parliament (Register of Interests) Act 1978*, Members are required to provide details of their interests. This information is required from new Members upon their election to Parliament (i.e. Primary Return) and from all existing Members by 29 August each year (i.e. Ordinary Return). Members may also lodge variations to their interests at any time during the year. This information is contained in a register which is maintained by the Clerk of the Parliaments, currently the Clerk of the Legislative Assembly. However, by arrangement between the Houses, the Department of the Legislative Council continues to maintain the Register of Members' Interests on behalf of the Clerk of the Parliaments.

During 2010-11, the following reports were prepared and tabled:

- Summary of Returns, June 2010 and Summary of Variations notified between 24 June 2010 and 14 September 2010
- Cumulative Summary of Returns, 30 September 2010
- Summary of Primary Returns, February 2011 and Summary of Variations notified between 15 September 2010 and 7 February 2011
- Summary of Primary Return, April 2011 and Summary of Variations notified between 8 February 2011 and 4 April 2011
- Summary of Variations notified between 5 April 2011 and 29 June 2011

Ordinary Return forms will be sent to all Members of Parliament on 1 July 2011 and a summary of those returns, together with a Cumulative Summary as at 30 September 2011, will be tabled in October 2011.

Review of House Readers and Auto-text Database

At the conclusion of the 56th Parliament, a detailed review of House Readers was undertaken. House

readers are used by the President, Deputy President, Ministers and Members to guide them through complicated procedural processes in the Legislative Council. Following changes to Standing Orders in October 2010, and the lapsing of the Sessional Orders that applied in the 56th Parliament, a number of the existing readers had become outdated and terminology had changed. An updated set of readers was prepared and distributed in time for the first sitting of the 57th Parliament.

Prior to the Opening of the 57th Parliament, the Department's auto-text database was also updated. The auto-text database is used by Chamber Officers to produce the Minutes of the Proceedings, allowing them to use short cut keys to input standard entries, thus saving time and reducing errors when copying text. These entries have all been updated and refined to reflect the changes to procedures and terminology resulting from the amendments to the Standing Orders.

Transfer of Records to Public Records Office Victoria

In June 2011, the Department transferred its Original Papers for the 55th Parliament (2003-06) and a number of Committee records (2001-08) to Public Records Office Victoria (PROV). This process involved preparing the records in accordance with PROV's guidelines and indexing all of the documents contained in the boxes transferred. There were 128 boxes of Original Papers for the 55th Parliament and 42 boxes of Committee records. The Committee records included minutes, correspondence, newspaper articles, draft reports and transcripts of evidence from 5 Legislative Council Select Committees from the 54th to the 56th Parliaments.

Members of the public can view certain records stored at PROV with the permission of the Clerk or the President of the Legislative Council. If required, the records can also be recalled to Parliament House by the Department at any time.

Sir Rupert Hamer Records Management Award

On 19 May 2011, the Department was recognised for its excellent records management with a Certificate

of Commendation in the annual Sir Rupert Hamer Records Management Awards. The Awards, which have been running since 1998, recognise achievements in good records management practice within Victorian government agencies and local community archives.

The award was given for the Legislative Council Committees Records Transfer project, which involved the successful transfer of a large number of Legislative Council Committee records from 1856 to 1992 to the Public Record Office Victoria. The records included minutes, correspondence, draft reports and transcripts of evidence from 33 Legislative Council Committees.

The records document the establishment of the committees and include significant details on the investigations and inquiries that they carried out. Notable committees include the Select Committee on the Airport, which in 1935 investigated the most suitable location for Melbourne's Airport, and the Elections and Qualifications Committee which undertook over 50 investigations from 1856 to 1931 into the validity of elections of Members of the Legislative Council. Members of the public are able to view the records at PROV with the permission of the Clerk of the Legislative Council.



Education And Community Relations

PUBLIC AWARENESS AND EDUCATION

YMCA Youth Parliament

The 24th YMCA Youth Parliament was staged at Parliament House on 5, 6 and 8 July 2010. The "Opening Ceremony" was held in the Legislative Council Chamber at which the "Youth Governor", officially declared open the Youth Parliament. The Deputy President, Deputy Speaker and other Members from both Houses also participated in the ceremony and ensuing debates in both Chambers. The debates were conducted as consistently as practicable with parliamentary procedure. The proceedings were recorded by Hansard and at the conclusion of the sittings the "Bills" were presented to the Premier at the closing ceremony in the Assembly Chamber.

The planning and conduct of the event is supported by the Assistant Clerk – House and Usher of the Black Rod and Chamber Support Office in collaboration with the Assembly and other business units in the Parliament.

Open Day

Open Day was held on Sunday, 20 March 2011. The three Departments hosted information displays and staff were on hand to answer questions from visitors. The Victorian Electoral Commission and the Public Record Office Victoria again hosted display stands.

The event attracted over 3,900 visitors to Parliament and the Parliamentary Reserve.

Legislative Council personnel, together with officers from the other parliamentary departments, acted as guides and provided information to visitors.

Planning for this Open Day was largely organised

and conducted by the Office of the Assistant Clerk Procedure and Serjeant-at-Arms and assisted by staff from other parliamentary departments.

As visitors entered Parliament House, they received an open day tour map providing details of the route to be taken and the various displays. Visitors were free to meander throughout the building but within the confines of the tour route. Entertainment was provided in the gardens as well as refreshments for the public.

Australasian Study of Parliament Group

The Department's commitment to parliamentary related education is reflected in its ongoing support via corporate membership of the Australasian Study of Parliament Group (ASPG). The Victorian Chapter of the ASPG holds seminars at Parliament House featuring guest presenters several times each year.

Individual membership of the ASPG is open to anyone with an interest in parliamentary related affairs, with a significant number of its members being parliamentarians and parliamentary officers. The Clerk assumed the role of Chair of the Victorian Chapter during the reporting period; the Council's Research Assistant was Honorary Secretary of the Chapter and the Assistant Clerk – House and Usher of the Black Rod was a member of the executive committee. Significant time towards the end of the reporting period was committed to planning the ASPG national conference in October 2011, being hosted by the Victorian Chapter at Parliament House.

SPECIAL EVENTS AND PROMOTIONAL ACTIVITIES

Opening of the 57th Parliament

The 57th Parliament was formally opened by the Governor of Victoria, Professor David de Kretser, AC, on 21 December 2010.

Similar to the Opening of the 56th Parliament in December 2006, the Parliament received short notice that the Government wanted to open the 57th Parliament before Christmas, the first reasonable opportunity being 21 December 2010.

Members were sworn-in in their respective Chambers in the morning and the Governor attended in the afternoon to deliver his address in the Council Chamber.

The Opening of the 57th Parliament was marked by two significant changes to the usual course of events on opening day. The first was a procedural change agreed to in the previous Parliament in which Assembly Members are no longer required to attend the Council Chamber in the morning to hear the Senior Commissioner (the Chief Justice) before returning to the Assembly to be sworn-in. It was agreed that at the ringing of the bells Members should go to their respective Chambers and the Commissions read in each Chamber before Members are then sworn-in.

The second change was one agreed to informally between the two Houses in the 56th Parliament in which an Aboriginal welcome to country would be held on the day. The ceremony conducted on opening day for the Commonwealth Parliament was noted, and after discussions between the two Houses and consultation with the new Government, a welcome to country ceremony was held in Queen's Hall of Parliament House immediately prior to the first meeting of both Houses in the morning. All Members and approximately 200 guests attended the welcome to country which was given by two local elders following the entry into Queen's Hall of the official party consisting of the two Commissioners appointed by the Governor and the various party leaders.

In the afternoon the traditional ceremony centred around the Governor's address which was witnessed by approximately 800 guests. The day's events

involved the coordination of Police, armed services, Melbourne City Council, other Government agencies and broadcasters and for the first time many aspects of the day were broadcast live on the Parliament's web site.

The Assistant Clerk – House and Usher of the Black Rod was responsible for coordinating the significant resources and requirements of these groups and the many units in the Parliament who provided outstanding assistance. A number of other staff, including the Manager, Chamber Support, the Procedural Research Officer, Chamber Support Officer and the Acting Principal Attendant were also significantly involved in coordination and planning for the weeks leading up to the Opening.

The funding of the Opening remains a significant issue for the Department as no additional funds are provided to the Council to stage the event. In recent decades it has been the practice that the Department of Premier and Cabinet (DPC) funds the Opening by reimbursing the Legislative Council. This practice continued to some extent in 2010, with DPC reimbursing approximately 85 per cent of the cost of the Opening. However, it is clear that DPC's funding role is at odds with the Parliament's responsibility and need to stage the event based on clear lines of decision making autonomy.

Knight Kerr Room

On 28 June 2011, the President of the Legislative Council, the Honourable Bruce Atkinson MLC, officially opened the Knight Kerr Room at Parliament House. The Knight Kerr room commemorates and recognises the contribution made by Architects, John George Knight and Peter Kerr in the initial development of the design and building of Parliament House Melbourne.

Professor Philip Goad, Professor of Architecture and Director of the Melbourne School of Design at the University of Melbourne gave the opening keynote address. Professor Goad highlighted that a naming of a room after architects in a public building was a rare occurrence — only a few exist in Australia. He explained the importance of Parliament House, Victoria in terms of historical and design significance and gave attendees a glimpse into the history of Peter Kerr and John George Knight.

