



DEPARTMENT OF THE LEGISLATIVE COUNCIL

annual report



2005 – 2006



DEPARTMENT OF THE LEGISLATIVE COUNCIL

A N N U A L R E P O R T 2 0 0 5 - 2 0 0 6



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3 October 2006

The Hon Monica Gould MLC
President of the Legislative Council
Parliament House
EAST MELBOURNE 3002

Dear 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 2006.

Yours sincerely

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

Wayne Tunnecliffe
Clerk of the Legislative Council



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Photography

Photographs on pages 6 – 49 were taken at the Colac Regional Sitting, Colac, on 17 November 2005. Photographer – Simon Williams



clerk's overview



I have pleasure in presenting my report on the operations of the Department of the Legislative Council for 2005–2006.

The year under review saw the first full year of operation of the changes to the Department's structure which came into effect in May 2005. I am satisfied that the changes made have substantially increased our effectiveness in supporting the Chamber. However, the next Council elected in November 2006 is likely to present some additional challenges. The new look house of review will undoubtedly impose additional demands upon our capacity to service it effectively, particularly in the

My congratulations go to Sharon Morris, Robyn Fennell and all of the staff of the Parliament who have some involvement in ensuring that this project has been so successful.

The Standing Orders Committee continued to meet regularly during the year in connection with its review of the Standing Orders. Wednesday, 7 June 2006 also saw an historic meeting of the Standing Orders Committee with its Assembly counterpart in relation to the drawing up of a new set of Joint Standing Orders, the first since 1893. Reports on the new Joint Standing Orders and the new Council Standing Orders are expected to be tabled early in

“The highlight of the year was undoubtedly the Council's third regional sitting held at Colac on Thursday, 17 November 2005. The regional sitting proved very successful and was a tribute to the hard work put in by staff in the department, the Department of Parliamentary Services and officers from Colac Otway Shire.”

area of Upper House committees. We have already seen an early example of this with the Legislation Committee established earlier this year. We may therefore need to again examine our structure, especially in the Chamber support areas, to determine whether further changes need to be made.

The highlight of the year was undoubtedly the Council's third regional sitting held at Colac on Thursday, 17 November 2005. The regional sitting proved very successful and was a tribute to the hard work put in by staff in the Department, the Department of Parliamentary Services and officers from Colac Otway Shire. The combination of an actual sitting of the Council with a festival organised by the Shire in the grounds outside the Colac Performing Arts and Cultural Centre, where the sitting was held, attracted a great many people on the day. It is estimated that over 2000 people, including over 500 school students, attended the event which provided yet another opportunity to showcase the important role of the Legislative Council in the Victorian parliamentary process.

The year also saw a number of events held in relation to the 150th anniversary celebrations. The highlight of the celebrations has been the travelling exhibition — *Bills, Bells and Ballots* — which has travelled to a number of regional centres throughout Victoria and will continue to do so until November this year.

2006–2007 and it is hoped that the new Standing Orders will be adopted by the Houses before the end of the Parliament.

During the year we were saddened by the death of the former President, the Hon. Bruce Chamberlain AM, who passed away suddenly on 1 October 2005. Bruce Chamberlain had been a Member of the Legislative Assembly from 1973 to 1976 before being elected to the Legislative Council for Western Province in 1976. He was elected President in October 1992 and although he retired as a Member of the Council in November 2002 he remained as President until February 2003. It was a great pleasure to work closely with Bruce over a long period of time. He made an enormous contribution to the Parliament, particularly when he became President, and his loss has been deeply felt in the Department.

It has again been a busy year for the Department as we approach the State Election on 25 November 2006. I am satisfied that the Department has again met its objectives at a very high level. It is only able to do so through the untiring efforts of its staff both in the House and at the Committees serviced by the Department. I wish to thank all staff for their work during the year. It is a privilege to be part of the team.

Wayne Tunnecliffe
Clerk of the Legislative Council



vision

“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 is guided by seven operational goals. These are:

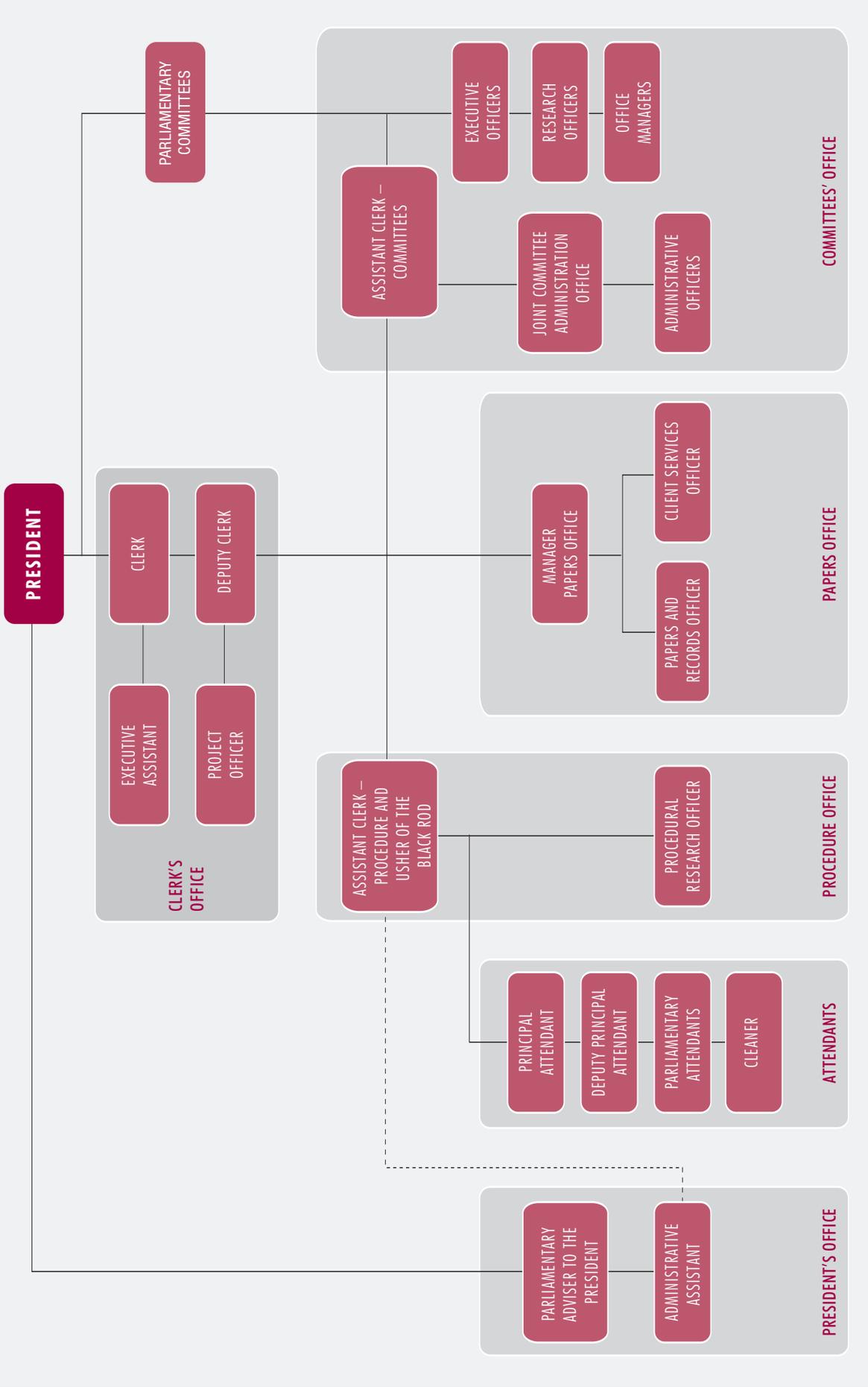
1. To ensure that the business of the Legislative Council and of the parliamentary committees administered by the Department is conducted in accordance with the law, decisions of the Council, parliamentary practice and established committee policy; and the provision of timely and accurate procedural advice to clients.
2. 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 and timely information services.
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 provide the Legislative Council's Members and staff with a safe and healthy working environment, to ensure the Legislative Council's maintenance and security, and to assist in the management and use of the wider parliamentary precincts.
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 ensure that departmental strategies planning and directions are in accordance with the highest standards of governance and enable an effective system of ongoing improvement.
7. To ensure that departmental financial and resource 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 and their staff;
- 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 provide draft reports to 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.

FIGURE 1
DEPARTMENT OF THE LEGISLATIVE COUNCIL ORGANISATION CHART — JUNE 2006





SECTION ONE

procedure and advice



Departmental goal

To ensure that the business of the Legislative Council and of the parliamentary committees administered by the Department is conducted in accordance with the law, decisions of the Council, parliamentary practice and established committee policy; and the provision of timely and accurate procedural advice to clients.

Strategies

To achieve this goal we will:

- Provide high quality procedural advice to the President, Members, committees and other clients.
- Produce high quality departmental documentation.
- Maintain accurate and up to date procedural precedent information.
- Manage the Department's procedural research projects efficiently.

PROCEDURAL ADVICE

Sub Judice Ruling

During the year the Clerk's Office provided advice to the President and Members of the Council on a number of matters before the House. The advice is generally given in both verbal and written form and much of it remains confidential. However, worthy of note is the President's ruling given on 30 May 2006 on the application of the sub judice rule to civil matters listed before a court. Longstanding practice is that once a court date has been set for a hearing of a civil matter, the sub judice rule applies and the matter cannot be raised in debate. The extent of this convention came under review during the Autumn sittings when concerns were raised regarding the appropriateness of a question without notice on a matter listed for hearing in the High Court of Australia. Although the President permitted the question, she undertook to report back to the House on the principles underlying the matter. In ruling that the matter could be referred to in debate the President advised the Council that she had considered several issues:

1. The danger of parliamentary debate being prejudicial to the case.
2. The public interest in the matter.
3. The likelihood of prejudice in the case if heard by judges rather than by jury.
4. Whether an individual's rights might be unduly transgressed if the matter was discussed in Parliament prior to judgement.

The President concluded that there was little danger of prejudicing the case if debate occurred as members of the High Court were highly unlikely to be influenced by such discussions. The President was also of the view that the matter was a significant public policy issue and that the House should not be unduly restrained in debating it.

Review of the Standing Orders

As was indicated in last year's Annual Report the Council agreed to a resolution on 24 May 2005 requiring the Standing Orders Committee to undertake a review of the Standing Orders and make recommendations for new and/or amended Standing Orders. The resolution also authorised the Committee to confer with the Standing Orders Committee of the Legislative Assembly regarding a review of the Joint Standing Orders.

On 23 November 2005 the Council further resolved to amend that resolution to require the Committee to present an interim report on the

review no later than 7 February 2006 and a final report no later than 16 June 2006. The resolution was amended again on 15 June 2006 to require the Committee to present the final report no later than 10 August 2006.

As at 30 June 2006 the inquiry was continuing with the final report expected to be tabled in August 2006.

Review of the Joint Standing Orders

In September 2002 the Legislative Council Standing Orders Committee in a report to the Council recommended that the Joint Standing Orders be reviewed and brought up to date to reflect current practice. The review carried out during 2005-2006 finally gave effect to that recommendation.

To facilitate the review the Clerks of both Houses prepared a draft set of new Joint Standing Orders which were presented at a joint meeting of the Standing Orders Committees of both Houses in June 2006.

The draft new Joint Standing Orders included the incorporation of matters not previously covered, such as procedures and rules of practice for joint sittings, appointment of Joint Parliamentary Committees and access to Joint Parliamentary Committee records, the changing of year citations in Bills and a procedure for changing the Joint Standing Orders.

It is expected that the new draft Joint Standing Orders will be endorsed by the Standing Orders Committees in early July 2006, followed by their formal adoption by both Houses in August 2006.

Legislation Committee Trial Sessional Orders

On 24 November 2005 the Standing Orders Committee presented an interim report recommending the adoption of a trial Sessional Order for the appointment of a Legislation Committee.

The major features of the Legislation Committee model include –

- The membership of the Committee to be six Members, not being Ministers and the membership to be proportional to "party, minority group or independent membership in the Council".
- A Bill may be referred by resolution of the Council at any time after the second reading and before the third reading stage.
- A Minister, Minister representing or Member in charge of the Bill may give evidence to the Committee, as may other persons if authorised by the Council.
- The Committee is to report to the Council no later than the first sitting day that occurs after two sitting weeks or four calendar weeks following the referral of the Bill, whichever is the shorter period.

Following adoption of the trial Sessional Orders



the Council referred two Bills to the Legislation Committee on 29 March 2006 following their second readings. The two Bills, the Disability Bill and the Education and Training Reform Bill, were significant both in size and public interest.

Consideration in detail of both Bills took place in April 2006, with the public proceedings attended by larger numbers of people than are usually present in the public gallery during Committee of the whole Council. Significant features of the Committee's proceedings included —

- The total time spent by the Committee on consideration of the Disability Bill was more than the time spent in Committee of the Whole on any other Bill during the three years of the current Parliament.
- The Minister for Education (from the Legislative Assembly) appeared in relation to the Education and Training Reform Bill.
- Two amendments to the Disability Bill were moved by the Minister representing the Minister for Disability Services. The amendments were unanimously agreed to and reflected concerns raised by members of the Committee.

Both Bills were presented to the Council as separate reports on 2 May 2006 in accordance with the requirement of Sessional Orders that the Committee report no later than the first sitting day that occurs after two sitting weeks or four calendar weeks following the referral of the Bills, whichever is the shorter period.

The two reports are located on the Legislative Council Legislation Committee page on the Parliament's web site.

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COUNCIL SITTINGS AND DOCUMENTATION
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Sittings of the House

The Legislative Council's 2005 Autumn sittings concluded as scheduled on 21 July 2005. The 2005 Spring sittings commenced on 9 August 2005 and finished on 24 November 2005. The House sat for 3 days at the end of the Autumn 2005 sittings and for 27 days during the Spring sittings with an average of 8 hours and 42 minutes a day. The House sat for a total of 261 hours and 20 minutes which amounted to 10 sitting weeks.

Due to the forthcoming 2006 November State Election, the Legislative Council's 2006 sittings were fitted into a shorter than usual time frame. Consequently the 2006 sittings were conducted as a

single continuous sitting instead of separate Autumn and Spring sittings as is usually the case.

The Legislative Council's 2006 sittings commenced on 7 February 2006 and were scheduled to conclude 6 October 2006. During the period to 30 June 2006 the House sat for 24 days with an average of 7 hours and 18 minutes. The House sat for a total of 175 hours and 27 minutes which amounted to 8 sitting weeks.

Legislative Council sitting patterns for the past ten years are shown in Figures 2, 3 and 4 on page 15. Appendix D provides selected statistics relating to the sittings of the Council for the past five years.

Highlights of the Sittings

A number of relatively unusual matters arose during the sittings in the year under review. Worthy of note are:

- The first urgency motion was moved in the Council since 1992. On 25 October 2005 the President permitted an urgency motion to be moved relating to the actions of the Premier in advising the Governor to withhold Royal Assent to the Racing and Gambling Acts (Amendment) Bill which had passed both Houses.
- The President was required to give a casting vote on 10 August 2005 on the second reading of a Private Member's Bill — the Accident Compensation (Further Amendment) Bill. This may well prove to be the last occasion on which the President is required to give a casting vote in the Council in view of the yet to be proclaimed changes to the *Constitution Act 1975* which enable the President to have a deliberative, but no longer a casting vote.
- Three rights of replies to comments made by Members in the Council were presented on 4 October 2005, 15 November 2005 and 6 June 2006. The first two related to comments made by the Hon. Bill Forwood and the third right of reply was in relation to comments made by the Hon. Andrew Olexander. During the year the President also advised the House that she had considered two other applications for a right of reply but had determined that in each case no further action be taken.
- On a number of occasions during the year the proceedings in the Council, including once during question time, were suspended owing to technical difficulties with the Chamber sound system used by *Hansard*. The problems with the sound system will be rectified as a matter of priority during 2006–2007.
- Prior to April 2006 no Member had been named by the President and formally suspended since the Hon. David White in October 1995. However, on two occasions during the Autumn sittings Members were required to withdraw from the Chamber after having been formally suspended. The first occasion was on 6 April 2006 when the



Hon. Bruce Atkinson was suspended during question time and the second occasion was on 6 June 2006 when the Hon. Bill Forwood was suspended during the Adjournment debate. On both occasions the Members were suspended following a division.

- On 5 April 2006, following a decision made by the Standing Orders Committee, the longstanding practice of tellers calling out Members' names during divisions, recording them on division lists and rechecking these details prior to signing the relevant lists was altered. As a means of reducing the time spent on divisions a trial procedure was agreed to whereby the Clerks now record those present for a division as well as conducting an initial count while the division bells ring. Once the doors are locked the tellers each conduct their own count and upon agreement with both the other teller and the relevant Clerk sign the division list. As a further means of ensuring the smoother conduct of divisions, the Members are now grouped together in parties or as independents on the division list.

Parliamentary Publications

The Department is responsible for the preparation and circulation of a number of parliamentary publications, including the following:

Notice Papers, Minutes of the Proceedings and Divisions in Committee of the Whole

The number of these publications is directly related to the sittings of the House. In 2005-2006 the following publications were issued:

NOTICE PAPERS (DAILY)	54
MINUTES (WEEKLY)	18
DIVISIONS IN COMMITTEE OF THE WHOLE	11
UNANSWERED QUESTIONS ON NOTICE	10

List of Members

No new Members List was published during the review period. A new Members List for the 55th Parliament is expected to be published early in the next reporting period which will be the last one before the November 2006 State Election.

Progress on Investigations

On behalf of the Parliament, the Department was responsible for the oversight of the monthly report of progress on the investigations of the Joint Investigatory Committees. During the period under review the summary of Ministerial responses to reports, previously published half-yearly, was incorporated into the



PROCEDURE AND ADVICE

monthly editions. A total of eleven editions of Progress on Investigations (incorporating Ministerial responses to recommendations of Parliamentary Committees) were produced and circulated during 2005-2006.

Indexes

Officers of the Papers Office are responsible for the compilation of the proof index relating to the Minutes of the Proceedings of the Council. The index to the Minutes of the Proceedings, which is eventually bound with the Minutes of the Council, is circulated in-house on a regular basis. Furthermore, detailed indices to progress on Bills, Parliamentary Papers and other tabled papers and reports continue to be maintained. These documents assist greatly in enhancing the level of service provided by the staff of the Department.

Victorian Government Directory

The Project Officer was contacted by Information Victoria on 1 March 2006 with the request to update the listed Parliament of Victoria information for the 2006-2007 Victorian Government Directory. It was requested that all updated information be returned to Information Victoria by mid-April 2006.

In late May 2006 due to a change of leadership in the Opposition, a significant amount of the updated Victorian Government Directory information was urgently altered in an effort to meet the printing deadline.

The change in leadership produced considerable changes to the Opposition front bench and Shadow Spokespeople which also necessitated changes to numerous directory listings.



Daily Sitting Statistics

FIGURE 2
SITTING DAYS, LEGISLATIVE COUNCIL,
1996-1997 TO 2005-2006

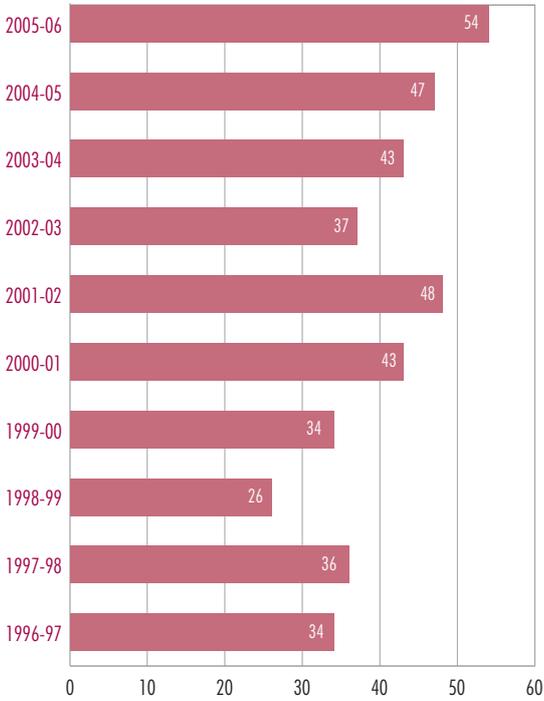


FIGURE 3
SITTING HOURS, LEGISLATIVE COUNCIL,
1996-1997 TO 2005-2006

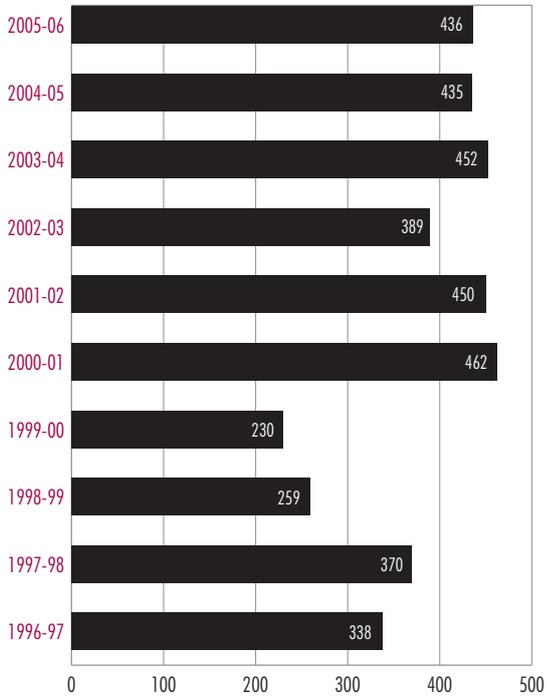


FIGURE 4
AVERAGE LENGTH OF DAILY SITTINGS (HOURS),
LEGISLATIVE COUNCIL, 1996-1997 TO 2005-2006

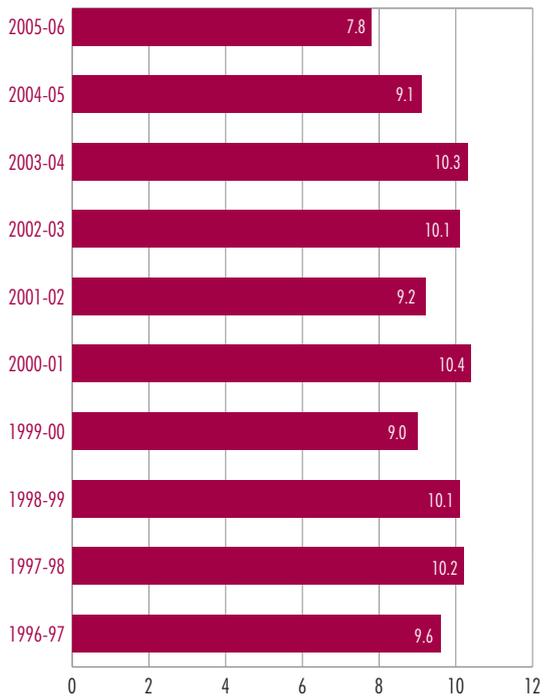
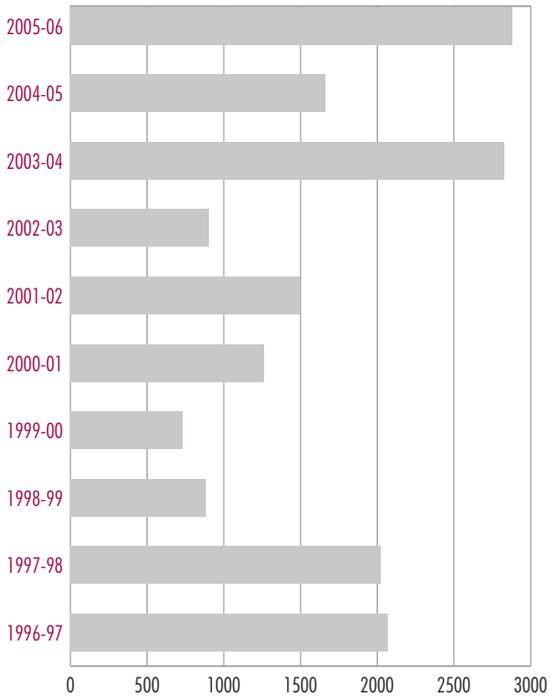


FIGURE 5
QUESTIONS ON NOTICE PROCESSED BY THE DEPARTMENT
OF THE LEGISLATIVE COUNCIL 1996-1997 TO 2005-2006





Sitting Day Arrangements

During this reporting period the Department continued its programme of broadening the procedural experience of its staff with regular daily business meetings comprising staff involved in the sittings of the House.

These meetings are held each sitting day prior to the commencement of the day's sitting and are attended by Chamber staff, the Manager, Papers Office and the Principal Attendant. The meetings are an invaluable way of ensuring that the team involved in servicing the House is fully focused and aware, as far as is possible at that time, of all possible eventualities that may transpire during the day.

The formal Chamber roster which was initiated in 2004 in order to expose staff to a wider range of procedural related issues continued during this reporting year. The Manager, Papers Office continued to supplement the Chamber staff during the sittings and wherever possible, the Clerk is now not in attendance during Committee of the whole proceedings with the Deputy Clerk, Assistant Clerk – Committees, Assistant Clerk – Procedure and Usher of the Black Rod handling the proceedings in Committee.

Both these measures have proved successful in continuing to broaden the experience of all the staff involved and will continue to play an important role in the Department's succession planning and training and development program.

Procedural Review Meetings

Procedural review meetings are led by the Assistant Clerks and the Manager, Papers Office on a rotational basis and are aimed at reviewing and understanding important rulings made by the Chair and other parliamentary procedural matters that will also help broaden the procedural knowledge of staff. The Clerk, Deputy Clerk and certain other staff attend the meetings, with the Clerks providing commentary and advice during the meetings.

PROCEDURAL RESEARCH PROJECTS

Clerk's Procedural Precedent Files

The Clerk's Office contains a comprehensive set of procedural precedent files which are often used as guidance in providing advice to the President and Members on matters before the House. The files contain a wealth of information but have not been reviewed and updated for some time. In 2003–2004 it was decided to undertake a complete review of the files with a view to discarding obsolete material and consolidating, rationalising or updating them where necessary. Work on this ongoing project continued during the year. A completion date has not been set at this stage as the time available for work on the project will be largely dependent on availability due to other priorities, including the sittings of the House.

Procedural Bulletins

Over the past seven years the Department has published biannual Procedural Bulletins which have been produced by the Procedure Office (formerly the Procedure and Projects Office). The Procedural Bulletins provide an account of the most significant events, procedural issues and rulings from the Chair for each sitting period. During the year under review, Bulletins for both the Autumn and Spring Sittings in 2005 were published and distributed to Members of the Council, various staff and the Clerks of each of the other Houses of the Australasian Parliaments.

The Procedural Bulletin for the Autumn 2006 Sittings was being prepared at the conclusion of the year under review.

ANZACATT Half-Yearly Bulletin

The Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) produced two editions of its half-yearly bulletin *Parliament Matters* during the year. The bulletin contains a report on matters of interest from each of the member jurisdictions in the association and covers a mix of procedural, administrative, staffing and other parliamentary related items of interest. Issue No. 14 which covered the Autumn sittings in 2005 was issued in August 2005 and Issue No. 15 covering the Spring sittings 2005 was issued in February 2006. The entries were compiled by the Assistant Clerk — Procedure and Usher of the Black Rod and the Assistant Clerk — Committees.