Other VIPs in attendance for the Launch included: Jim Gard'ner Executive Director, Heritage Victoria; Robert Puksand President, Victorian Chapter of the Australian Institute of Architects; Dr Graeme L Blackman OAM Chairman, National Trust of Australia (Victoria); Dr Robb Stanley, Executive Officer, The Royal Society of Victoria; and Justine Heazlewood, Director and Keeper of Public Records, Public Record Office of Victoria.

Featured in the room are two photographic portraits of John George Knight and Peter Kerr in addition to five of their architectural drawings. The five original architectural drawings on loan from the Public Record Office Victoria will be on display until 1 August 2011.

CSIRO visit

The CSIRO, the Commonwealth Scientific and Industrial Research Organisation is Australia's national science agency and one of the largest and most diverse research agencies in the world. CSIRO Chief Executive, Dr Megan Clark, the President of the Legislative Council and the Speaker of the Legislative Assembly invited members of the Victorian Parliament to attend a tour of CSIRO's facilities at Clayton on Friday, 27 May 2011. Dr Calum Drummond, Group Executive, CSIRO Manufacturing Materials and Minerals hosted the visit, with a tour of three of CSIRO's leading areas of research — organic photovoltaic printable solar cells, Victorian Direct Manufacturing Centre showcasing cold spray coatings technology and new casting technologies for casting lightweight magnesium alloys for the automotive industry.

Highlights of the tour included viewing: flexible, large area, cost-effective, reel-to-reel printable plastic solar cells, products made with cold gas-dynamic spray technology for bio-medical and aerospace industries and new casting process for magnesium alloys that can be used to produce complex shapes, reducing by up to two-thirds the weight of components such as automotive engine blocks.

Australian Synchrotron visit

The Australian Synchrotron is a source of highly intense light ranging from infrared to hard x-rays used for a wide variety of research purposes and its advanced capabilities enable rapid real time analysis

of chemical, mineral and biological samples under a range of experimental conditions at an atomic level. Officially opened in July 2007, the Australian Synchrotron is one of fewer than 40 similar facilities around the world. It is the largest stand-alone piece of scientific infrastructure in the southern hemisphere.

On Friday 10 June 2011, the President of the Legislative Council and the Speaker of the Legislative Assembly joined Members of the Victorian Parliament on a tour of the Australian Synchrotron's facilities at Clayton. Facility Director Professor Keith Nugent, Chief Operating Officer Dr Georg Borg and Head of Beamline, Science and Operations Dr David Cookson lead the delegation's tour of the facilities.

The tour examined how the Australian Synchrotron enhances access to synchrotron technologies assisting Australian scientific and industrial researchers to achieve and retain positions at the forefront of their fields, boosting Australia's reputation in world scientific circles, enabling a stronger national contribution to the international development of advanced research capabilities and techniques, and attracting experts from around the globe to live and work in Australia.

HOSPITALITY AND VISITORS

Official Visitors and Delegations

A number of distinguished visitors and delegations visit the Parliament each year and special arrangements are customarily made for their reception. During 2010-11, the Department assisted in arrangements for the reception for the following visitors and delegations:

4 and 5 August 2010 — Mr Freddy Cain, Clerk of the Parliament of Nauru, visited the Parliament and held meetings with various officers in relation to staff training, committee operations and the budget process. Arrangements for the visit were co-ordinated by the Legislative Assembly and the Presiding Officers hosted a lunch in Mr Cain's honour.

30 November 2010 — A delegation from the Philippines visited the Parliament and attended a luncheon hosted in their honour by the Presiding Officers.

2 December 2010 — A delegation of officers from the Parliament of Kenya visited the Parliament and were briefed by the Clerks on the general operation of the Victorian Parliament, the budget process for the Parliament, the operation and funding of parliamentary committees and a range of matters relating to the pay and conditions of Members of Parliament and the operation of electorate offices. The arrangements for the visit were co-ordinated by the Legislative Assembly and the Clerks hosted a luncheon in the delegation's honour.

15 December 2010 — A delegation from the Parliament of Sri Lanka led by the Hon Nimal Siripalade Silva MP visited the Parliament and attended a lunch hosted in their honour by the Clerks.

20 January 2011 — A delegation from the National People's Congress of the People's Republic of China led by Mrs Yan Junqi, Vice Chairwoman of NPC Standing Committee, visited the Parliament and attended a lunch hosted by the Presiding Officers. Arrangements for the visit were co-ordinated by the Legislative Assembly.

24 January 2011 — Mr Jim Johnstone, Clerk to the Finance Committee, Scottish Parliament, visited the Parliament and was briefed on the operations of the Legislative Council Committee System. Arrangements for the visit were co-ordinated by the Legislative Council and the Clerks hosted a luncheon in honour of Mr Johnstone's visit.

7 February 2011 — Participants in the 2011 Summer Residency Program for Public Accounts Committees visited the Parliament and received presentations by various Committee staff and by the Auditor-General. Arrangements for the visit were co-ordinated by the Legislative Assembly and the Commonwealth Parliamentary Association (CPA) hosted a lunch for the participants.

4 to 13 February 2011 — Ms Pesiki Solomona, Hansard Reporter, Parliament of Tuvalu, undertook a CPA Education Trust Fund Attachment Program with the Parliament of Victoria. During the program, Ms Solomona received briefings on all aspects of the Parliament's operations and observed proceedings in the Houses. Arrangements for the visit were co-ordinated by the Legislative Assembly.

1 March 2011 — a delegation from the National Council of Bhutan led by the Hon Pema Lhamo visited the Parliament and attended a lunch hosted in their honour by the Presiding Officers. Arrangements for the visit were co-ordinated by the Legislative Assembly.

2 March 2011 — His Excellency Mr Pedro Pablo Diaz Herrera, Ambassador of the Republic of Chile, met with the Presiding Officers and the Clerk of the Legislative Council over a working lunch.

27 May 2011 — Mr Klaus Welle, Secretary General of the European Parliament, met with the Clerks and was briefed on the Operations of the Victorian Parliament.

27 May 2011 — The Social Services Committee of the Parliament of New Zealand visited the Parliament and attended a lunch hosted by the Presiding Officers. Arrangements for the visit were co-ordinated by the Legislative Assembly.

2 and 3 June 2011 — Mr Chris Schwarz, Deputy Clerk and Usher of the Black Rod, South Australian Legislative Council, accompanied by Mr Todd Meseke, Security Officer, South Australian Parliament, visited the Parliament and received a range of briefings in relation to parliamentary security matters. The Clerk of the Legislative Council hosted a lunch in their honour.

15 June 2011 — A delegation from the Parliament of Tuvalu led by the Speaker the Rt Hon Sir Kamuta Latasi visited the Parliament as part of the Victorian Parliament's twinning arrangements with Tuvalu. During the visit which was co-ordinated by the Legislative Assembly, the delegation received a range of briefings of the operations of the Victorian Parliament and the Presiding Officers hosted a dinner in the delegations honour.

Sister State Delegations

Visit of Governor of Aichi Prefecture

On 19 July 2010 Mr Masaaki Kanda, Governor of Aichi Prefecture, and Mr Noboru Hidaka, Chairperson of the Aichi Prefectural Assembly, called on the Presiding Officers in celebration of the 30th Anniversary of the Sister State Relationship between the State of Victoria and Aichi Prefecture. Arrangements for the visit were co-ordinated by the Protocol and Special Events Division, Department of Premier and Cabinet.

Delegation from Jiangsu Provincial Peoples Congress

A delegation from the Jiangsu Provincial Peoples Congress led by Mr Zhang Yixin, Vice Chairman of the Committee on Finance and Economics, undertook a visit to Victoria. Arrangements for the visit which was co-ordinated by the Legislative Council included presentations from the Department of Treasury and Finance and the Public Accounts and Estimates Committee and a visit to Sovereign Hill Ballarat with particular reference to the links with the Chinese Community. The Presiding Officers also hosted a dinner in honour of the delegation.

Visit of Vice Governor of Jiangsu Province

On 20 June 2011 a delegation from the Jiangsu Provincial Peoples Congress led by Mr Xu Ming visited the Parliament and attended a morning tea hosted by the Presiding Officers. Arrangements for the visit were co-ordinated by the Speaker's Office.



Physical Resources

WORKPLACE MAINTENANCE

Council Chamber Lighting Project

During the year the decision was taken by the President to upgrade the lighting in the Legislative Council Chamber. There were two reasons for this decision. Firstly, in view of the web-casting of the Council's proceedings advice was given that the lighting needed to be upgraded to enhance the quality of the web-cast video. Secondly, there was an urgent need to improve the lighting to meet normal occupational health and safety requirements.

FPPV Architects was chosen to submit a proposal for the planning of the project and a report was presented to the President in August 2010. The project was subsequently approved and the Department of Parliamentary Services assumed responsibility for the co-ordination of the tender process and the management of the project. Following the tender process Ducon was chosen as the main contractor to undertake the work at a projected cost of \$1.180 million.

The incoming President was briefed on the project following his election in December 2010 and enthusiastically endorsed what was proposed. Work was scheduled to begin during the mid-year recess following the conclusion of the June sittings in 2011.

Members' Office Relocations and Fit Outs

Following the change of Government and swearing-in of new Members some Department expenditure and significant Attendant team resources were required to relocate almost all Council Members and Ministers into offices at Parliament House. In addition to relocating Members, the Attendant Team and Assistant Clerk – House and Usher of the Black Rod liaised with Building Services in relation to a number of Member office fit outs, many of which were funded by the Department.