President's Rulings Book 1979–2006

The Procedure Office is close to finalising a substantial index of the more significant President's rulings between 1979 and 2006. This volume will provide a ready reference of useful procedural precedents to assist the Clerks in advising the President and Members. The project focuses on rulings by the President where discretion and interpretation have been involved, and covers all facets of the House's proceedings. While the project was initially intended to cover the period up to 2003, it is now intended that, when first published, the document will also encompass all of the current 55th Parliament.

Companion to Legislative Council Standing Orders

The Assistant Clerk – Procedure and Usher of the Black Rod will be co-ordinating a project to develop a volume with the working title *Companion to the Legislative Council's Standing Orders*. The intention is to involve a range of managerial and administrative staff, from the Clerks down, in associated research and writing. The purpose is to produce a concise document which will complement the Standing Orders to outline the House's practices in greater detail, including the citation of significant rulings and events.

Work for this volume is likely to represent the Department's most substantial individual project over the next 3 to 5 years. Research undertaken will draw

on the Department's other procedural publications including the Procedural Bulletin and the President's Rulings Book 1979–2006 (and updates), as well as the Procedural Database.

By the conclusion of the year under review, work had commenced on planning the nature and structure of the research to be undertaken.

Review of the Report of Divisions in Committee of the Whole Council

Traditionally the Legislative Council has published the record of the proceedings of Committee of the whole Council separately from the Minutes of the Proceedings of the Council. The Committee of the whole Council is the stage of a Bill's passage that follows the second reading and precedes the third reading. It involves the detailed consideration of the individual clauses of a Bill and includes, in some cases, divisions on clauses and proposed amendments to clauses.

In 2005–2006 a review was conducted of the way in which the Committee of the whole Council proceedings are recorded and published. As a result of the review it is proposed that from the beginning of the 56th Parliament the reports of the proceedings of Committee of the Whole will be published as a Supplement to the Weekly Minutes of the Legislative Council.



SECTION TWO

.....

information management

Departmental goal

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 and timely information services.

Strategies

To achieve this goal we will:

- Manage and maintain the Department's databases efficiently
- Ensure that information relevant to the operations of the Legislative Council is current and is provided accurately, efficiently and professionally to clients
- Ensure that all documents and records of the Department are effectively and safely managed



..... DATABASE MANAGEMENT

Procedural Database

One of the Procedure Office's principal ongoing responsibilities is the maintenance and expansion of the Department's procedural database. This database centralises and extends departmental understanding of procedural matters by providing swift access to precedents, rulings, summaries and, in some cases, inter-departmental guidelines. Data, which is categorised under subject headings and sub-headings, includes extracts from *Hansard*, a detailed summary of events and date/page citations. By the end of 2005-2006, the database covered the period from the Spring Sittings 1996 until the Spring of 2005 and included over 1100 individual rulings and other precedents.

Centralised Filing Database

During 2005-2006, the review and analysis of the Legislative Council's current filing practices was completed. Based on the information gathered from this process, a number of filing and tracking options were investigated and recommendations were submitted for approval in June 2006. Pending approval of these recommendations, implementation of a new centralised filing database will take place in 2006-2007.

..... PROVISION OF INFORMATION

Legislative Council Daily Sitting Summary

From the beginning of the 55th Parliament, the Papers Office has produced a Daily Sitting summary for each sitting day which can be viewed by the public on the Council's website.

The Daily Sitting Summary is prepared as a convenient account of each day's proceedings and included items such as: progress made on Bills; committee and special reports tabled; petitions tabled; and motions moved, debated and agreed to. Essentially, the Daily Sitting Summary consists of information included in the Daily Minutes of the Proceedings, but presented in a simplified form.

Feedback from various sources including Victorian Government Departments, has indicated that the Daily Sitting Summary is a valuable resource.



Redevelopment of Council Intranet Site

The Department's intranet site underwent significant changes as part of a Parliament-wide intranet redevelopment.

The aim was to update the 'look and feel' and improve the information and accessibility of the site. There was also a requirement to present a certain level of consistency in terms of the site's content and appearance with the Departments of the Legislative Assembly and Parliamentary Services.

The result is a more modern, useable and aesthetically improved intranet site which has attracted positive feedback from Members and staff.

Legislative Council Information Sheets

The Department continued to publish a series of information sheets related to the Legislative Council and its history, office-holders, rules and procedures. One new information sheet was produced by the Procedure Office during the course of the year. In addition, several existing information sheets were reviewed and updated. In most cases, revision was necessary due to significant and ongoing changes to the Council's Sessional Orders during the 55th Parliament.

The information sheets, which are available both in hard copy from the Papers Office and on the Department's website, are intended for the use of staff and the general public, particularly students and other visitors to the Parliament.



Documents and Records Management

During 2005–2006, a need was identified within the Department to develop a more streamlined and efficient process of document management and production for a number of publications produced by the Legislative Council (including Notice Papers, Minutes of the Proceedings etc.).

Investigation into options for such a project were undertaken during the second half of 2005, including extensive inquiries into the systems used by a number of other Australian Parliaments. Following these investigations it was decided to proceed with the development of a document management system.

The primary aims of the project are to create a MS Word based auto-text database enabling staff to use identical entries in various documents, minimising the errors and inconsistencies that arise from having multiple users working on the same document; and

the creation of templates for such documents to counter the errors that occur from continually overwriting and re-saving old files.

As at 30 June 2006, the Department had engaged Simple netaprise Pty. Ltd. to undertake the project. Work is expected to commence in early July 2006 with the aim of having a new system ready for use from the start of the 56th Parliament.

Parliamentary Printing Contract

Over the course of the review period, the parliamentary printing contract was continually monitored by the Office of Chief Parliamentary Counsel and officers from the Departments of the Legislative Council, Assembly and Parliamentary Services and reports were submitted in accordance with the six monthly reporting requirements stipulated in the contract.



The initial 28 month contract was due to expire on 10 June 2006. Under the terms of the contract, TDC3 (The Digital Colour Copy Centre) Pty Ltd met satisfactory performance requirements and were given the option to extend for a further 24 month period. This option was accepted and accordingly, the contract is now due to expire on 10 June 2008 with no further option for renewal.

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 2005-2006, a Summary of Returns for the return period 2004-2005 and Summary of Variations notified between 16 June and 30 September 2005 was prepared and tabled on 19 October 2005. A Cumulative Summary of Returns as at 30 September 2005 was prepared and tabled on 22 November 2005. A Summary of Variations notified between 1 October 2005 and 14 June 2006, was prepared and tabled on 15 June 2006.



SECTION THREE

education and community relations

Departmental goal

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.

Strategies

To achieve this goal we will:

- Raise awareness of the role, activities and responsibilities of the Legislative Council and the Victorian Parliament as a whole
- Stage special events and other promotional activities and produce comprehensive and informative education/public relations material
- Manage the Department's hospitality functions to ensure the smooth reception of official visitors



.....
**PUBLIC AWARENESS AND
EDUCATION**
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YMCA Youth Parliament

The 19th YMCA Youth Parliament was staged at Parliament House on 27 and 29 September 2005.

The “Opening Ceremony” was held in the Legislative Council Chamber at which the “Youth Governor”, James Christiansz, officially declared open the Youth Parliament. The Presiding Officers, the Treasurer, the Hon. John Brumby, and the Leader of the Opposition, Mr Robert Doyle, also participated in the ceremony.

The Youth Parliament met in the Legislative Council and the Legislative Assembly Chambers. In the Legislative Council, Presiding Officers included the President, the Hon. Helen Buckingham, Richard Dalla-Riva, Damian Drum, Bill Forwood and Geoff Hilton, Ms Glenyys Romanes and Mr Bob Smith.

Over the two days almost sixty, 16 to 20 year olds, forming both a “Government” and an “Opposition” in the Council, debated a series of “Bills” on issues such as raising awareness of mental illness in schools, the improvement and expansion of Victorian public transport, increased rights for non-biological fathers in custody cases and the use of stem cells from aborted embryos. An Adjournment debate was also held on the first sitting day.

The debates were conducted as consistently as practicable with parliamentary procedure. The proceedings were recorded by Hansard and, at the conclusion of the sittings, all of the “Bills” debated were presented to the Member for Narre Warren North, Mr Luke Donnellan.

The Legislative Council’s arrangements for the Youth Parliament were handled by the Assistant Clerk – Procedure and Usher of the Black Rod. He, together with the Assistant Clerk – Committees and officers from the Legislative Council’s Procedure Office, Papers Office, President’s Office and an Executive Officer from Committees, performed the Table duties. Legislative Council Attendants also assisted in the Chamber. On 26 September 2005, the Usher and Serjeant-at-Arms conducted training and a separate information session for the youth parliamentarians at Parliament House. Later in the day, a reception for participants was held at Government House, hosted by the then Governor of Victoria, Mr John Landy, AC, MBE.

Open Day

The Parliament held an historic Open Day on Sunday, 25 June 2006 which celebrated the 150th anniversary of democracy in Victoria.

As part of the year long celebrations surrounding the 150th anniversary of the Parliament of Victoria, the history pertaining to our first 150 years featured as the central focus of the day. The exhibition titled *Bills, Bells and Ballots* which has been travelling regional Victoria since 19 November 2005 took centre stage in Queen’s Hall.

The event attracted over 5500 visitors to Parliament House and the Parliamentary Reserve. This is a record attendance for a single Open Day event.

The Parliament continued its commitment to enhance the public’s experience on Open Day by opening up rooms and areas not usually accessible during week day tours of the building. The Presiding Officers met with numerous visitors during the course of the day, while Legislative Council personnel, together with officers from the other parliamentary Departments, acted as guides and provided information.

Planning for the 2006 Open Day was conducted by members of the various parliamentary Departments under the oversight of the Deputy Clerk of the Legislative Council. The Victorian Electoral Commission and the Auditor-General’s Office also participated and distributed information and engaged with the public. The Victorian Electoral Commission was especially busy fielding enquiries in relation to changes to the electoral boundaries and the new voting system for the Legislative Council in the forthcoming State Election.

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) which holds seminars at Parliament House featuring guest presenters several times each year. During 2005–2006, seminars were conducted on: Royal Commissions (by Dr Scott Prasser, University of the Sunshine Coast); political relationships and the workings of local government (Councillors Brian Shanahan and Fiona Snedden from the City of Melbourne); and security at the Commonwealth Games (Commander Brendan Bannan, Victoria Police, and Gavin Bourke, Serjeant-at-Arms).

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 Department facilitates staff members’ attendance at the ASPG’s National Conference which was held in



Sydney in October 2005. In addition, the Assistant Clerk – Procedure and Usher of the Black Rod is Honorary Secretary of the ASPG’s Victorian Chapter.

Education and Community Relations Events

The Department is committed to promoting a greater understanding of the Parliament’s history, structure, role and responsibilities. To this end, it actively supports events such as Open Days, YMCA Youth Parliaments and the Parliament’s 150th Anniversary celebrations by providing staff and administrative resources. For example, a Council Attendant, Joanna Hansen, assisted the 150th Anniversary project team on a part-time basis throughout 2005 by helping with the administration and promotion of the anniversary program. A number of other Council staff members have worked at the 150th celebration’s travelling exhibition as it has visited various regional centres.

The Clerks and Assistant Clerks gave presentations to various groups during the course of 2005–2006 including Staff Orientation Days (21 February 2006 and 23 May 2006). In addition, the Executive Officer of the Law Reform Committee (which is under Council oversight) conducted two presentations during the year on parliamentary committees. In November 2005, the presentation was part of a secondary school teachers’ professional development seminar. This was followed by a presentation in March 2006 to VCE legal studies students which specifically related to the work of the Law Reform Committee.

New Parliament of Victoria Booklet

During the year under review the Department’s Procedure Office, along with staff from the Legislative Assembly, produced a new version of the B5, 12 page colour booklet, *Parliament of Victoria*, which is distributed free of charge to visitors to the building. The booklet’s text was changed significantly to give it a broader focus and to include aspects of the Parliament not covered previously. The booklet also underwent a major redesign, including many new photos, to give it a fresher, more contemporary look.

Work Experience Program

The Department once again participated in a work experience placement program for secondary school students. Such placements, which are co-ordinated through the office of the Clerk of the Parliaments, are usually offered during a sitting week so as to give students as much insight as possible into the operations of Parliament.

Students are exposed to a number of different work environments during the weekly placement, including viewing the proceedings in both Houses and working in Parliament’s various work groups. At the



conclusion of the attachment, feedback is provided to the school concerning the student’s performance. In addition, students are required to write an article about their work experience which is then published in Parliament’s *Spring Street News*.

SPECIAL EVENTS AND PROMOTIONAL ACTIVITIES

Colac Regional Sitting

The Legislative Council’s third regional sitting was held in Colac on Thursday, 17 November 2005, was a great success which was attested to by the Mayor of Colac Otway Shire, Cr Warren Riches. Mayor Riches said that the sitting of the Legislative Council at the Colac Otway Performing Arts & Cultural Centre (COPACC) was "theatre within a theatre and



that the event gave recognition of the Shire being a significant part of regional Victoria". He went on to say that "the sitting brought promotion to the town that you are not able to buy!".

The Colac Regional Sitting was the third time the Legislative Council had sat outside of Melbourne. The sitting was labelled the best regional sitting conducted so far and drew on the experience gained from the previous two sittings outside of Melbourne in Ballarat and Benalla.

The day was helped along by brilliant Colac weather, the launch of the 150th anniversary celebrations, the multicultural festival in the grounds of COPACC entitled "*Living in Harmony – Bridging the Gap*" which was organised by the Colac Otway Shire to further promote their region, visits by over 500 local school children, visits by over 1500 members of the general public and the fantastic support that Colac and its residents threw behind our venture.