USE OF PRECINCTS

Council Chamber and Meeting Rooms

The President, on advice from the Department, deals with requests for use of the Council Chamber, the Legislative Council Committee Room (LCCR) and the Knight Kerr Room, (formerly the 'Club Room' meeting room). Co-ordination of arrangements for those venues and their servicing is undertaken by attendant staff under the Assistant Clerk – House and Usher of the Black Rod's direction. Apart from Legislative Council sittings, the Chamber was used throughout the year for a number of events / meetings.

Functions

The Department assisted in providing services for various functions staged in the Legislative Council Chamber, Queen's Hall, the Legislative Council Committee Room, the Knight Kerr Room and the Parliamentary Gardens. As well as major functions, these included numerous luncheons, dinners, book launches, exhibitions and other events, all of which required support and a staffing presence from departmental staff after hours, including weekends.



Human Resources

HUMAN RESOURCES MANAGEMENT

Equal Opportunity Officers

As part of the Department's ongoing commitment to providing a non-discriminatory and harassment free workplace, it continued to support the role of staff previously appointed as Equal Opportunity Officers.

The continuation of this process is part of a larger commitment by the Parliament to provide a safe and secure working environment.

The emphasis in equal opportunity at Parliament focuses on target areas such as 'workplace bullying'. Workplace bullying covers a wide range of discriminatory and unsatisfactory forms of behaviour in the workplace. The focus on these forms of behaviour exemplifies the Department's continuing commitment to an active system that aims to limit and eradicate passive forms of workplace discrimination and harassment as well as the more overt type.

Fatigue Management

In October 2010 the Department Heads considered a proposal from Professor Drew Dawson of the Centre for Sleep Research, University of South Australia, to review the implementation of the Fatigue Management and Prevention Project and identify areas of further concern. Subsequently, on 8 December 2010 the Clerk and Deputy Clerk met with Professor Dawson to outline the Department's concerns in this area and discuss options for addressing the problem. At the conclusion of the reporting period, the Department Heads were awaiting Professor Dawson's report.

Occupational Health and Safety Committee

The Legislative Council continued to have a management representative and a staff representative on the Occupational Health and Safety Committee throughout the reporting period. The Committee worked actively both at the practical level of resolving occupational health and safety matters brought before it by departmental representatives and also at the policy level.

COMMUNICATION

General Staff Meetings

Regular general staff meetings continued to be held during 2010-11. The meetings are conducted by the Presiding Officers and allow staff from all parliamentary departments to come together to hear and exchange information about what is occurring in Parliament generally. At these forums, service awards are presented to staff who have completed more than 5 years service with the Parliament. It also provides the Presiding Officers, management and other invited guests the opportunity to convey information that affects all parliamentary staff as well as providing staff the opportunity to ask questions and raise matters of general interest. The meetings are very well attended by staff and have improved communication in all areas of the organisation.

PROFESSIONAL AND PERSONAL DEVELOPMENT

Australasian Clerks' Meeting

The 2011 biennial meeting of Clerks from Australia and New Zealand was held on 29 January 2011

in Adelaide. In keeping with past meetings, the meeting was held in conjunction with the ANZACATT Professional Development Seminar.

Items on the agenda included the parliamentary reform agenda in the House of Representatives, twinning with pacific parliaments and the future of the CPA, defining proceedings in parliament and application of official information acts to parliament, the role of the Deputy Clerk, and attachments between parliaments.

In his agenda item, the Clerk gave a presentation on the Legislative Council's 2010 Standing Orders Revision.

Presiding Officers and Clerks' Conference

The 41st Conference of Presiding Officers and Clerks was held at Parliament House in Darwin from 3 to 8 July 2010.

The conference, hosted by the Northern Territory Legislative Assembly, was attended by Presidents, Speakers and Clerks from most jurisdictions in Australia and the Pacific. Both the President and Clerk presented papers at the conference. The President's paper was entitled "The President's Deliberative Vote" and focused on the obligation of the President to vote on all matters before the Council when he is in the Chair. The President expressed some concerns that this new requirement could result in the position of President becoming more politicized and that it might be beneficial if the Standing Orders provided that the President's deliberative vote may be given only if it made a difference to that outcome rather than on a regular basis.

The Clerk's paper was entitled "A Case of Contempt?" and focused on the attempts by the Standing Committee on Finance and Public Administration to summons certain Government media advisors in its inquiry into the media strategy plan for the redevelopment of the Windsor Hotel. The paper also canvassed the actions taken by the Attorney-General in directing the individuals concerned not to appear as well as focusing on the issue of contempt in general. Finally, the paper examined the options for further actions by the Committee and the Council to seek information from the individuals concerned and possible methods for punishing contempt.

ANZACATT Professional Development Seminar

The annual ANZACATT Professional Development Seminar was hosted by the South Australian Parliament in Adelaide from 26 to 28 January 2011. The theme for the seminar was "Beyond the Chamber – Yesterday, today and tomorrow". The Speaker of the House of Assembly of the South Australian Parliament, the Hon. L.R. Breuer, MP, opened the Conference. Keynote addresses were given by Professor Graeme Hugo from the University of Adelaide, the Hon John Rau, MP, Attorney-General, and Professor Dean Jeansch, Flinders University.

Workshops were held on the impact of technology on the administration of Parliament, resourcing Parliamentary Committees, managing risk – Members' entitlements and reputational risk, conduct of Committees, succession planning – is today's attendant the Clerk of the future?, measuring the outcome of Parliamentary Committees, broadcasting Parliamentary proceedings – legal/procedural and administrative considerations, defamation and Parliamentary privilege, managing the Parliamentary precinct – museum or workplace?, and Estimates Committees – keeping the Executive accountable.

Several Legislative Council staff attended the seminar including the Deputy Clerk, Sean Coley, Committee Executive Officer, Vaughn Koops, Committee Executive Officer, Robert McDonald, Manager, Chamber Support, Yuki Simmonds, Committee Research Officer and Anthony Walsh, Research Officer, Council Committees Office. The Deputy Clerk acted as a facilitator on the impact of technology on the administration of Parliament workshop, Sean Coley was a co-presenter and Vaughn Koops was the rapporteur on the resourcing Parliamentary Committees workshop, Yuki Simmonds was the rapporteur on the conduct of Committees workshop and Anthony Walsh was a co-presenter on the defamation and Parliamentary privilege workshop.

The Victorian Parliament will host the next Seminar in Melbourne between 22 and 26 January 2012. This department's Assistant Clerk – Committees together with other Officers from the Legislative Assembly will be responsible for organising the Seminar.

Parliamentary Law Practice and Procedure Course

The Parliamentary Law Practice and Procedure Course organized by ANZACATT was conducted at the University of Tasmania for the second time from 15 to 20 July 2010. The course is open to Australian and New Zealand parliamentary staff who have a University degree at Bachelor level or higher. The course modules comprise constitutional foundations and framework; law, custom and procedure; privileges; control, oversight and scrutiny; and the legislative process. Included in the course is a panel of Clerks which is designed to focus on procedural aspects and contemporary issues in Parliament, and allows students to ask questions about topics and issues of interest. The Clerk, together with three Clerks from other jurisdictions, comprised the Panel. Annalies Engwerda, Senior Client Services Officer attended the course.

Joint Investigatory Committees Staff Attachments

The joint investigatory committees were largely inactive from shortly after the 56th Parliament's final sitting week in October 2010 until the first sitting week in February 2011, when six of the previous twelve committees were re-established (two of which, Education and Training and Outer Suburban/Interface Services and Development, are Council administered). During the intervening months, a high proportion of ongoing, Council joint committee staff participated in attachments with public sector and not-for-profit organisations where they applied their research and administrative skills in a range of projects. Host organisations provided very positive feedback about the quality of the work undertaken, which was provided at no expense to those "hosts". In some cases, these attachments stretched over as much as four months and, not only kept staff profitably employed, but provided them with the opportunity to develop their skills and knowledge in a new working environment. Those staff who did not participate in an attachment assisted with committee-specific and Parliament-wide projects during the intervening months, as well as being encouraged to use this quiet time to use outstanding recreation leave.



Administration And Planning

DEPARTMENTAL MANAGEMENT AND PLANNING

Whistleblowers Protection Act 2001

The main purpose of the *Whistleblowers Protection Act 2001* is to encourage and facilitate the making of disclosures of improper conduct by public officers, which includes Members of Parliament.

The Parliament of Victoria has procedures in place for handling disclosures made under the Act. Those procedures include a system for reporting disclosures of improper conduct or detrimental action by Victorian Members of Parliament. The system enables such disclosures to be made to the President of the Legislative Council, if the disclosure relates to a Member of the Legislative Council, or the Speaker of the Legislative Assembly, if the disclosure relates to a Member of the Legislative Assembly.

The coverage of the Act specifically excludes certain persons, including parliamentary officers. This means that disclosures about parliamentary officers cannot be made under the Act. Parliamentary officers are, however, entitled to make disclosures under the Act, as are all members of the public.

Section 8 of the procedures state that the Presiding Officers will ensure a secure register is established to keep account of the status of whistleblower disclosures and that this information will be published in the relevant annual report of the Department of the Legislative Council and the Department of the Legislative Assembly.

In 2010-11, no disclosures were made to the President under the *Whistleblowers Protection Act 2001*.

PARLIAMENTARY COMMITTEES

Parliamentary Joint Investigatory Committee System

The joint investigatory committees are established under the *Parliamentary Committees Act 2003* and their functions and powers are governed by both the Act and the Standing Orders of both Houses. A joint investigatory committee must inquire into and report to the Parliament on any relevant matter referred to it by either House or by Order of the Governor in Council published in the Government Gazette. Such committees may also inquire into any annual report or other document relevant to the functions of the committee that is laid before either House.