The President, Members and Staff of the Legislative Council were impressed with the facilities at COPACC which enabled staff to replicate the facili-

ties and services available at Parliament House to also be delivered in Colac.

Planning, co-ordination and delivery of the Colac Regional Sitting was conducted primarily by the Project Officer together with other Legislative Council managers and members of the various parliamentary departments, all under the oversight of the Deputy Clerk.

Victorian Parliament's 150th Anniversary

During the year the Clerk continued to represent the Department on the steering committee responsible for planning the Parliament's 150th anniversary celebrations. The committee also comprises the Presiding Officers, the Clerk of the Legislative Assembly, representatives from the Department of Premier and Cabinet, City of Melbourne, Public Records Office and Victorian Electoral Commission. The project team comprised Sharon Morris, the Project Manager and Robyn Fennell. Joanna Hansen from this Department also assisted the team during the year.



The celebrations were launched on 17 November 2005 at the regional sittings of the Council held in Colac and the Assembly in Geelong. The travelling exhibition *Bills, Bells and Ballots*, which is the highlight of the celebrations, was launched in Castlemaine on 23 November 2005 and during the year travelled to Portland, Ararat, Mildura, Warracknabeal and Shepparton before spending the last two weeks of June 2006 in Queen's Hall at Parliament House. In the second half of 2006 the exhibition will visit Wodonga, Bairnsdale, the Royal Melbourne Show and Morwell. The exhibition has been tremendously well received with positive responses from those who have attended. What has been particularly pleasing is the large number of school students who have visited.

The exhibition would not have been possible without the enthusiastic support of staff across the Parliament who have worked at the various regional centres during the year. The staff were regularly commended for their courteousness, knowledge and genuine interest in promoting the Parliament of Victoria through the exhibition. All staff who have assisted at the exhibition during the year should be congratulated on their efforts.

Other highlights of the celebrations during the year included the launch of the 1891 Women's Petition, the cartoon exhibition — *Drawn on the Issues*, the launch of the 'Re-Member Database' and the reception for former and current Members.

Corporate Livery Project

During the year, work continued on the proposal to present the Parliament in a more professional and consistent way. After consideration of the revised designs presented by Blue Boat Design it was decided to not adopt any of the logo options presented but instead to prepare a style guide which would be used as the basis for standardising the material by which the Parliament communicates externally, e.g., letterheads, business cards. It was also decided that a more consistent approach would also be applied to the reports of Parliamentary Committees which are currently presented in a variety of designs. At the end of the reporting period the project was still continuing.

HOSPITALITY AND VISITORS

Official Visits

A number of distinguished visitors and delegations visit the Parliament each year and special arrangements are customarily made for their reception.

During the reporting period the Department assisted in arrangements for the reception of the persons and delegations listed at Appendix I.



Official calls are also made by individual visitors to the Parliament from time to time. Comprising mainly diplomats of ambassadorial status, Appendix I shows callers received in 2005–2006.

Officers from Other Parliaments

The Department of the Legislative Council continued to receive visits from Officers of Australian State and Territory Parliaments, as well as overseas legislatures, during the year under review. Included amongst these were: John Noel, Clerk, House of Assembly, Newfoundland and Labrador; Joe Reynolds, Deputy Clerk, Northern Ireland Assembly; Esmé Manganyi and Veli Ndlovu, Gauteng Legislature, Republic of South Africa; Andrew Kennon, House of Commons and Simon Burton, House of Lords, United Kingdom; Dirk Kunze, German Bundestag; Neil Laurie, Clerk of the Legislative Assembly, Queensland; and David Horton, Deputy Clerk, Legislative Assembly, Northern Territory.

Official Visit to Aichi Prefecture, Japan

The President led an all party delegation to Aichi Prefecture, Japan in late June and early July 2005 to celebrate the 25th anniversary of the Sister State Relationship between the State of Victoria and Aichi Prefecture, Japan.

The Delegation made official visits to the Governor of Aichi Prefecture, the Aichi Prefectural Assembly and

the Australian Ambassador to Japan. The Delegation also visited regional areas of Aichi Prefecture previously not visited by a Delegation from the Parliament of Victoria.

The visit took place during the 2005 World Expo which was held in Nagakute, Aichi and covered 173 hectares. Their visit to the 2005 World Expo coincided with “Victoria Week” where Victoria was on show to the world by showcasing food, events and entertainment from the State of Victoria.

The 2005 World Expo ran from March to September 2005 and was expected to attract almost 15 million visitors. At the completion of the 2005 World Expo, well over 22 million visitors had visited.

The organisation and delivery of the program and visit to Aichi Prefecture commenced in December 2004 and was co-ordinated by the President’s Office.

A Delegation from the Aichi Prefectural Assembly reciprocated the Parliament of Victoria’s official visit with a visit to Victoria in November 2005. The Delegation was led by the Vice-Chairperson of the Aichi Prefectural Assembly and included the Party Leaders of the three main political parties.

The Delegation spent four days in Melbourne to signify the 25th anniversary of the Sister State Relationship and to thank Victoria for their support and involvement in the highly successful 2005 World Expo. The Delegation made official visits to the Governor of Victoria and the Premier.



SECTION FOUR

physical resources

Departmental goal

To provide the Legislative Council's Members and staff with a safe and healthy working environment, to ensure the Legislative Council's maintenance and security, and to assist in the management and use of the wider parliamentary precincts.

Strategies

To achieve this goal we will:

- Improve and upgrade the level of security in the Chamber during sittings, in the Council generally and in the wider parliamentary precincts.
- Maintain and upgrade the Legislative Council workplace environment.
- Contribute to the implementation of a new resource booking system.
- Assist in ensuring conditions in the precincts continue to meet satisfactory Occupational Health and Safety levels.



SECURITY

Security Works

The security function in the parliamentary precincts has traditionally been handled by the Usher of the Black Rod and Serjeant-at-Arms under the oversight of the Presiding Officers. In recent years, the Serjeant's Office has played a key role in dealing with many day to day security issues and has administrative staff supporting these activities.

Following the significant changes to the Parliament's organisational structure in the first half of 2005, the Presiding Officers and the Parliamentary Executive Group (PEG) determined that responsibility for the majority of Parliament's security function should be transferred to the Manager, Security and Electorate Properties in the Department of Parliamentary Services. The Usher and Serjeant are to retain responsibility for security within their respective Chambers. Demarcation lines in terms of responsibility for security functions in the parliamentary precincts near to the Chambers were still to be determined.

In order to assist with the transition of responsibilities, the Secretary, Parliamentary Services, Dr Stephen O'Kane, formed a Security Review Group comprising representatives from within the Parliament, as well as advisers from outside the organisation including a Detective Superintendent from Victoria Police. The Review resulted in a number of recommendations which, by the end of 2005-2006, had either been accepted by PEG or remained under review. One such recommendation was the establishment of a consultative committee, at least initially only comprising the Manager, Security and Electorate Properties, the Usher and Serjeant, which would help co-ordinate the transfer of security functions from their traditional location in the House Departments. In addition, the Group was to co-ordinate the security effort and response across the Parliament. It is envisaged that this committee will be established early in 2006-2007 and that the bulk, if not all, of the security functions being transferred will have been reassigned by the end of June 2007.

WORKPLACE MAINTENANCE

Council Chamber Balustrade

As outlined in last year's Annual Report, a decision was made to proceed with raising the height of the balustrade in the Council Chamber's Upper Gallery from 580 mm to 1000 mm. This was intended to ensure a safe environment for Members, staff and visitors by complying with the current Building Code of Australia regulations. By the conclusion of June 2005, it had been determined that an additional plinth would be installed underneath the existing balusters and railings. A Project Team had also been formed, comprising representatives from the Department of Parliamentary Services (primarily the Joint Managers, Grounds and Maintenance) and the Assistant Clerk – Procedure and Usher of the Black Rod, with co-ordination of the project being overseen by Janet Beeston of RBA Heritage Architects.

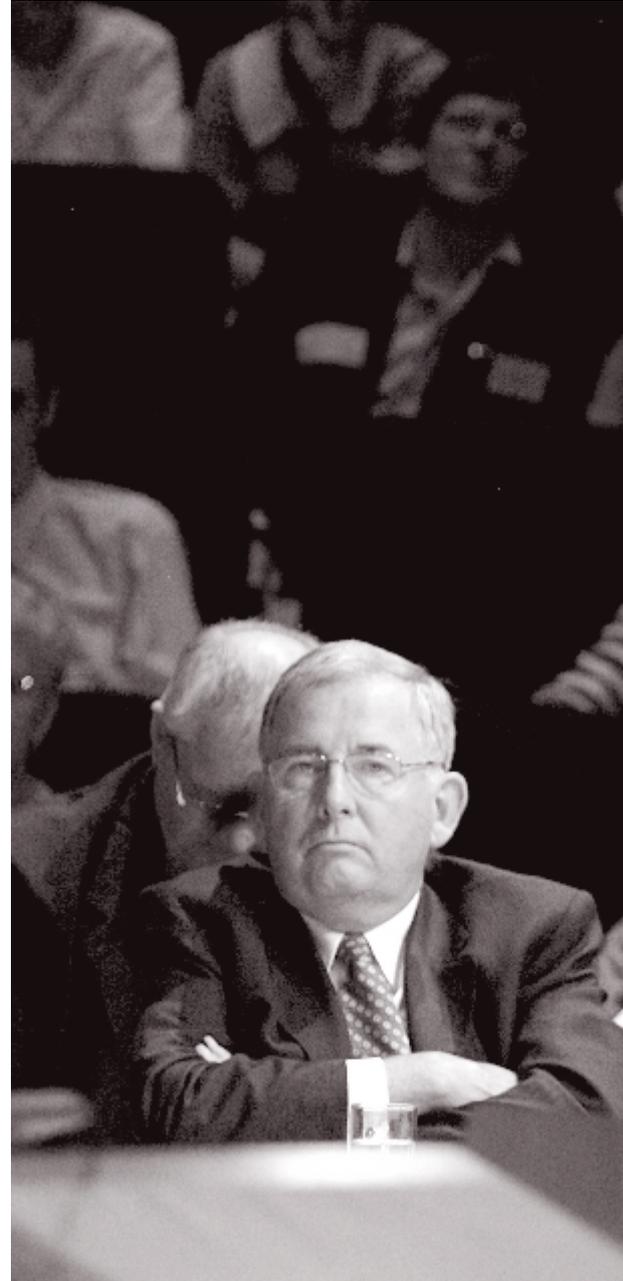
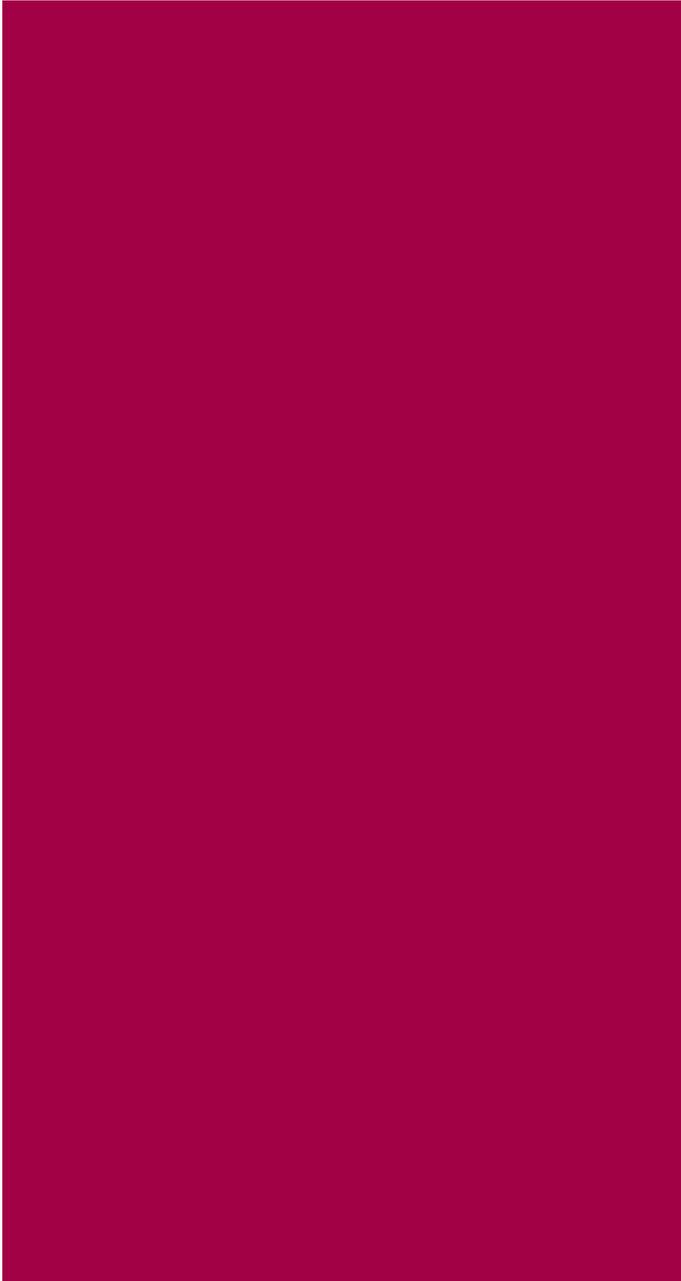
During 2005-2006, drawings and planning was finalised, quantity surveying conducted and builders engaged (Walton Constructions Pty. Ltd). Work commenced in late January 2006 and, as planned, was completed in stages during periods when there were successive non-sitting weeks. An unexpected development was the Building Appeals Board's insistence that glass panels be installed behind the railings as the balustrade was considered to be climbable and, therefore, non-compliant with Building Code of Australia requirements. Despite this decision, which obviously added to the cost and time involved in the project, work was completed as planned in June 2006.

Members and staff have provided the Department with very positive feedback regarding the appearance and quality of the work that was done. Certainly in terms of the colour, beading and overall design, the additional plinth was installed in a manner very consistent with the original design. The architect, builders and Department of Parliamentary Services staff who were closely involved in the work should be congratulated on a job well done.

Other Works

During the reporting year, several offices were completely refurbished as part of the program of upgrading Legislative Council offices to a standard consistent with both heritage values and modern business needs.

Two Ministerial offices are scheduled to be upgraded in 2006-2007.



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USE OF PRECINCTS
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Filming In Legislative Council Precincts

Since the adoption in late 2002 of more relaxed rules of practice in relation to filming the Legislative Council's sittings, television crews have recorded proceedings in the Chamber more regularly. Filming in the Legislative Council's Committee Room during public hearings has also increased, particularly when committees deemed to be "controversial", or

committees taking evidence from prominent individuals, have met for public hearings. The net result has been the Legislative Council, and joint committees under its oversight, receiving greater media coverage than in the past.

**Legislative Council Chamber and
Legislative Council Committee Room**

The President, on advice from the Department, deals with requests for use of the Council Chamber and the Legislative Council Committee Room. Co-ordination of arrangements for those venues and their servicing is undertaken by Attendant staff under the



Usher's direction. Apart from Legislative Council sittings, the Chamber was used through the year for a variety of meetings, seminars and conferences.

As usual, the Legislative Council Committee Room proved to be one of the most used rooms in Parliament House. Members of Parliament frequently use the room for party meetings and functions, while parliamentary committees regularly use the room for public hearings. Other uses included book and institutional launches, presentations, seminars and lectures. A list of users of the Legislative Council Committee Room in 2005–2006, excluding Victorian parliamentary committees, is at Appendix H.

Functions

The Department assisted in providing services for various functions staged in the Legislative Council Chamber, Queen's Hall, the Legislative Council Committee Room, Room K, 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. These are summarised at Appendix H.



SECTION FIVE

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human resources



Departmental goal

To implement fair and equitable staff management practices which develop the skills base of staff in order to achieve corporate, departmental and committee objectives.

Strategies

To achieve this goal we will:

- Ensure consistency with the Victorian Public Service career structure and human resource management policies of the public service as far as practicable.
- Enhance communication within the Department and across the Parliament.
- Provide relevant professional and personal development programs to ensure staff continue to develop their competencies.

HUMAN RESOURCES MANAGEMENT

Equal Opportunity Officers

As part of the Department's ongoing commitment to providing a non-discriminatory and harassment free work place, it continued to support the role of staff previously appointed as Equal Opportunity Officers. This continuation of this process is part of a larger commitment by the Parliament to providing a safe and secure working environment.

The emphasis in Equal Opportunity at Parliament focuses on target areas such as 'work place bullying'. Work place bullying covers a wide range of discriminatory and unsatisfactory forms of behaviour in the work place. 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 work place discrimination and harassment as well as the more overt type.

Mary Martin continues to be the Equal Opportunity contact officer, as was David Samuel until his departure in December 2005.

Occupational Health and Safety Committee

The Occupational Health and Safety Committee's structure remained unchanged for the majority of the year under review with Paul Gallagher, Joint Manager, Grounds and Maintenance, continuing as Chair, and Carly Moore, Organisation Development, being Deputy Chair (after the resignation of Melissa Muratore in October 2005). The Legislative Council continued to be represented by the Assistant Clerk – Procedure and Usher of the Black Rod, Stephen Redenbach (management representative) and Rebecca White (staff representative).

Commencing with the Committee's meeting on 28 April 2006, there was a significant change in its structure to reflect Parliament's organisational restructure and to be consistent with legislative requirements and amendments to the *Occupational Health and Safety Act 2004*. These changes only affected the Department of Parliamentary Services' representation with three new management representatives being appointed (Joanne Truman – Library Communications and Information Technology; Samantha Matthews – Property and Precinct and Bronwen Edwards – Organisation Development and Finance). Several other employee representatives from Parliamentary Services were also either re-elected or newly elected. Joanne Truman was elected Chair of the Committee, Bronwen Edwards became Deputy Chair, and it was determined that the position of Secretary be rotated amongst all committee members on a meeting by meeting basis.

As in previous years, the Committee decided to meet monthly. This saw the Committee work actively both at the practical level of resolving Occupational Health and Safety matters brought before it by departmental representatives, and at the policy level a number of draft guidelines for procedures and practices were developed for comment and implementation. The Committee was active in promoting a "healthy" Parliament and a workplace that was aware and informed of Occupational Health and Safety issues.

Occupational Health and Safety Committee Working Group on Working Hours

As reported last year, a small research group was formed within the Occupational Health and Safety Committee to examine approaches taken by similar sized Australian Parliaments in dealing with sitting periods. This research related particularly to working hours and the affects of extended sitting days on parliamentary staff. It was also decided that the review would include limited consideration of experiences and trends in Westminster-style parliaments outside of Australia.

The intention of the research was to produce a relatively short research paper to better inform Committee members regarding current and/or alternative practices. The intention was not to prepare a paper recommending any particular model concerning working hours.

Research was subsequently conducted by the Assistant Clerk – Procedure and Usher of the Black Rod, Stephen Redenbach, and the Parliamentary Library's Senior Research Officer, Greg Gardiner. In the latter stages of the research, assistance was also provided by Carly Moore of the Organisation Development Unit.

The Report, "The Sessions: A Comparative Study of Parliamentary Sitting Hours and Work Rosters" was eventually presented to the Occupational Health and Safety Committee in early 2006. After providing Committee members with an opportunity for feedback, a copy of the Report was forwarded to the Parliamentary Executive Group (PEG) in April 2006. PEG recommended that further work be done on the issue to gather specific examples of excessive working hours required of staff in recent times. Another working group was formed, this time including the new Chair of the Occupational Health and Safety Committee, Joanne Truman, and the Deputy Clerk and Serjeant-at-Arms from the Legislative Assembly. This group was subsequently expanded via representation from the parliamentary committees to provide a wider focus on the subject. At the end of 2005-2006, work was continuing on this research.



Staff Changes

As has been the case over previous reporting years, a number of secondments within and outside of the Department have resulted in the movement of numerous staff.

Felicity Murphy has been seconded to the Department of Parliamentary Services as a Special Projects Officer. Vivienne Bannan has been appointed temporarily as Acting Manager of the Papers Office.

As a result of Geoff Barnett being seconded back to the President’s Office as Adviser to the President, Andrea Agosta was seconded from the Economic Development Committee to the role of Project Officer. As a consequence Mary Pink has been temporarily appointed Office Manager to that Committee.

Caroline Williams, Executive Officer, Environment and Natural Resources Committee commenced extended leave late in 2005 and Vaughn Koops, former Research Officer with the Rural and Regional Services and Development Committee, was seconded as Acting Executive Officer.

Both Alex Douglas, Executive Officer, Road Safety Committee and Russell Solomon, Executive Officer, Economic Development Committee, took leave from the Department to undertake temporary roles with VicRoads and RMIT, respectively.

Neil McCormick, Parliamentary Attendant, commenced extended leave in November 2005 due to ill health. The Department wishes him a speedy recovery and is looking forward to his return to work in due course.

Attendants’ Commuted Overtime Review

In accordance with the Parliamentary Officers’ (Non-Executive Staff – Victoria) Agreement 2004, work commenced in mid 2005 on the biannual review of the level of commuted overtime received by attendant staff in both House departments. This encompassed the compilation of figures to identify the actual hours of overtime worked in the calendar years 2003 and 2004. The review established that the total actual hours worked by most attendant staff had decreased during the relevant years when compared to the previous review period. However, other issues associated with the calculations had to be clarified before any changes were implemented.

After a lengthy consultation period with attendant staff, their workplace delegates and the Community and Public Sector Union, a Memorandum of Understanding was signed in March 2006 in which some of the more significant principles agreed upon were:

1. The commuted overtime allowance would continue to apply to attendants employed by the Parliament as at 20 March 2006 for the life of the current Parliamentary Officers’ Agreement;
2. commuted overtime would be calculated on the average overtime hours worked in each position over the preceding two years multiplied by the employee’s hourly rate at double time;
3. for those attendants overpaid commuted overtime up to 20 March 2006 (when the new rates came into effect), the Parliament would not seek reimbursement; and
4. attendant staff receiving commuted overtime as at 20 March 2006 could opt out of this scheme by advising the relevant Clerk in writing; thereafter, such an application could be made by the end of January each year.

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COMMUNICATION
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Staff Newsletter

The Parliament of Victoria’s newsletter – *Spring Street News* – is a joint publication between the Legislative Council and the Legislative Assembly. Responsibility for the newsletter’s publication alternates between the Departments on a fortnightly basis with the Council’s contribution co-ordinated by the Administrative Assistant in the President’s Office.

The newsletter contains contributions from management and other staff. It is distributed in hard copy format to all parliamentary staff, including those employed by the committees, and to the Presiding Officers. To ensure that the newsletter is more widely accessible throughout the Parliament, *Spring Street News* is also placed on the Parliament’s intranet.

Staff Meetings

The Department continues to hold regular six monthly meetings with its staff— usually in June and December. Staff are encouraged to propose matters they would like discussed at those meetings as well as also providing management the opportunity to communicate matters of interest to staff.

Monthly general staff meetings also continue to be held. Those meetings which are conducted by the Presiding Officers provides staff from all parliamentary departments to come together to hear and exchange information about what is occurring in



Parliament generally. It also provides the Presiding Officers and management 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. This initiative from the Presiding Officers, which commenced in April 2003, is very well attended by staff and has improved communication in all areas of the organisation.

PROFESSIONAL AND PERSONAL DEVELOPMENT

ANZACATT Professional Development Seminar

The 7th Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) Professional Development Seminar was held from 23 to 25 January 2006 hosted by the Queensland Parliament at Parliament House, Brisbane. The Department was represented at the seminar by the Clerk, together with Felicity Murphy, Manager, Papers Office, Geoff Barnett, Project Officer and Rebecca White, Procedural Research Officer.

In what was a change from the previous two years, the theme of the Brisbane seminar was Parliamentary Management and Administration. As such it was intended not only for Table Officers, Committee staff and House staff generally, but for officers in other areas including those in corporate services areas.

Plenary sessions were held on the following topics:

- Commissions of Inquiry under Privileges of Parliament.
- Professional Development and Training Programs and other Initiatives for Parliamentary Officers.
- Strategies for Parliaments in the Information Age.
- Professional Ethics and Clerks-at-the-Table.

Workshops were also held on:

- Reporting the proceedings of Parliament in the Information Age.
- Strategies for sharing information between Parliaments and developing shares or common information systems for common business needs.
- Strategic and Operational Planning: The Known and Unknowns of Planning in the Parliamentary Environment.
- Innovative methods to measure the performance outcomes of a Parliamentary service.
- Reporting on performance: Internal and External Reporting Methods.
- Strategic Human Resource Management in the Parliamentary Context.



Almost all jurisdictions in Australia and New Zealand were represented at the seminar. Their attendance was complemented by representatives from the House of Lords and the House of Commons in the United Kingdom, Canada and from the United States. Again included on the agenda was the opportunity for each of the international participants to make a presentation on developments in their jurisdictions which added greatly to the value of the seminar.

The ANZACATT Seminars are considered to be an integral part of the training and development of Parliamentary Officers in Australasia. They complement the in-house-on-the-job-training in each jurisdiction and are wholeheartedly endorsed by this Department.

Orientation Day

Orientation days were held in Parliament House on 21 February 2006 and 23 May 2006 for Parliamentary and Electorate Office staff. Approximately 15 to 20 new staff participated in each all-day event. The groups were addressed by a number of senior parliamentary managers from the three Parliamentary Departments. In this Department presentations were given regarding the Legislative Council, its history, committees and organisational structure, before taking participants on a short tour of the Council precincts.

Course on Parliamentary Law, Practice and Procedure

Following the favourable feedback received after the initial course on parliamentary law, practice and procedure held in Brisbane in December 2004, the second such course was held from 20 to 26 July 2005. Sean Coley, Executive Officer, Outer Suburban/Interface Services and Development Committee, in this Department, attended on this occasion.

The feedback obtained from the first course was generally positive. There were some minor concerns mainly surrounding the proper balance of content and the provision of written material. This was to be expected from a pilot course but overall the ANZACATT Executive considered that students certainly benefited from attending and the feedback received will be taken into account for future course planning.

During the year the results from the first course were released by the Queensland University of Technology and it is very pleasing to report that Stephen Redenbach, Assistant Clerk — Procedure and Usher of the Black Rod, obtained the highest marks. Both Stephen Redenbach and Andrew Young, Assistant Clerk — Committees, who attended the course when he was at the Legislative Assembly of Western Australia, completed their research papers as



part of the course which will be published soon and will be available on the ANZACATT website and the *Australasian Parliamentary Review*.

The third course will be held in July 2006.

Training Program for Attendants

An outcome of recent Performance, Progression and Development Plans for the attendant group, as well as, to a lesser extent, the Attendants Review 2003–2004, was the identification of a need for more extensive and systematic training opportunities for attendants. This was consistent with desires expressed by a number of attendants themselves, as well as with changes to Parliament's structure and administrative changes which encouraged the development amongst staff of a wider range of skills. During the year under review, attendants were given the opportunity to participate in training in three principal ways:

1. Specific courses in relation to personal development, "people skills" and the use of computers. Several courses of this type were either offered or had been arranged by 30 June 2006;
2. training to enhance the verbal presentation skills of Council attendants who had expressed an interest in assisting with the conduct of public tours. This was done with the assistance of the Parliament's Education and Community Engagement Officer

and it is envisaged that some Council attendants will become involved in these duties during the first half of 2006–2007; and

3. facilitating the attendance of various staff, including all of the Council's attendants, at departmental information sessions which covered a range of parliamentary related subjects [see next section for details].