During 2010-11, the Department was responsible for the administration of six joint investigatory committees: Economic Development and Infrastructure; Education and Training; Environment and Natural Resources; Law Reform; Outer Suburban/Interface Services and Development; and Road Safety. The Legislative Assembly was responsible for the administration of six other joint investigatory committees.

The period following the Opening of the 57th Parliament in December 2010 did not result in any restructuring of the joint investigatory committees in terms of the overall number of committees or their subject areas. As noted earlier in this Report, six of the previous committees were re-established in February 2011. There was then a delay in re-establishing the other six committees due to differences between the Government and Opposition regarding committee memberships. This led to the passage of the *Parliamentary Committees Amendment Act 2011* which:

- introduced a minimum of five and maximum of ten for the membership of each committee;

- decreased the minimum membership from each House from two to one; and
- removed the requirement for a quorum of each committee to consist of at least one Member from either House.

This legislation received Royal Assent on 12 April and the remaining six joint investigatory committees were re-established on 5 May 2011 (with only Government members from the Council being appointed). The Greens had previously decided not to be members of any joint investigatory committees.

Staffing of Joint Investigatory Committees

As noted in last year's Report, a significant factor that shaped staff recruitment for the joint investigatory committees from late 2009 was the forthcoming dissolution of the 56th Parliament prior to the 27 November 2010 State Election. As this was likely to result in a period of some months during which the joint committees would be inactive, there was a higher than normal proportion of staff recruitment done on a fixed term basis.

The apparent need for additional fixed-term recruitment was reinforced by the Council Standing Orders Committee's inquiry into an Upper House standing committee system which increased uncertainty about the type of joint investigatory committee system likely to operate in the 57th Parliament. When the Council agreed to the Standing Orders Committee's recommendations encompassing the establishment of three pairs of Council standing committees in the 57th Parliament, this seemed to increase the likelihood that there would be a reduction in the number of joint investigatory committees. On this basis, senior management of both Houses held meetings with relevant staff to keep them informed about the likely process if some joint committees were not re-established and there was a requirement to reduce staffing levels.

As outlined in the previous section, this assumption proved to be incorrect and all twelve joint investigatory committees were re-established. As a result, it was necessary to undertake a significant amount of recruitment, which was largely completed by the end of the period under review.

Economic Development and Infrastructure Committee

During 2010-11, the Economic Development and Infrastructure Committee had three active inquiries. It tabled two final reports and also received two government responses.

Inquiry into the State of Manufacturing in Victoria

On 9 June 2009, the Committee received a reference from the Legislative Assembly to inquire into the state of manufacturing in Victoria. The Committee tabled its final report on 28 July 2010, which contained 45 recommendations to assist the Victorian manufacturing sector maintain its important place in the Victorian economy. The Government tabled its response in Parliament on 8 February 2011.

Inquiry into State Government Taxation and Debt

The terms of reference for the inquiry into state government taxation and debt were received from the Legislative Council on 29 July 2009. As required by the terms of reference, the Committee tabled an interim report in Parliament on 25 February 2010. The Committee's final report was tabled on 16 September 2010. It comprised eight recommendations to the Victorian Government, with the Government tabling its response in Parliament on 5 April 2011.

Inquiry into greenfields mineral exploration and project development in Victoria

On 10 February 2011, the Committee received a reference from the Legislative Assembly to inquire into and report to Parliament on greenfields mineral exploration and project development in Victoria.

The terms of reference were advertised in major Victorian and Australian newspapers, as well as regional Victorian newspapers from 24 to 30 June 2011. An extensive mail-out to key stakeholders was also conducted in mid June 2011, advising them of the inquiry and inviting them to make a submission. The reporting date for the Inquiry is 8 February 2012, although this date will likely be extended to June 2012.

Education and Training Committee

The Education and Training Committee tabled one final report and one interim report during the reporting period prior to the dissolution of the 56th Parliament. The Committee also received two new references early in the 57th Parliament.

Inquiry into the Potential for Developing Opportunities for Schools to Become a Focus for Promoting Healthy Community Living

This inquiry was referred to the Committee by the Legislative Assembly on 4 December 2008. The Committee was asked to inquire into the potential for developing opportunities for schools to become a focus for promoting healthy community living.

The Committee called for submissions in June 2009. The Committee received 159 written submissions were received and four days of public hearings were held. The Committee also conducted investigations for the inquiry in Queensland and New Zealand.

The Committee tabled its final report on 1 September 2010. The report acknowledged that schools can play a vital role to support the development of healthy life practices and made nine recommendations for a more coordinated and whole-of-school approach to healthy living.

The Government's response was tabled on 11 March 2011.

Inquiry into the Administration of the Federal Government's Building the Education Revolution (BER) Program in Victoria.

On 14 April 2010 the Legislative Council gave the Committee terms of reference to inquire into the administration of the Federal Government's Building the Education Revolution (BER) Program in Victoria.

The inquiry was advertised in June 2010 and 61 written submissions were received. An interim report was tabled on 1 September 2010. The inquiry lapsed at the end of the 56th Parliament.

Inquiry into the Education of Gifted and Talented Students

This inquiry was referred to the Committee by the Legislative Assembly on 10 February 2011. The terms

of reference required the Committee to consider the effectiveness of current policies and programs for gifted students and to identify opportunities for increased intersectorial collaboration, as well as for increased support for gifted students and their teachers and families.

The Committee called for submissions in March 2011 and 105 submissions had been received by the end of the reporting period. Work on this inquiry will continue in the next reporting period.

Inquiry into Agricultural Education and Training

The Legislative Assembly gave the Committee terms of reference on 10 February 2011 to evaluate the extent and effectiveness of agricultural education programs in Victoria and to consider whether the workforce training needs of the agricultural sector are being met.

Work on this inquiry will commence in the next reporting period.

Environment and Natural Resources Committee

The Committee worked on three references during the reporting period. A fourth reference on the establishment and effectiveness of Registered Aboriginal Parties was also received. Work is expected to commence on this reference in the second half of 2011.

Inquiry into soil carbon sequestration in Victoria

As part of this inquiry, the Committee was required to investigate the:

- measurement of soil carbon sequestration
- benefits of soil carbon sequestration for agriculture and the environment
- costs and any possible detriments and
- policy context and options to support soil carbon sequestration.

The Committee's report is significant in that it is the first such comprehensive analysis of this topic in the Victorian context. Soil carbon sequestration is receiving increased public interest and scrutiny, as

government, farmers and industry seek to reduce the impact of carbon emissions on the environment. The Committee tabled the report, containing 15 recommendations, on 2 September 2010.

Inquiry into the environment effects statement process in Victoria

This inquiry lapsed with the dissolution of the 56th Parliament, but was reinstated after the Legislative Council agreed to a motion moved by the Australian Greens on 4 May 2011.

The Committee has subsequently received briefings on the terms of reference. Deliberations will be conducted in July-September 2011. The Committee is required to report by 30 September 2011.

Inquiry into flood mitigation infrastructure in Victoria

The January 2011 floods were the biggest on record for catchments in the west and north-west of the State and were the largest in decades in other areas such as the south-west.

As part of its inquiry into flood mitigation infrastructure, the Committee is investigating:

- best practice and emerging technology for flood mitigation and monitoring infrastructure including river gauges
- the management of levees across the State and
- waterways management including the nature and extent of vegetation clearing activities within waterways.

An initial briefing from the Department of Sustainability and Environment was held on 6 June 2011.

Regional hearings and site inspections will be conducted across the State in 2011-12. The Committee is due to report by 31 May 2012.

Law Reform Committee

The Law Reform Committee tabled two reports and one interim report, and received two further references during the reporting period.

Inquiry into Powers of Attorney

The Inquiry into Powers of Attorney was referred to the Committee by the Legislative Assembly on 4 December 2008. The Committee tabled the final report on 31 August 2010. This report contained 90 recommendations. The Government Response to the report was tabled on 10 February 2011.

Inquiry into Arrangements for Security and Security Information Gathering at State Government Construction Projects

This inquiry was referred to the Committee by the Legislative Council on 24 March 2010. The terms of reference were amended by the Legislative Council on 1 September 2010, requiring the Committee to also inquire into other memorandums of understanding signed by Victoria Police and other organisations. The final report was tabled on 6 October 2010.

Inquiry into Access by Donor-Conceived People to Information about Donors

The Inquiry into Access by Donor-Conceived People to Information about Donors was referred to the Committee by the Legislative Council on 23 June 2010. Submissions were called on 10 July 2010, with 36 being received. The Committee tabled an interim report on 15 September 2010, which recommended that the inquiry be referred to the Law Reform Committee in the 57th Parliament.

The recommended further referral of this inquiry occurred on 10 February 2011 in the Legislative Assembly. The Committee called for submissions on 30 June 2011. Work on this inquiry will continue during the next reporting period.

Inquiry into Access to and Interaction with the Justice System by People with an Intellectual Disability and Their Families and Carers

This inquiry was referred to the Committee by the Legislative Assembly on 10 February 2011. The terms of reference were amended by the Legislative Assembly on 30 June 2011. Work on this inquiry will commence in the next reporting period.

Outer Suburban/Interface Services and Development Committee

The Outer Suburban/Interface Services and Development Committee tabled one report and received two further references during the reporting period. The Government also tabled its response to an Inquiry that the Committee had tabled during the previous reporting period.

Inquiry into Sustainable Development of Agribusiness in Outer Suburban Melbourne

On 6 October 2010 the Government tabled its response to the Committee's report on the Inquiry into Sustainable Development of Agribusiness in Outer Suburban Melbourne, which had been tabled on 26 May 2010.

Inquiry into Farmers' Markets

This inquiry was originally referred to the Committee by the Legislative Assembly on 13 August 2009.

In July 2010, the Committee held a one day public roundtable forum at Parliament House with representative stakeholders and visited two farmers' markets in Melbourne. In August 2010, the Committee visited three farmers' markets in South Australia and received briefings from Grow SA and the South Australian Department of Primary Industry and Resources.

The final report was tabled on 6 October 2010 with the Government's Response to the report tabled on 5 April 2011.

Inquiry into Liveability Options in Outer Suburban Melbourne

This inquiry was referred to the Committee by the Legislative Assembly on 10 February 2011, with a reporting date of 10 February 2012. The Committee was asked to consider a number of matters relevant to the liveability of Melbourne's outer suburbs, including recent state planning policies, population growth, house prices, the cost of living, medical/health and support services and national and international best practice in urban renewal.

The Committee advertised the terms of reference and called for written submissions in March 2011. During

the reporting period, the Committee had received 78 submissions and had held three public hearings in Melbourne and two public hearings at outer suburban councils. The Committee also conducted a study tour to Perth and Adelaide during May 2011. The Committee will continue to work on this inquiry in the next reporting period.

Inquiry on Growing the Suburbs: Infrastructure and Business Development in Outer Suburban Melbourne

This inquiry was referred to the Committee by the Legislative Assembly on 10 February 2011, with a reporting date of 10 February 2012. The Committee was asked to investigate existing public and private infrastructure provision in Melbourne's outer suburbs and assess its capacity to accommodate increased population growth; options for reducing the pressures on infrastructure and essential services; the skills mix of outer suburban residents; the role of small business, local councils and community groups in developing local expertise; the value of sister city relationships; and local manufacturing capacity; and export development opportunities for businesses operating in the outer suburbs.

The Committee will commence work on this inquiry in the next reporting period.

Road Safety Committee

The Road Safety Committee finalised one report in the reporting period prior to the dissolution of the 56th Parliament and commenced another after the commencement of the 57th Parliament.

Inquiry into Federal-State Road Funding Arrangements

This inquiry was referred to the Committee on 1 March 2007 but its commencement was delayed by more than two years due to other inquiries taking precedence. The terms of reference required the Committee to review the current funding arrangements in Australia, with a view to improving the economic efficiency and equity of Federal-State road funding arrangements.

The inquiry commenced in December 2009, with twelve submissions being received, and public hearings and meetings being held in Melbourne and interstate. The report, which was tabled on 1

September 2010, contained 15 recommendations in respect of road funding arrangements.

The Government's response to the report had not been tabled by the end of the period under review.

Inquiry into Motorcycle Safety

This inquiry was referred to the Committee on 10 February 2011. Due to the delay in re-establishing the Committee, the terms of reference were not advertised and submissions called for until June 2011. The report is due to be tabled no later than 30 June 2012.

Committee Services Office

As in past years, the joint investigatory committees received a range of administrative support services via a small work unit now known as the Committee Services Office and led by a Committee Services Coordinator. This Office was restructured in late 2009, initially on a trial basis until early in the 57th Parliament, to involve it in a much wider range of projects than occurred previously.

As at the end of the period under review, the new structure and functions, which were seen to have worked quite effectively, had not yet been confirmed on an ongoing basis.

Chairs' Panel

This Panel, consisting of chairs of each of the joint investigatory committees and chaired by the Presiding Officers, held its first meeting for the 57th Parliament in June 2011, which was shortly after the re-establishment of all 12 committees.

This first meeting involved a one hour presentation by the two Assistant Clerks – Committees, and focussed on introductory information for new chairs (four of the chairs were newly elected Members of Parliament). The topics covered included the legislative and procedural authority underpinning committees; conduct of deliberative meetings and public hearings; role of the secretariat; confidentiality requirements; and joint committee resourcing. The chairs were also provided with insights from the Presiding Officers, both of whom were very experienced parliamentarians and committee members.

COUNCIL COMMITTEES

Standing Committee on Finance and Public Administration

The Standing Committee on Finance and Public Administration concluded several inquiries prior to the dissolution of the 56th Parliament.

As part of its ongoing investigations into Victorian departmental and agency performances and operations, the Standing Committee conducted public hearings in September 2010 and tabled a report in October 2010 in relation to the performance of the Department of Human Services' Child Protection Program.

The Committee also concluded its Inquiry into Builders Warranty Insurance by tabling a final report in October 2010.

The majority of the Standing Committee's work in the second half of 2010 was with respect to an Inquiry into Victorian Government decision making, consultation and approval processes, and any knowledge and/or involvement of Ministers, Ministerial staff and/or Victorian Government officers since 1 December 2006 and in particular issues arising from media plans prepared within the Victorian Government since 1 December 2006. The main focus of the inquiry was on the Windsor Hotel redevelopment planning process. In the previous reporting year, the Committee dealt with limitations to its investigations as a result non-compliance with summonses and consequently referred the Windsor Hotel redevelopment planning probity and the associated media strategy probity matters on to the Victorian Ombudsman for investigation and report. The Committee tabled a second interim report in August 2010 and obtained evidence from the Minister for Planning 30 September 2010.

Select Committee on Train Services

The Select Committee on Train Services was established by the Legislative Council in March 2009 to inquire into the factors leading to and causes of failures in the provision of metropolitan and V/Line train services. In May 2010, the Council amended the terms of reference to include investigation into the implementation and oversight by Government of

the 'Myki' ticketing system in Victoria, including an examination of performance, costs and integration of the 'Myki' ticketing system.

The Select Committee held 2 days of public hearings in July and August 2010, conducted 4 deliberative meetings, and tabled its final report in September 2010.

New Council Standing Committees – 57th Parliament

Following the adoption of new Legislative Council Standing Orders towards the end of the last Parliament, six new standing committees (3 legislation and 3 reference committees) were appointed in February 2011. The new committees are grouped under the following functions: Economy and Infrastructure, Environment and Planning, and Legal and Social Issues.

Standing Committee on Legal and Social Issues

On 10 February 2011, the Legislative Council provided the Legal and Social Issues References Committee with a reference to inquire, consider and report on options and mechanisms to increase organ donation in Victoria. The Committee received 36 written submissions and will commence public hearings in August 2011. A final report is due to be tabled in February 2012. The References Committee has held 6 deliberative meetings up to 30 June 2011. The Legislation Committee met once and has not commenced any inquiries or consideration of Bills.

Standing Committee on Economy and Infrastructure

On 5 April 2011, the Legislative Council provided the Economy and Infrastructure References Committee with a reference to inquire into, consider and report on the measurement, including budget measures, of primary health and aged care services and outcomes. The Committee will call for written submissions and conduct hearings in the second half of 2011. A final report is due to be tabled in April 2012. The References Committee has held 6 deliberative meetings and the Legislation Committee has held 4 deliberative meetings up to 30 June 2011. To date,

the Legislation Committee has not commenced any inquiries or consideration of Bills.

Standing Committee on Environment and Planning

On 5 April 2011, the Legislative Council provided the Environment and Planning References Committee with a reference to inquire into, consider and report on the contribution of environmental design to prevention and public health in Victoria. The Committee was in the process of receiving written submissions in the first half of 2011 and will commence hearings in August 2011. A final report is due to be tabled in April 2012. Both the References Committee and Legislation Committee have held 7 deliberative meetings up to 30 June 2011. To date, the Legislation Committee has not commenced any inquiries or consideration of Bills.

Dispute Resolution Committee

The Dispute Resolution Committee is established under section 65 B of the *Constitution Act 1975*. The Committee comprises 7 members of the Assembly and 5 members of the Council.

The Act defines a Disputed Bill as a Bill which has passed the Assembly and having been transmitted to and received by the Council not less than 2 months before the end of the session has not been passed by the Council within 2 months after the Bill is so transmitted, either without amendment or with such amendments only as may be agreed to by both the Assembly and the Council.

A Disputed Bill may only be referred to the Dispute Resolution Committee by a resolution of the Assembly and the Committee must seek to reach a Dispute Resolution within 30 days after the Bill has been referred.

During the reporting period the Committee met on one occasion to consider the Transport Legislation Amendment (Ports Integration) Bill 2010 which was referred to it in the previous reporting period. The Committee reached a Dispute Resolution within the statutory period on the Bill, and both Houses gave effect to the Resolution and subsequently, the Bill was passed by the Parliament as recommended by the Committee.



Financial Management

DEPARTMENTAL FUNDING

Funding for the Legislative Council in 2010-11 was provided in two ways — Special Appropriations and the annual Parliament Appropriation Act.

Special Appropriations cover the payment of Members' salaries and allowances pursuant to the *Parliamentary Salaries and Superannuation Act 1968*, under which prescribed salary, allowances and superannuation contributions are automatically appropriated. They also cover the fixed appropriation for the Council paid under the *Constitution Act 1975*. Funding for the parliamentary joint investigatory committees in 2010-11 was also included in the Parliament's Appropriation Act.

The *Appropriation (Parliament 2010/2011) Act 2010* provided funds for the Legislative Council on the basis of provision of outputs, covering salaries and overtime, operating expenses, subsidiary expenses associated with the employment of personnel, including both Members and staff employed in the parliamentary precinct (i.e., payroll tax, superannuation levy, WorkCover levy), and parliamentary printing.