Legislative Council Training Seminars

During 2005–2006, the Department's Procedure Office commenced a series of procedural/information sessions which, although intended primarily as a training tool for less senior administrative staff and attendants in the Department, were also offered to committee staff under the Council's oversight. The first session was conducted in December 2005 by the Clerk and Assistant Clerk – Procedure and Usher of the Black Rod and encompassed an outline of the Legislative Council's history, sources of procedural authority and key office holders. The next session was presented by the Deputy Clerk in February 2006 and reviewed the key items of business during "A Day in the Legislative Council". Both seminars were very well attended and it is envisaged that further sessions will be conducted in the forthcoming year.



SECTION SIX

.....

administration and planning

Departmental goal

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.

Strategies

To achieve this goal we will:

- Maintain a commitment to the effectiveness of the Annual Plan approach to planning.
- Institute processes to critically review our operations to enable continuous improvement of service delivery.
- Maintain a corporate approach to the management of the Parliament.
- Ensure that committees have sufficient resources to undertake their inquiries.



DEPARTMENTAL MANAGEMENT AND PLANNING

Review of the Annual Plan and Annual Report

The Department's 2005–2006 Annual Plan was structured in a manner that linked it to Parliament's Statement of Corporate Intent, the Parliament's Business Plan and the values of the Parliamentary Departments — excellent service delivery and responsiveness, sustainability with a focus on the medium-term to long-term view and effective corporate governance.

The Plan comprehensively outlined the Department's main priorities for the 2005–2006 year within each of the following seven broad operational goals — Procedure and Advice, Information Management, Education and Community Relations, Physical Resources, Human Resources, Administration and Planning, and Financial Management.

Similar to the previous year, a distinction was made between key departmental activities specific to 2005–2006 and those of an ongoing nature. Specific priorities for 2005–2006 were given greater prominence in the document, and ongoing targets continued to be identified.

As has occurred in the past, a draft version of the Plan was circulated to staff for their comments. Following subsequent feedback and further revisions, the document was finalised in August 2005.

MANAGEMENT OF THE PARLIAMENT

Strategic Planning

A senior management workshop was held at Cleveland Winery, Lancefield, on 22 and 23 September 2005. The workshop was attended by senior managers from each of the parliamentary departments and the Presiding Officers and was facilitated by Ann Shannon from Seed Consulting. The workshop reflected on the change management program at the Parliament over the past two years. Other topics discussed were a review of the Parliament's values, the new Parliamentary Administration Act and a review of the Parliament's current business plan. The Clerk also gave a PowerPoint presentation on the reforms to the Legislative Council and the possible consequences for the Parliament.

Parliamentary Committees Annual Plan

In 2005–2006 the Joint Investigatory Committees developed their third Annual Plan, which provided a proposed work program and performance measures for 2005–2006.

Key activities and measures of success were expressed for every one of the eleven Joint Investigatory Committees in terms of reports to be tabled in Parliament on time. The plan also included, for the first time, a range of other activities designed to further enhance the effectiveness of Committees work practices and policies.

Whistleblowers Protection Act 2001

The *Whistleblowers Protection Act 2001* came into operation on 1 January 2002. The purpose of the Act 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 established a set of written procedures for handling disclosures made under the Act. Those procedures include a system for reporting disclosures of improper conduct or detrimental action by 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 2005–2006, no disclosures were made to the President under the *Whistleblowers Protection Act 2001*.

Presiding Officers and Clerks Conference

The 36th Presiding Officers and Clerks Conference was held in Samoa from 11 to 15 July 2005. The conference was attended by Presiding Officers and Clerks from Parliaments throughout Australia, New Zealand and the Pacific. A wide range of topics was listed on the agenda with papers being presented on both procedural and administrative issues.

The Legislative Council was represented by the President and Clerk. The President presented a paper on the implications of the Independent Members in



the Legislative Council while the Clerk's paper focussed on the review of the administrative structure recently undertaken in the Department.

The 37th Conference will be hosted by the Parliament of Western Australia and will be held in Perth in July 2006.

PARLIAMENTARY COMMITTEES

Parliamentary Committee System

In the 55th Parliament, the Department is responsible for the administration of six Joint Investigatory Committees: the Economic Development Committee; Education and Training Committee; Environment and Natural Resources Committee; Law Reform Committee; Road Safety Committee; and the Outer Suburban/Interface Services and Development Committee. The Legislative Assembly is responsible for the administration of five other Joint Investigatory Committees and the Joint Committee Administration Office.

The Committees are established by 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, either by the House or by Order of the Governor in Council published in the Government Gazette. A Joint Investigatory Committee may also inquire into any annual report or other document relevant to the functions of the Committee that is laid before either House.

Law Reform Committee

The Committee had five references during the reporting period.

Inquiry into Warrant Powers and Procedures

The Committee received this reference from the Governor in Council on 3 June 2003. Most of the Committee's public hearings and investigations were undertaken in the previous reporting period with report drafting and adoption by the Committee being the main focus of the current reporting period. The final report was tabled on 16 November 2005.

Inquiry into the Coroners Act 1985

The Committee received this reference from the Governor in Council on 7 December 2004 with work commencing immediately.

The Inquiry considers whether the current Act provides an appropriate legislative framework for coronial services in Victoria and focuses on three specific aspects of the coroners work. Firstly, the independent investigation of deaths and fires, secondly, the Coroner's ability to make recommendations to prevent deaths and fires and to improve safety, and lastly the provision of support for the families, friends and others associated with a deceased person who is the subject of a coronial inquiry. The Committee will be recommending ways to improve and modernise the Act to better meet the needs of the community.

During June and July 2005 the Committee undertook an overseas study tour, holding meetings with agencies from six international jurisdictions.

The Committee held public hearings in August, September, November and December 2005, over a total of five days, and 84 written submissions were received.

The tabling date for the inquiry was extended to September 2006 due to the complexity of the inquiry and the large number of written submissions and witness evidence received.

Inquiry into County Court Appeals

The Committee received this reference on 22 September 2005 and called for submissions in October. Work commenced on the inquiry in January 2006.

The terms of reference require the Committee to consider the current appeal process in criminal matters from the Magistrates' Court to the County Court, which is by way of de novo appeal, with a view to making recommendations as to whether the system should continue.

Public hearings were held on two days in February 2006 and twelve written submissions were received. The Committee travelled to Sydney in April to meet with New South Wales agencies to discuss their equivalent appeal system.

The tabling date was extended to October 2006 as the inquiry did not get properly underway until January 2006 due to Committee resource issues.

Inquiry into the Law of Contempt

The Committee received this reference on 22 September 2005. Work has not commenced on the inquiry in the reporting period due to Committee resource issues.

Inquiry into the Administration and Probate Act 1958

This inquiry lapsed in the 54th Parliament. The Committee received a reference in the same terms from the Governor in Council on 3 June 2003. No work was done on this reference during the reporting period. There is significant overlap between the issues raised in the reference and those covered by the

National Succession Laws project. The national project had not produced its final report during the reporting period. The Committee has delayed the commencement of its inquiry pending the completion of the national project which will include model legislation.

Education and Training Committee

The Education and Training Committee had two references during the reporting period.

Inquiry into Promotion of Mathematics and Science

The terms of reference from the Governor in Council directed the Committee to inquire into and report on opportunities to promote maths and science in Victorian education. The Committee has now completed its inquiry and a final report was tabled in Parliament on 2 March 2006. The Government's response is due in September 2006.

The Committee received 70 submissions in total; and for the reporting period held ten public hearings with a broad range of representatives from government, industry, the university and TAFE sectors, science museums and schools. The Committee also conducted site visits at five schools and three science and technology museums. Staff represented the Committee at the Science Talent Search (La Trobe University, Bundoora), Questacon Science Circus (Mt Eliza Primary School) and Questacon public travelling exhibition (Geelong).

The Committee was represented at the Australian Science Teachers Association 54th Conference at the University of Melbourne, the Mathematics Education Research Group of Australasia (MERGA) Conference at RMIT University and the Science Teachers Association of Victoria Conference held at La Trobe University, Bundoora.

Inquiry into the Effects of Television and Multimedia on Education

The Minister for Education and Training requested the Education and Training Committee investigate and report on how the role of multimedia in student learning and achievement has changed since the Family and Community Development Committee presented its report on *the effects of television and multimedia on children and families in Victoria*, in October 2000.

The Committee resolved to undertake this inquiry in accordance with section 33(3) of the *Parliamentary Committees Act 2003* on 14 March 2006. The Committee will focus on issues identified in Chapter 2 of the Family and Community Development Committee's report and will report on –

- the effects of current applications and usage levels of multimedia by young people on learning styles

and educational achievement within different age groups and curriculum areas; and

- whether students' media literacy needs have changed in recent years, in the context of rapidly increasing availability and use of multimedia by young people.

As at 30 June 2006, 26 written submissions had been received.

The Committee was briefed on issues associated with the inquiry by the Department of Education and Training, Multimedia Victoria and the Learning Federation in April 2006. The Committee also conducted meetings with key educationalists and multimedia experts in New Zealand in April 2006. Public hearings were conducted in Melbourne in May and June 2006.

Members were appointed in pairs to take evidence from students and teachers and to inspect the multimedia facilities at two schools during June 2006.

Economic Development Committee

The Committee had two references during the reporting period.

Inquiry into Labour Hire Employment in Victoria (Final Report)

The Committee received the reference from the Governor in Council and completed the overwhelming portion of the inquiry in the previous reporting year. The final report of the Committee was tabled on 19 July 2005.

Inquiry into the Viability of the Victorian Thoroughbred/Standardbred Breeding Industries

The Committee concentrated most activity for the year on conducting its inquiry into the Thoroughbred/Standardbred Breeding Industries. The terms of reference from the Governor in Council directed the Committee to inquire into —

- the strength of the Victorian thoroughbred/standardbred breeding industries compared to other Australian states;
- the role of overseas breeding interests and the influence that they are having on the Victorian industry;
- the extent to which the Victorian industries are being integrated at a national and international level;
- the extent to which the Victorian industries have adopted international best practice;
- employment and investment opportunities and patterns with particular emphasis in regional Victoria; and
- the development of skills within the industries.
 - with a view to making recommendations on how the industries may be further developed.



During the course of the inquiry the Committee decided that it would be more effective to separately table one report on the thoroughbred industry and one on the standardbred industry. The Committee tabled its report on the thoroughbred industry in February 2006 and expects to table its report on the standardbred industry early in the 2006–2007 reporting period.

For the reporting period the Committee held fifteen sub-committee meetings and seven full committee meetings, which included a range of public hearings and briefings on the thoroughbred/standardbred breeding industries. The Committee also undertook a total of eight site visits in regional Victoria, interstate and in New Zealand.

Environment and Natural Resources Committee

The Committee had one reference during the reporting period.

Inquiry into the Energy Services Industry

The Committee received the Energy Services reference on 29 July 2005. The terms of reference for the inquiry defined energy efficiency services as “commercial services that lead to improved energy efficiency, demand side management and greater use of renewable energy in the built environment.” During the course of the Inquiry the Committee adopted a broad definition for energy efficiency services that encompassed most of the organisations that have an impact on consumers’ use of energy.

The report contains 27 recommendations that will assist the energy efficiency services industry and promote improved energy efficiency in Victoria. Most of the recommendations are directed at measures to stimulate consumer demand for energy efficiency, and so strengthen the market for energy efficiency services. The Committee received briefings from the Department of Sustainability and Environment and the Department of Infrastructure prior to commencing public hearings for this Inquiry. Public hearings were held in Melbourne and Bendigo between November 2005 and April 2006. Meetings were also held in Canberra, Sydney and Brisbane. The Committee took evidence from and met with 87 people representing 54 organisations, including state and Federal government departments; statutory authorities; local governments; non-government organisations; peak industry groups; academics; community groups and businesses working in the energy efficiency services industry. Committee members and staff attended seminars, site visits and a conference during the course of this Inquiry.

The Committee tabled its report on 15 June 2006. Members of the Committee attended the 11th Annual Conference of Parliamentary Public Works and Environment Committees, convened in Brisbane and Cairns. The theme of the conference was Ecotourism and developing infrastructure in environmentally sensitive areas.

The Government’s response to the Environment and Natural Resources Committee’s Inquiry into Sustainable Communities was tabled out of session on 3 January 2006. Of the Committee’s 72 recommendations, 43 were supported by Government, 22 were “supported in principle”, and seven recommendations “require[d] further examination by Government to enable a position to be determined.”

Road Safety Committee

The Committee had two references during the reporting period.

Review of Walking Safely, Inquiry into the Incidence and Prevention of Pedestrian Accidents

In June 1999 the Road Safety Committee tabled a report on pedestrian safety and tabled the report, *Walking Safely – Inquiry into the Incidence and Prevention of Pedestrian Accidents*, with 21 recommendations. The Government Response to the report was tabled in May 2000, supporting 20 of the recommendations, in full or in part.

On 7 March 2005, the Committee resolved that it should conduct a review on the progress of government actions of the supported recommendations. The purpose of the review is to ascertain whether progress has been made on those recommendations that were supported by government. Themes of the review include: speed, local government and land use planning, alcohol, legislation, and vehicle design.

The Committee received 29 written submissions and conducted a series of public hearings in May 2006. Briefings also took place with key pedestrian safety organisations in Canberra, Sydney and Wellington, New Zealand.

The Committee is due to table its final report in October 2006.

Inquiry into Driver Distraction

On 9 August 2005, the Governor in Council issued the Road Safety Committee with a reference to inquire into the role of driver distraction in causing crashes. The initial reference had a reporting date of 30 June 2006. However, the Governor in Council extended the deadline to 30 August 2006.