The *Appropriation (Parliament 2010/2011) Act 2010* again provided separate funds for each parliamentary department, as well as the Auditor-General, rather than on a 'global' one-line basis as was the case with the remainder of the public sector. This approach ensures that the Legislative Council's annual budget is guaranteed by law.

For budgeting purposes, the 'Department of the Legislative Council' is treated as an output group which is required to meet certain performance targets in delivering outputs in return for the Department's budget resources. Those outputs, which are grouped on a quantity, quality and timeliness basis in the budget documents, represent a summary of the Department's main functions in relation to the

sittings of the Council and some education and public relations related activities. A detailed account of those outputs and their performance measures appears at Appendix H to this report.

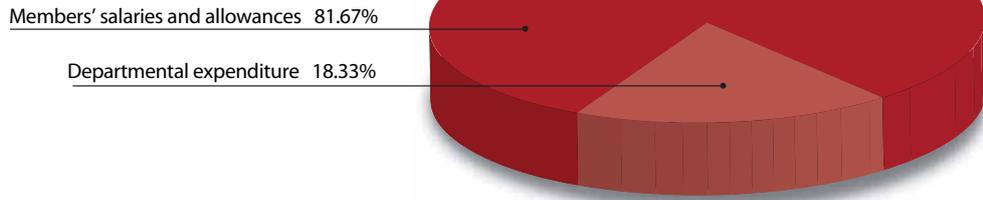
The sources of the Council's budget for 2010-11 were —

| <i>Special Appropriations</i> | |
|---|---------------------|
| Members' salaries and allowances | \$7,557,980 |
| Clerk and expenses of the Legislative Council | \$200,000 |
| Auditor-General's Office Audit | \$15,000 |
| Members Contributory Superannuation | \$6,120,000 |
| <i>Parliament Appropriation Act</i> | |
| Provision of outputs | \$2,855,000 |
| TOTAL | \$16,747,980 |

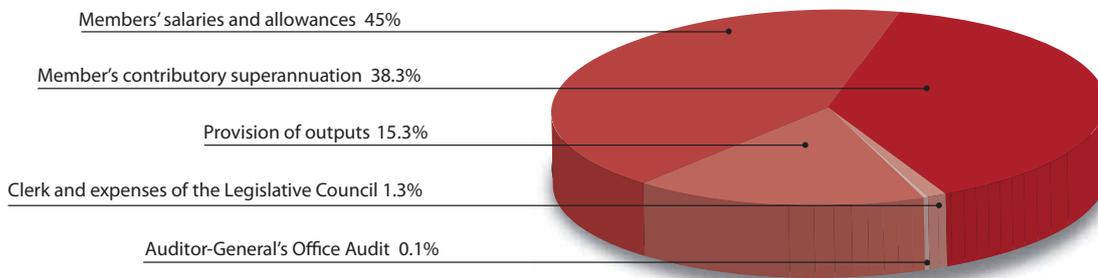
The *Appropriation (Parliament 2011/2012) Act 2011* provides \$2,934,000 to the Legislative Council for the provision of outputs only.

The detailed figures for 2010-11 for the Department appears in the expenditure statements at Appendix F to this report and a breakdown of expenditure for the Legislative Council on a percentage basis is depicted in the following charts

Budget (%), members and departmental, 2010-11
 N = \$16,747,980 (Source: Appendix F)



Actual Expenditure (%), members and departmental, 2010-11
 N = \$15,960,731 (Source: Appendix F)



Joint Investigatory Committee Budget Arrangements

\$6.865 million was appropriated by the *Appropriation (Parliament 2010/2011) Act 2010* for the operations of Joint Investigatory Committees in 2010-11. This appropriation, which was separate from the appropriations for each House department, included \$220,462 for a periodic performance audit of the Victorian Auditor-General's Office as required by the *Audit Act 1994*.

The Parliamentary Joint Investigatory Committees group is, for budgeting purposes, also treated as an output group that is required to meet certain performance targets in delivering outputs in return for its budget resources. Detailed accounts of those outputs and their performance measures appear at Appendices H and I to this report.

Public Accounts and Estimates Committee Hearing

The Presiding Officers and Department Heads appeared before the Public Accounts and Estimates Committee hearing on 9 May 2011 in connection with its enquiry into the 2011-12 Budget Estimates. The hearing began with a powerpoint presentation highlighting the Parliament's achievements in 2010-11 and the challenges for the following year. Following the powerpoint presentation the Presiding Officers and Department Heads answered questions from the Committee.

During the hearing a number of questions were taken on notice which were followed up, together with the provision of additional information, by the Parliament to the Committee.



Appendix A

Role of the Legislative Council Staff

Clerk's Office

The Department's administration is headed by the Clerk whose main role is to provide policy, procedural and management advice to the President and Members of the Council on all matters relating to the operations of the Council and the Committees which it services. The Clerk is assisted by the Deputy Clerk who is responsible for the day to day management of the Department. The Clerk is required to provide an accurate record of the decisions and proceedings of the Council and to ensure that the passage of legislation is in accordance with legislative and procedural requirements. As Department Head, he has overall responsibility for the financing, staffing and administration of the Department and is a member of the Parliamentary Executive Group. The Clerk's Office is also responsible for the management of projects and special events as well as a number of other administrative and operational matters.

Other staff in the Clerk's Office are the Executive Assistant to the Clerk and the Project Officer.

The Clerk of the Legislative Council is also Honorary Assistant Secretary to the Victoria Branch of the Commonwealth Parliamentary Association. The Department accordingly provides some support services to the Branch. The Deputy Clerk also maintains the Register of Members' Interests on behalf of the Clerk of the Parliaments.

Chamber Support Office

The Chamber Support Office was created during the reporting period as a result of bringing together the previously distinct functions of Table Office, procedural research and President's administrative assistance. These functions are the overall responsibility of the Assistant Clerk – House and Usher of the Black Rod and managed by the Manager, Chamber Support Office.

The Chamber Support Office is comprised of the Manager, two Senior Chamber Support Officers and two Chamber Support Officers, including the Chamber Support Officer (President's Office). The team provides the daily operation of the Table Office, procedural research and publications and administrative assistance to the President's Office. The production and management of public documents which underpin the sittings of the House and official record keeping responsibilities of the Clerk are a priority for the Table Office. Procedural research, writing publications and web content, administrative assistance for the department and involvement in significant projects, such as Youth Parliament, Open Day and Openings of Parliament are other important aspects of the broader Chamber Support Office.

Attendant Staff

Under the direction of the Assistant Clerk – House and Usher of the Black Rod, the Principal Attendant manages and supervises a team of Attendants and a cleaner. The Principal Attendant provides general assistance to the Table Officers and attends to various requirements of Members, especially during the sittings of the Council. He 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.

The Attendants' group is generally responsible for the daily cleaning and maintenance of offices, meeting rooms and other areas of the Council precincts, the provision of security and enquiry services, and a daily courier service within and outside the building. Attendant staff also provide services for the sittings of the House, meetings of Parliamentary Committees and at functions held at Parliament House.

The Attendant team also contributes to the security function of the building by, amongst other things,

performing the Attendant – Security Control Room function and mail scanning function for which training and accreditation is required. Some Council Attendants also perform public tour duties on a daily basis as part of the Parliament’s civic engagement function.

Committees’ Office

Throughout the year under review, the Department was responsible for administering six of the Parliament’s twelve Joint Investigatory Committees – Economic Development and Infrastructure, Education and Training, Environment and Natural Resources, Law Reform, Outer Suburban/Interface Services and Development and Road Safety. Centralised support services were provided by the Committee Services Office.

The Assistant Clerk – Committees is responsible for the provision of accurate and timely advice, and effective and efficient support services to relevant joint investigatory committees and any other committees which may be appointed by the Legislative Council, including select and standing committees. The support services provided by the Committees’ Office include the provision of financial resources and adequate and competent staff, the analysis of evidence and the presentation of reports to Parliament.

On 6 October 2010, the Council agreed to the adoption of Standing Orders providing for a new Council committee system comprising 3 pairs of standing committees, each consisting of a Legislation Committee and a References Committee, to be appointment at the commencement of each Parliament. This twin committee structure encompasses the 3 broad subject areas of: Economy and Infrastructure, Environment and Planning, and Legal and Social Issues. This new committee system is consistent with the principal recommendations of the Standing Orders Committee in its report tabled in May 2010. Other major features of the new system are:

- a membership of eight per committee, consisting of four Government members, three Opposition members and one from minority parties/ independents;
- the chairs of Legislation Committees to be Government Members and the chairs of References Committees to be drawn from non-

Government parties, with all chairs to have both deliberative and casting votes;

- the capacity for substitute members to be appointed to committees with full voting rights, and for participating members to exercise the same rights as normal members, except the right to vote;
- the 3 Legislation Committees to have self-referencing powers in relation to annual reports and departmental/agency performance, as well as the role of scrutinizing bills referred to them by the House; and
- References Committees only to conduct inquiries referred to them by the House.

The Assistant Clerk – Committees supervises the committees for which the Department is administratively responsible. The Assistant Clerk – Committees is responsible to the President for the oversight of the operations of those committees and their secretariats whose role is to provide administrative, research, procedural and budgetary support. Consultants are engaged from time to time depending on the inquiries before the committees.

President’s Office

The President’s Office is comprised of two staff: an Executive Assistant; and the Chamber Support Officer (President’s Office). The latter of these two positions was created during the reporting period and replaces the former Administrative Assistant role. The Executive Assistant provides advice and assistance to the President on matters of parliamentary administration, official delegations and ceremonial events. The Chamber Support Officer supports the Executive Assistant in this role and in relation to projects sponsored by the President, in addition to performing more general chamber support and procedure duties as part of the Chamber Support Office / Table Office team.



Appendix B

The following Staff were employed in the Department of the Legislative Council as at 30 June 2011.

WAYNE TUNNECLIFFE
Clerk of the Legislative Council

MATTHEW TRICARICO
Deputy Clerk

ANDREW YOUNG
Assistant Clerk – House and Usher of the Black Rod

STEPHEN REDENBACH
Assistant Clerk – Committees

LINDA SHATILKO
Executive Assistant to the Clerk

ANDREA AGOSTA
Project Officer

ROBERT McDONALD
Manager, Chamber Support

SEAN MARSHALL
Senior Chamber Support Officer (Table Office)

ANTHONY WOODLEY
Chamber Support Officer (Table Office)

ANNALIES ENGWERDA
Senior Chamber Support Officer (Procedure and Administration)

JESSICA LALOR
Executive Assistant to the President

CHERELYN BREARLEY
Chamber Support Officer (President's Office)

GREGORY MILLS
Acting Principal Attendant

MICHAEL STUBBINGS
Deputy Principal Attendant

PETER ANASTASIOU
Parliamentary Attendant

PATRICK BORIBON
Parliamentary Attendant - Clerk's Post

PHILIP STOITS
Parliamentary Attendant

CHRIS WELSTEAD
Parliamentary Attendant

QUENTIN CORNELIUS
General Hand

Council Committees Office

RICHARD WILLIS
Senior Secretary (Standing Committee on Legal and Social Issues)

KEIR DELANEY
Secretary (Standing Committee on Environment and Planning)

ALEX DOUGLAS
Secretary (Standing Committee on Economy and Infrastructure)

LISA KAZALAC
Research Officer

ANTHONY WALSH
Research Assistant

SARAH HYSLOP
Research Assistant

JOINT INVESTIGATORY COMMITTEES

Economic Development and Infrastructure Committee

YUKI SIMMONDS
Executive Officer

MATT NEWINGTON
Committee Administrative Officer

Education and Training Committee

KERRY RISELEY
Executive Officer

NATALIE TYLER
Committee Administrative Officer

MARIA SCOTT
Research Officer

Environment and Natural Resources Committee

CAROLINE WILLIAMS
Executive Officer

KAREN TAYLOR
Committee Administrative Officer

KRISTIN RICHARDSON
Research Officer

IVAN ZWART
Research Officer

Law Reform Committee

VAUGHN KOOPS
Executive Officer

HELEN ROSS-SODEN
Committee Administrative Officer

VATHANI SHIVANANDAN
Research Officer

Outer Suburban/Interface Services and Development Committee

NATHAN BUNT
Executive Officer

NATALIE-MAI HOLMES
Committee Administrative Officer

CHARLOTTE FREW
Research Officer

Road Safety Committee

KYLIE JENKINS
Executive Officer

CHRISTIANNE CASTRO
Committee Administrative Officer

JOHN ALIFERIS
Research Officer

The following staff were employed in the Department on an ongoing, part-time or casual basis during 2010-11:

RUSSEL BOWMAN
SUSAN BRENT
SEAN COLEY
KAREN ELLINGFORD
RACHEL FLITMAN
KERRY HARRISON
TOM HOLDEN
ANNA JURKIEWICZ
MARIA MARASCO
CATHERINE RULE
JOSHUA SAUNDERS
GRAHAM TATNELL



Appendix C

Members of the Legislative Council - 57th Parliament
From 21 December 2010

| Region | Names | Party |
|-----------------------------------|--------------------------|-------|
| Eastern Metropolitan Region | Hon Bruce Atkinson | LIB |
| | Hon Richard Dalla-Riva | LIB |
| | Mrs Jan Kronberg | LIB |
| | Mr Shaun Leane | ALP |
| | Mr Brian Tee | ALP |
| Eastern Victoria Region | Mr Philip Davis | LIB |
| | Hon Peter Hall | NAT |
| | Mr Edward O'Donohue | LIB |
| | Mr Johan Scheffer | ALP |
| | Mr Matt Viney | ALP |
| Northern Metropolitan Region | Mr Greg Barber | AG |
| | Mr Nazih Elasmr | ALP |
| | Hon Matthew Guy | LIB |
| | Ms Jenny Mikakos | ALP |
| | Mr Craig Ondarchie | LIB |
| Northern Victoria Region | Ms Candy Broad | ALP |
| | Ms Kaye Darveniza | ALP |
| | Mr Damian Drum | NAT |
| | Hon Wendy Lovell | LIB |
| | Mrs Donna Petrovich | LIB |
| South Eastern Metropolitan Region | Mr Gavin Jennings | ALP |
| | Mrs Inga Peulich | LIB |
| | Hon Gordon Rich-Phillips | LIB |
| | Mr Adem Somyurek | ALP |
| | Mr Lee Tarlamis | ALP |
| Southern Metropolitan Region | Mrs Andrea Coote | LIB |
| | Ms Georgie Crozier | LIB |
| | Hon David Davis | LIB |
| | Mr John Lenders | ALP |
| | Ms Sue Pennicuik | AG |

| Region | Names | Party |
|-----------------------------|---------------------|-------|
| Western Metropolitan Region | Mr Khalil Eideh | ALP |
| | Mr Andrew Elsbury | LIB |
| | Mr Bernie Finn | LIB |
| | Ms Colleen Hartland | AG |
| | Hon Martin Pakula | ALP |
| Western Victoria Region | Mr David Koch | LIB |
| | Mr David O'Brien | NAT |
| | Ms Jaala Pulford | ALP |
| | Mr Simon Ramsay | LIB |
| | Ms Gayle Tierney | ALP |

| | | |
|------------|------------------------|------------|
| LP | Liberal Party | 18 Members |
| ALP | Australian Labor Party | 16 Members |
| AG | Australian Greens | 3 Members |
| NAT | The Nationals | 3 Members |
| | | 40 Members |



Appendix D

Selected statistics relating to sittings of the Legislative Council, 2006-07 to 2010-11

| | 2006-07 | 2007-08 | 2008-09 | 2009-10 | 2010-11 |
|--|-------------------|--------------------|--------------------|--------------------|--------------------|
| Number of days House met | 42 | 51 | 48 | 51 | 46 |
| Number of hours House met | 365 hrs 2 mins | 459 hrs 59 mins | 487 hrs 31 mins | 523 hrs 52 mins | 451 hrs 47 mins |
| Average number of hours per sitting day | 8 hrs 41 mins | 9 hrs 1 min | 10 hrs 9 mins | 10 hrs 16 mins | 9 hrs 49 mins |
| Bills dealt with | | | | | |
| Initiated in L.C. | 3 | 9 | 2 | 5 | 5 |
| Received from L.A. | 77 | 86 | 92 | 98 | 66 |
| Passed without amendment | 74 | 75 | 78 | 80 | 65 |
| Passed with amendments | 2 | 7 | 14 | 14 | 11 |
| Defeated | 1 | 3 | 3 | 4 | 0 |
| Lapsed | 2 | 0 | 0 | 0 | 7 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 |
| Ruled out of Order | 0 | 1 | 0 | 0 | 0 |
| Sets of amendments circulated | 36 | 37 | 55 | 39 | 47 |
| Bills considered in Committee of the Whole | 20 | 29 | 34 | 48 | 52 |
| Questions on notice processed | 1,937 | 2,816 | 6,068 | 2,680 | 2,800 |
| Petitions Tabled | 99 | 60 | 157 | 124 | 71 |
| Signatories to petitions | 12,528 | 27,956 | 118,815 | 53,340 | 24,106 |
| Papers tabled | 1,155 | 1,406 | 1,542 | 1,469 | 1,426 |
| Annual reports | 326 | 328 | 325 | 327 | 327 |
| Statutory Rules | 170 | 169 | 173 | 162 | 144 |
| Planning scheme amendments | 420 | 430 | 508 | 502 | 468 |
| Proclamations | 43 | 26 | 37 | 53 | 74 |
| Other (including special reports, Parliamentary Committee reports etc) | 196 | 453 | 499 | 425 | 413 |
| Production of documents | 0 | 20 | 108 | 892 | 512 |



Appendix E

Statistics relating to Joint Investigatory Committees administered by the Department of the Legislative Council – 56th & 57th Parliaments

| | EDIC | ETC | ENRC | LRC | OSISDC | RSC |
|------------------------------|------|-----|------|-----|--------|-----|
| Deliberative meetings | | | | | | |
| Full committee | 6 | 10 | 9 | 10 | 9 | 7 |
| Sub committee | 0 | 0 | 0 | 0 | 0 | 0 |
| Public Hearings | | | | | | |
| Full committee | 0 | 1 | 0 | 0 | 7 | 0 |
| Sub committee | 0 | 0 | 0 | 0 | 1 | 0 |
| Visits/Inspections | | | | | | |
| Full committee | 0 | 0 | 0 | 0 | 9 | 0 |
| Sub committee | 0 | 0 | 0 | 0 | 7 | 0 |
| Reports presented | | | | | | |
| | 2 | 2 | 1 | 3 | 1 | 1 |
| Discussion papers | | | | | | |
| | 0 | 0 | 0 | 0 | 0 | 0 |