The Committee examined a wide range of distractions including mobile phones; other in-car devices such as video, audio and other electronic systems; non-technology distractions including passengers, grooming, eating and drinking; and visual clutter from road signs and advertising.

The Committee received 44 written submissions and conducted public hearings with leading road safety authorities and other organisations in December 2005 and January 2006. Briefings also took place in Canberra and Sydney in February, and in Wellington, New Zealand during May 2006.

Towards the end of the reporting period, the Committee was deliberating on its final report.

The Committee attended the following conferences during the year under review:

- Young Driver Safety Forum, Melbourne, September 2005;
- SmartDemo 2005, Adelaide, September 2005;
- National Conference of Parliamentary Road Safety Committees, Sydney, April 2006; and,
- Australian College of Road Safety National Conference, Melbourne, June 2006

Outer Suburban/Interface Services and Development Committee

The Committee had one reference during the reporting period.

Inquiry into Building New Communities

The inquiry into Building New Communities was referred to the Committee on 18 January 2005 by the Governor in Council. The Committee was directed to inquire into and report to Parliament on issues relating to strengthening communities through improved community engagement in outer urban areas, including both developing and established communities.

In particular, the Committee was directed to —

- Investigate existing forms of community engagement and recommend ways to strengthen and empower communities and build social capital;
- Examine the role of community groups and all levels of government in promoting community engagement, with a view to strengthening outer suburban communities;



- Investigate the role of new forms of communication, including the Internet and associated technologies, in supporting and enhancing community engagement;
 - Identify opportunities for increasing community engagement between Melbourne's outer suburban municipalities and communities;
 - Identify barriers to participate in various forms of community engagement and ways to overcome these barriers;
 - Investigate and report into how life-long learning, neighbourhood houses and other organisations can strengthen local communities;
 - Investigate and report on options for engaging, with a culturally diverse community, older persons, people with a disability and youth in the local community;
 - Examine the role of volunteers and volunteer organisations in strengthening local communities;
 - Examine the role of mentoring in the outer suburbs;
 - Examine national and international initiatives relevant to these issues; and
 - Investigate the implications of building new outer urban communities, on community cohesion in nearby rural communities, particularly during the transition period from rural to urban.
- On 18 May 2006 the Governor in Council agreed to a request for an extension of the Inquiry, with the report to be presented to Parliament by 31 July 2006.
- During the reporting period the Committee received 78 submissions; held three public hearings, three public forums and participated in fifteen days of briefings in which a total of 253 key stakeholders presented, accumulating close to 1,000 pages of evidence.
- On 28 March 2006, the Hon. Adem Somyurek resigned from the Committee, and on 29 March 2006, the Hon. Carolyn Hirsh was appointed to the Committee.
- On 6 June 2006, Mr Ted Baillieu resigned, and the Hon. Phil Honeywood was appointed to the Committee.



Joint Committee Administration Office

The services provided by the Joint Committee Administration Office (JCAO) staff includes, amongst other things:

- Staffing of the Joint Committee office reception at 35 Spring St, including telephone services, typing and formatting services for Committees.
- Setting up and maintaining meeting rooms and equipment for Victorian, Commonwealth and Interstate Parliamentary Committees, other Parliamentary departments and government agencies and generally assist committee meetings and public hearings.
- Administrative duties, including the franking of daily mail, collating large mail-outs, bulk photocopying and binding and administering the committees' telephone communications services.
- Maintaining office supplies and equipment for both JCAO and the Parliamentary Committees.

- Processing and preparing accounts – including JCAO handling the Committees' telephone and photocopying charges on their behalf.
- Data base compilation and mail merges.
- Updating Parliamentary Committee History of Inquiries and publications.
- Co-ordinating other services for the Committee office, including security.

JCAO staff continued to provide administrative services to the Education and Training Committee and the Outer Suburban/Interface Services and Development Committee which are both located at 157 Spring St.

Staffing

The Joint Committee Administration Office (JCAO) experienced a relatively stable staffing environment during the year. There was a need at various stages throughout the year to employ additional temporary staff on a short-term basis, when either JCAO's staff took extended leave or the workload from committees increased.

Public Relations

JCAO staff continue to be responsible for the preparation of the monthly Progress on Investigations. The booklet summarises the current inquiries of the eleven Joint Investigatory Committees of the 55th Parliament, together with the Government responses to Committee reports. During the year notification of the Government responses was included in the Progress on Investigations as they were received rather than attached on a six-monthly basis, the result of which was a more timely information provided to users of the document.

Also initiated during the year was a new service detailing Committee public hearings for the following week. This document is forwarded to media outlets, in particular, Parliamentary Monitor, which is then widely circulated to groups interested in Parliamentary matters.

JCAO and other Committee staff assisted at the Parliament House Open Day in June 2006.

Other Activities

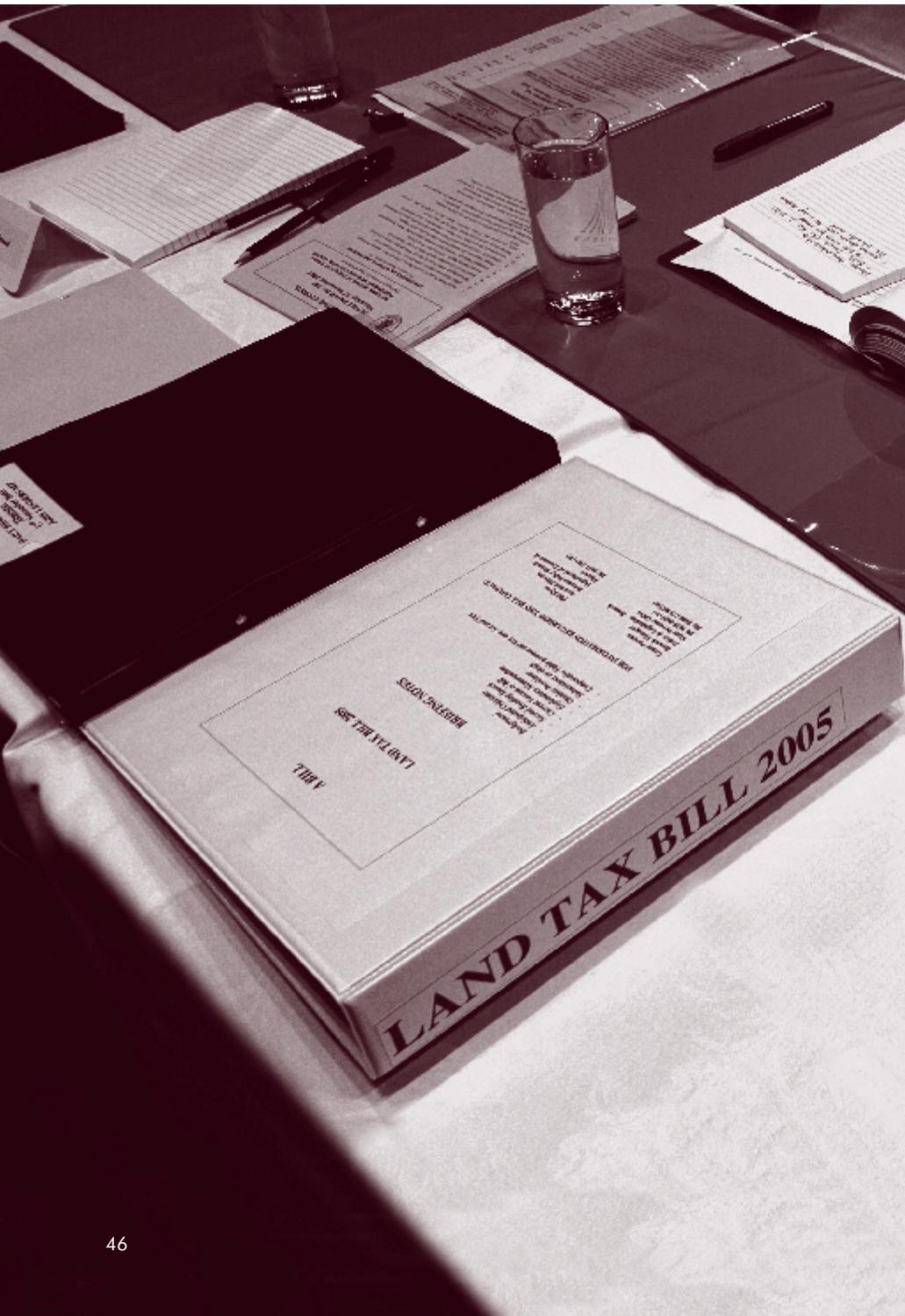
JCAO undertook environmental initiatives on behalf of the Joint Investigatory Committees including waste management; paper recycling; equipment disposal; and promoting building related initiatives with the management of the committees' leased premises.

During the year JCAO staff again welcomed nine work experience students attached to the Parliament and provided those students with very worthwhile training/work experience duties. It was pleasing to see those students leave with a very good understanding of how the Committee system operates.



SECTION SEVEN

financial management



Departmental goal

To ensure that departmental financial and resource planning and management is in accordance with the highest standards of compliance and accountability.

Strategies

To achieve this goal we will:

- Develop business cases for projects for approval by the Parliamentary Executive Group.
- Ensure the departmental budget is constantly monitored for financial integrity.
- Participate in effectiveness audit reviews of our department.

FINANCE

Funding for the Legislative Council in 2005–2006 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 2005–2006 was also included in the Parliament’s Appropriation Act.

The *Appropriation (Parliament 2005/2006) Act 2005* 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 (ie., payroll tax, superannuation levy, WorkCover levy), and parliamentary printing.

The *Appropriation (Parliament 2005/2006) Act 2005* 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. These 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 House and some education and public relations related activities. A detailed account of those outputs and their performance measures appears at Appendix G.

The sources of the Council’s budget for 2005–2006 were —

SPECIAL APPROPRIATIONS

• Members’ salaries and allowances	\$6,080,000
• Clerk and expenses of the Legislative Council	\$200,000
• Auditor-General’s Office Audit	\$12,500

PARLIAMENT APPROPRIATION ACT

• Provision of outputs	\$2,578,000
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TOTAL **\$8,870,500**

The *Appropriation (Parliament 2006/2007) Act 2006* provides \$2,651,000 to the Legislative Council for the provision of outputs only.

The detailed figures for 2005–2006 for both the Department and the Joint Investigatory Committees appear in the expenditure statement at Appendix F and a breakdown of expenditure for the Legislative Council on a percentage basis is depicted in the following charts:

FIGURE 6
TOTAL EXPENDITURE, MEMBERS AND DEPARTMENTAL EXPENDITURE, 2005-2006

N = \$8,143,310 (Source: Appendix F)

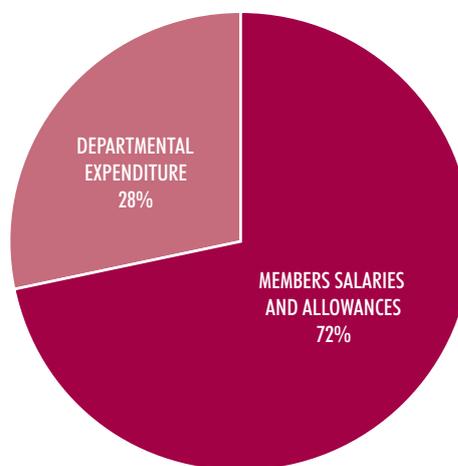
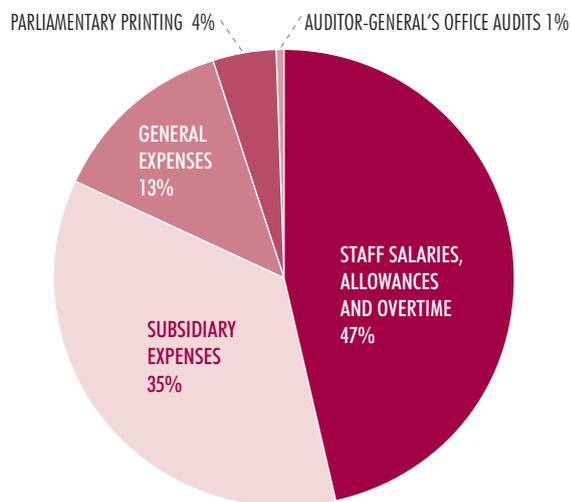


FIGURE 7
EXPENDITURE, DEPARTMENT OF THE LEGISLATIVE COUNCIL, 2005-2006

N = \$2,292,823 (Source: Appendix F)





Public Accounts and Estimates Committee Hearing

On 20 June 2006 the Presiding Officers and Department Heads appeared before the Public Accounts and Estimates Committee in relation to its Inquiry into the 2006–2007 Estimates. At the hearing the Parliament gave a PowerPoint presentation which outlined the significant achievements in 2005–2006 and the challenges facing the Parliament in the new financial year. Prior to the hearing the Parliament completed the committee's annual budget estimates questionnaire which formed the basis for much of the questions during the hearing.

Audit Committee

In 2004–2005 the Parliament established an Audit Committee comprising the Presiding Officers, Department Heads and two external members. The role of the committee is to assist the Presiding Officers in the discharge of their duties particularly in relation to the establishment and maintenance of an internal audit and business risk assessment program, the organisation's corporate practices and compliance with relevant legislative requirements or guidelines, the integrity of financial information for inclusion in the financial statements and the assessment of risk, the monitoring of risk management and the identification of risks and opportunities confronting the Parliament.

The Committee met on four occasions during 2005–2006 with the Clerk attending three of those meetings.

During the year the Committee continued to review the reports of the internal audit plan which sees various aspects of the operations of the Parliament being subject to efficiency audits. No aspects of the Department's administration were audited during the year. However, the authorization and processing of parliamentary committee expenditure was subject to an audit and the results will be considered by the Committee at its meeting in August 2006.