- EDIC** Economic Development and Infrastructure Committee
- ETC** Education and Training Committee
- ENRC** Environment and Natural Resources Committee
- LRC** Law Reform Committee
- OSISDC** Outer Suburban/Interface Services and Development Committee
- RSC** Road Safety Committee

Statistics relating to Legislative Council Committees – 56th Parliament

| | LC | SCFPA | SCTS | SOC |
|------------------------------|----|-------|------|-----|
| Deliberative meetings | | | | |
| Full committee | 0 | 8 | 4 | 4 |
| Sub committee | 0 | 0 | 0 | 0 |
| Public Hearings | | | | |
| Full committee | 0 | 3 | 2 | 0 |
| Sub committee | 0 | 0 | 0 | 0 |
| Visits/Inspections | | | | |
| Full committee | 0 | 0 | 0 | 0 |
| Sub committee | 0 | 0 | 0 | 0 |
| Reports presented | 0 | 4 | 1 | 0 |
| Discussion papers | 0 | 0 | 0 | 0 |

| | |
|--------------|---|
| LC | Legislation Committee |
| SCFPA | Standing Committee on Finance and Public Administration |
| SCTS | Select Committee on Train Services |
| SOC | Standing Orders Committee (Legislative Council) |

Statistics relating to Legislative Council Committees – 57th Parliament

| | SCEI | | SCEP | | SCLSI | | PC |
|------------------------------|------|----|------|----|-------|----|----|
| | LC | RC | LC | RC | LC | RC | |
| Deliberative meetings | | | | | | | |
| Full committee | 4 | 6 | 7 | 7 | 1 | 6 | 1 |
| Sub committee | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Public Hearings | | | | | | | |
| Full committee | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sub committee | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Visits/Inspections | | | | | | | |
| Full committee | 0 | 0 | 0 | 0 | 0 | 2 | 0 |
| Sub committee | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Reports presented | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Discussion papers | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| | |
|--------------|--|
| SCEI | Standing Committee on Economy and Infrastructure |
| SCEP | Standing Committee on Environment and Planning |
| SCLSI | Standing Committee on Legal and Social Issues |
| LC | Legislation Committee |
| RC | References Committee |
| PC | Procedure Committee (Legislative Council) |



Appendix F

Legislative Council Expenditure Statements, 2010-11

| 2009-10 Actual \$ | EXPENDITURE | 2010-11 Budget \$ | 2010-11 Actual \$ |
|------------------------------|---|------------------------------|------------------------------|
| 1,618,505 | STAFF SALARIES, ALLOWANCES AND OVERTIME | 1,651,000 | 1,651,182 |
| 587,662 | SUBSIDIARY EXPENSES (1) | 622,500 | 560,191 |
| 385,478 | GENERAL EXPENSES | 661,000 | 322,563 |
| 72,006 | PARLIAMENTARY PRINTING | 120,500 | 101,499 |
| 16,659 | AUDITOR-GENERAL'S OFFICE AUDITS | 15,000 | 14,875 |
| 2,680,310 | TOTAL – DEPARTMENTAL | 3,070,000 | 2,650,310 |

Legislative Council – Members – Special Appropriations

| 2009-10 Actual \$ | EXPENDITURE | 2010-11 Budget \$ | 2010-11 Actual \$ |
|------------------------------|-------------------------------------|------------------------------|------------------------------|
| 6,991,180 | MEMBERS SALARIES AND ALLOWANCES | 7,557,980 | 7,190,421 |
| 6,120,000 | MEMBERS CONTRIBUTORY SUPERANNUATION | 6,120,000 | 6,120,000 |
| 13,111,180 | TOTAL – MEMBERS | 13,677,980 | 13,310,421 |
| 15,791,490 | TOTAL | 16,747,980 | 15,960,731 |

NOTE:

1. Subsidiary expenses include long service leave and recreation leave provision, payroll tax, employer superannuation and WorkCover contributions.
2. This information is provided for the benefit of Members. A complete set of the financial statements of the Parliament of Victoria is provided in the Department of Parliamentary Services Annual Report for 2010-11.



Appendix G

Major Outputs and Performance Measures - Legislative Council

| Major Outputs/Deliverables Performance Measures | Unit of Measure | 2010-11 Target | 2010-11 Actual |
|---|-----------------|----------------|----------------|
| Procedural Support, Documentation Preparation and Provision of Information for Council | | | |
| Quantity | | | |
| Procedural references updated biannually | number | 2 | 2 |
| Quality | | | |
| Bills and amendments processed accurately through all relevant stages and other business of the House conducted according to law, Standing and Sessional Orders | per cent | 100% | 100% |
| Member satisfaction with accuracy, clarity and timeliness of advice | per cent | 90% | 90% |
| Timeliness | | | |
| Documents tabled within time guidelines | per cent | 95% | 95% |
| House documents and other Sitting related information available online, one day after sitting day | per cent | 98% | 98% |
| Cost | | | |
| Total output cost | \$ million | \$16.7 | \$15.9 |



Appendix H

Joint Investigatory Committees - Expenditure Statements, 2010-11

| 2009-10 | Committee | 2010-11 | 2010-11 |
|------------------|--|------------------|------------------|
| Actual \$ | | Budget \$ | Actual \$ |
| 469,860 | Drugs and Crime Prevention ¹ | 381,023 | 346,343 |
| 377,823 | Economic Development ² | 303,728 | 243,065 |
| 436,294 | Education and Training ² | 309,862 | 197,503 |
| 303,202 | Electoral Matters ¹ | 262,198 | 256,175 |
| 403,510 | Environment and Natural Resources ² | 347,773 | 300,203 |
| 418,537 | Family and Community Development ¹ | 256,710 | 258,857 |
| 353,944 | Law Reform ² | 342,721 | 289,284 |
| 352,641 | Outer Suburban/Interface Services and Development ² | 330,341 | 284,463 |
| 805,953 | Public Accounts and Estimates ¹ | 827,789 | 757,913 |
| 432,950 | Road Safety ² | 320,652 | 220,216 |
| 352,347 | Rural and Regional Services and Development ¹ | 319,788 | 230,895 |
| 542,531 | Scrutiny of Acts and Regulations ¹ | 427,267 | 450,646 |
| 821,536 | Committee Services Office ³ | 2,214,686 | 692,735 |
| – | Auditor-General's Office, Performance Audit | 220,462 | 200,420 |
| 6,071,128 | Total | 6,865,000 | 4,728,718 |

Notes

- Committees administered by the Legislative Assembly:
Drugs and Crime Prevention
Electoral Matters
Family and Community Development
Public Accounts and Estimates
Rural and Regional Services and Development
Scrutiny of Acts and Regulations
- Committees administered by the Legislative Council:
Economic Development
Education and Training
Environment and Natural Resources
Law Reform
Outer Suburban/Interface Services and Development
Road Safety
- Both House Departments jointly administer the Committee Services Office. Its budget includes rental payments for committee accommodation. Its budget was higher in 2010-11 due to funds being kept in reserve for committees in the 57th Parliament.



Appendix I

Major Outputs and Performance Measures - Joint Investigatory Committees

| Major Outputs/Deliverables Performance Measures | Unit of Measure | 2010-11 Target | 2010-11 Actual |
|---|------------------------|-----------------------|------------------------|
| Reports Tabled and Papers Published | | | |
| Quantity | | | |
| Reports tabled per annum | number | 15 | 38 ^(a) |
| Quality | | | |
| Committee Members satisfied that advice about procedure, research and administration is responsive, clear, objective and prompt | percent | 80% | 76% ^(b) |
| Inquiries conducted and reports produced in compliance with procedural and legislative requirements | percent | 95% | 100% |
| Timeliness | | | |
| Reports tabled in compliance with procedural and legislative deadlines | percent | 95% | 100% |
| Cost | | | |
| Total output cost | \$ million | \$6.865 | \$4.728 ^(c) |

- (a) An unexpectedly high number of inquiry references were received requiring additional reports to be tabled in the final months of the 56th Parliament.
- (b) This figure is based on a survey conducted in May 2011. Due to the delay in appointing members to joint investigatory committees, half of the committees were not fully operational by this stage, which was reflected in the survey results.
- (c) Expenditure by joint investigatory committees was significantly under budget due to the reduced activities and staffing requirements of committees during the period between the dissolution of the 56th Parliament and the appointment of members to the committees in the 57th Parliament.



Appendix J

Supplementary information as at 30 June 2011

General Stores on Hand

As at 30 June 2011, the Table Office had the following stores on hand which were valued at cost:

| | |
|---|------------|
| Letterhead Paper | \$804.00 |
| Envelopes | \$7,783.35 |
| Other stores including pads, with compliment slips, etc | \$6,206.70 |



Appendix K

Non-current physical assets

The Black Rod

Departmental uniforms

Furniture and fittings - Includes desks, credenzas, filing cabinets, chairs, refrigerators, hall stands, bookcases, wardrobes, works of art, safes, desk lamps, glassware and crockery.

Office equipment - Photocopiers, television sets, DVD players, video recorders, video camera, digital camera, video projectors, portable discussion sound system etc.

Communications - Telephones, mobile telephones, two-way radios, facsimile machines, audio systems, etc.

Computer equipment - Personal desktop computers, lap top computers, printers, scanners, file servers etc.



Appendix L

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. In several instances, however, 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:

- Constitution Act 1975
- Members of Parliament (Register of Interests) Act 1978
- Parliamentary Administration Act 2005
- Parliamentary Committees Act 2003
- Parliamentary Precincts Act 2001
- Parliamentary Salaries and Superannuation Act 1968





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