Committee Budget Arrangements

\$5.5 million was made available for the operations of Joint Investigatory Committees in 2005–2006 by the *Appropriation (Parliament 2005/06) Act 2005*. This appropriation is separate from the appropriations for each House department.

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. Those outputs, which are grouped on a 'quantity', 'quality' and 'timeliness' basis in the budget documents, represent a summary of the major functions of committees in relation to the publishing of reports and discussion papers. A detailed account of those outputs and their performance measures appears at Appendix G.



appendices





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.

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.

Procedure Office

The Assistant Clerk – Procedure and Usher of the Black Rod is the President's Executive Officer. Under direction from the Clerk, he provides assistance in the day to day administration of the Department and, in particular, management of Attendant Staff. He is also required to provide policy advice to the President and Clerk as required. The Usher is a central ceremonial figure at Openings of Parliament. During sittings of the Council he has various responsibilities, including the preparation of the Notice Paper and recording the proceedings of the Committee of the Whole. The Usher also attends to a range of operational matters such as the use of the Chamber and other meeting/function facilities, security of the building and its occupants and fire protection.

The Office provides procedural, research, writing and managerial support to the Legislative Council, the President, and senior officers of the Department and is responsible for the maintenance and expansion of the Department's procedural database. The Assistant Clerk – Procedure and Usher of the Black Rod is assisted by a Procedural Research Officer.

Papers Office

The Papers Office, which comprises a Manager and two staff, provides extensive administrative support to the Legislative Council Chamber during sittings of the House, and to the Department and Members during non-sitting periods.

In sitting periods, Papers Office personnel liaise closely with Government Departments, Parliamentary Counsel, contract printers and all other interested parties to ensure the timely presentation of documents to the House. The Office is responsible for preparing, checking, recording, printing, storing and archiving the official records and papers of the Legislative Council. These include Acts, Bills, amendments, questions on notice, petitions, diverse papers and reports, Minutes of the Proceedings and Notice Papers. The Papers Office serves as the general inquiry centre of the Department dealing with parliamentary, governmental, media and public inquiries.

The Office compiles information and provides parliamentary documents and stationery to Members as required. It also provides administrative support to the Department by processing and recording Departmental expenditure, and by sourcing and supplying equipment and stationery.

Attendant Staff

Under the direction of the Assistant Clerk – Procedure 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, assistance in the Parliament's information and gift shop and a daily courier service within and outside the building. Attendant staff also provide services for the sittings of the House and at functions held at Parliament House.

Committees' Office

During the 55th Parliament the Department continues to be responsible for administering six of the Parliament's eleven Joint Investigatory Committees — Economic Development, Education and Training, Environment and Natural Resources, Law Reform, Outer Suburban/Interface Services and Development and Road Safety. Centralised support services are provided by the Joint Committee Administration Office which comprises some staff from this Department. The Committees' Office is responsible for the provision of accurate and timely advice, and effective and efficient support services to these committees, as well as any other committees which may be appointed by the Legislative Council. Its main functions include the allocation to each committee of adequate and competent staff, the provision of financial resources, the analysis of evidence and the presentation of reports to Parliament.

The Assistant Clerk – Committees supervises the committees for which the Department is administratively responsible and is responsible to the President for the oversight of the operations of the committees; Executive Officers and Office Managers from each of the above committees whose role is to provide administrative, research, procedural and budgetary support to each committee; and staff from the Joint Committee Administration Office who provide keyboarding and other support services to each of the committees. Research staff are appointed and 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, a Parliamentary Adviser and an Administrative Assistant, that service the needs of the President. The staff provide advice and assistance to the President in her role as the Ministerial Head of the Department on matters relating to the management of the Parliament and on a wide range of other matters including official dealings with other Parliaments and organisations, distinguished visitors, diplomatic calls and ceremonial events. The President's Administrative Assistant also provides administrative support to the Office of the Assistant Clerk – Procedure and Usher of the Black Rod, providing a range of administrative services.

APPENDIX B STAFF EMPLOYED DURING 2005–2006

At Parliament House

WAYNE TUNNECLIFFE
Clerk of the Legislative Council

MATTHEW TRICARICO
Deputy Clerk

STEPHEN REDENBACH
Assistant Clerk — Procedure and Usher of the
Black Rod

ANDREW YOUNG
Assistant Clerk — Committees

FELICITY MURPHY
Manager, Papers Office (on secondment from 19 June 2006)

MARY MARTIN
Executive Assistant to the Clerk of the
Legislative Council

GEOFFREY BARNETT
Project Officer (until 15 March 2006)
Parliamentary Adviser to the President
(on secondment from 16 March 2006)

ANDREA AGOSTA
Project Officer (on secondment from 12 June 2006)

JENNIFER FIUME
Administrative Assistant (President's Office)
(until 1 March 2006)

RACHEL GATEWOOD
Administrative Assistant (President's Office)
(from 10 May 2006)

DAVID SAMUEL
Parliamentary Adviser to the President
(until 9 December 2005)

REBECCA WHITE
Procedural Research Officer

VIVIENNE BANNAN
Papers and Records Officer (until 18 June 2006)
Acting Manager, Papers Office (from 19 June 2006)

ERICA McKENNA
Client Services Officer (until 29 July 2005)

ANNA HURLEY
Client Services Officer (from 14 September 2005)

RUSSEL BOWMAN
Principal Attendant

MICHAEL STUBBINGS
Deputy Principal Attendant

GREGORY MILLS
Parliamentary Attendant

JOANNA HANSEN
Parliamentary Attendant

PETER ANASTASIOU
Parliamentary Attendant

PATRICK BORIBON
Parliamentary Attendant

PHILIP STOITS
Parliamentary Attendant

NEIL McCORMACK
Parliamentary Attendant

QUENTIN CORNELIUS
General Hand

At the Committee Premises — 35 Spring Street, Melbourne

Environment and Natural Resources Committee

CAROLINE WILLIAMS
Executive Officer (on leave from 7 November 2005)

VAUGHN KOOPS
Executive Officer (on secondment from 2 November 2005)

DEREK BENJAMIN
Research Officer (from 4 October 2005)

VANESSA THOMAS
Office Manager

Economic Development Committee

RUSSELL SOLOMON
Executive Officer (on leave from 12 February 2006)

ANDREA AGOSTA
Office Manager (on secondment from 12 June 2006)

MARY PINK
Acting Office Manager (on secondment from 13 June 2006)

KIRSTEN NEWITT
Research Officer (until 10 November 2005)

JONATHAN GURRY
Research Officer (from 5 December 2005)

Law Reform Committee

MERRIN MASON
Executive Officer

JON CINA
Research Officer (until 30 November 2005)

MICHELLE McDONNELL
Research Officer

NATHAN BUNT
Research Officer (from 31 October 2005)

JUSTIN FORD
Research Officer (from 8 February 2006)

JAIME COOK
Office Manager

Road Safety Committee

ALEX DOUGLAS
Executive Officer (on secondment from 19 February 2006)

RICHARD WILLIS
Executive Officer (from 20 February 2006)

GRAEME BOTH
Research Officer

MARILYN JOHNSON
Research Officer (from 6 February 2006)

HEIDI MILLTON-YOUNG
Office Manager (from 4 July 2005 until 21 April 2006)

Joint Committee Administration Office

ANDREW CAMPBELL
Administrative Officer

MARY PINK
Administrative Officer (on secondment from 13 June 2006)

At the Committee Premises — 157 Spring Street, Melbourne

Education and Training Committee

KAREN ELLINGFORD
Executive Officer

ANDREW BUTLER
Research Officer

EVA TENCH
Office Manager (from 1 September 2005 until 12 May 2006)

Outer Suburban/Interface Services and Development Committee

SEAN COLEY
Executive Officer

KEIR DELANEY
Research Officer

NATALIE MAI-HOLMES
Office Manager



APPENDIX C
MEMBERS OF THE LEGISLATIVE COUNCIL,
2005–2006

PROVINCE	NAME	PARTY	PROVINCE	NAME	PARTY
Ballarat	Ms. Dianne Hadden*	IND	Melbourne	Mr. Gavin Jennings*	ALP
	Hon. John McQuilten*	ALP		Ms. Glenyys Romanes*	ALP
Central Highlands	Hon. Robert Mitchell	ALP	Melbourne North	Ms. Candy Broad*	ALP
	Hon. Graeme Stoney*	LP		Hon. Marsha Thomson*	ALP
Chelsea	Mr. Robert Smith*	ALP	Melbourne West	Hon. Kaye Darveniza*	ALP
	Mr. Matt Viney	ALP		Hon. Sang Nguyen*	ALP
Doutta Galla	Hon. Monica Gould*	ALP	Monash	Hon. Andrea Coote*	LP
	Hon. Justin Madden*	ALP		Mr. Johan Scheffer	ALP
East Yarra	Hon. Richard Dalla-Riva	LP	North Eastern	Hon. Bill Baxter*	NAT
	Hon. David Davis*	LP		Hon. Wendy Lovell	LP
Eumemmerring	Hon. Gordon Rich-Phillips*	LP	North Western	Hon. Barry Bishop*	NAT
	Mr. Adem Somyurek	ALP		Hon. Damian Drum	NAT
Geelong	Ms. Elaine Carbines*	ALP	Silvan	Ms. Carolyn Hirsh	ALP [#]
	Hon. John Eren	ALP		Hon. Andrew Olexander*	IND LIB [#]
Gippsland	Hon. Philip Davis*	LP	South Eastern ^o	Hon. Ron Bowden*	LP
	Hon. Peter Hall*	NAT			
Higinbotham	Mr. Noel Pullen	ALP	Templestowe	Hon. Lidia Argondizzo	ALP
	Hon. Chris Strong*	LP		Hon. Bill Forwood*	LP
Jika Jika	Ms. Jenny Mikakos*	ALP	Waverley	Hon. Andrew Brideson*	LP
	Hon. Theo Theophanous*	ALP		Mr. John Lenders	ALP
Koonung	Hon. Bruce Atkinson*	LP	Western	Hon. David Koch	LP
	Hon. Helen Buckingham	ALP		Hon. John Vogels	LP
			Western Port ^o	Hon. Geoff Hilton	ALP

NOTES

ALP	Australian Labor Party	24 Members
LP	Liberal Party	14 Members
NAT	The Nationals	4 Members
IND	Independent	1 Member
IND LIB	Independent Liberal	1 Member

* Also Members of the Legislative Council in the 54th Parliament which was dissolved on 5 November 2002.

^o South Eastern and Western Port Provinces each have only one Member as the former Province was abolished and replaced by Western Port as a result of the 2000–2001 electoral re-divisions. However, South Eastern Province will continue to be represented by the Member elected at the 1999 General Election (Hon. Ron Bowden) until the conclusion of the 55th Parliament.

[#] Ms. Carolyn Hirsh rejoined the Australian Labor Party on 10 November 2005

[#] Hon. Andrew Olexander, Independent Liberal from 29 November 2005

APPENDIX D
 SELECTED STATISTICS RELATING TO SITTINGS OF THE LEGISLATIVE
 COUNCIL, 2001–2002 TO 2005–2006

	2001–2002	2002–2003	2003–2004	2004–2005	2005–2006
Number of days House met	48	37	43	47	54
Number of hours House met	450.13	389.57	452	435.47	436.47
Average number of hours per sitting	9.22	10.08	10.3	9.14	7.8
Bills dealt with					
Initiated in L.C.	10	13	1	1	3
Initiated in L.A.	91	77	103	97	91
Passed without amendment	90	69	103	91	92
Passed with amendments	11	6	3	2	3
Defeated	2	1	0	0	2*
Lapsed	0	0	1	0	0
Withdrawn	0	0	0	0	0
Ruled out of Order	0	0	0	0	0
Sets of amendments circulated	16	25	27	28	35
Questions on notice processed	1,497	898	2,826	1,670	2,878
Petitions tabled	11	15	53	73	92
Papers tabled (total)	940	1,008	1,038	1,074	1,127
Annual reports	369	322	342	328	328
Statutory Rules (incl. attachments)	159	142	158	177	152
Planning schemes and amendments	327	350	378	362	293
Proclamations	45	30	47	46	32
Other (including special reports, Parliamentary Committee reports etc)	40	164	113	161	228

*Private Members Bills



APPENDIX E
STATISTICS RELATING TO COMMITTEES ADMINISTERED BY
THE DEPARTMENT OF THE LEGISLATIVE COUNCIL, 2005–2006

	Economic Development Committee	Education and Training Committee	Environment and Natural Resources Committee	Law Reform Committee	Outer Suburban/ Interface Services and Development Committee	Road Safety Committee
Deliberative Meetings						
Full committee	4	25	10	11	2	14
Sub committee	15	4	5	—	—	—
Public Hearings						
Full committee	5	5	6	51	3	12
Sub committee	—	10	1	—	—	—
Visits/Inspections						
Full committee	14	3	—	5	18	3
Sub committee	—	7	2	—	—	—
Reports Presented	2	1	1	1	—	—
Discussion Papers	—	—	—	—	—	—

APPENDIX F
LEGISLATIVE COUNCIL EXPENDITURE STATEMENTS, 2005–2006

2004–2005 ACTUAL \$	EXPENDITURE	2005–2006 BUDGET \$	2005–2006 ACTUAL \$
1,010,005	Staff salaries, allowances and overtime	1,154,000	1,068,852
1,105,470	Subsidiary expenses (1)	1,133,000	811,850
298,937	General expenses	378,000	299,724
67,282	Parliamentary printing	113,000	100,397
11,500	Auditor-general's office audits	12,500	12,000
2,493,194	Total – Departmental	2,790,500	2,292,823

LEGISLATIVE COUNCIL – MEMBERS – SPECIAL APPROPRIATIONS

5,636,559	Members salaries and allowances	6,080,000	5,850,487
5,166,667	Parliamentary contributory superannuation fund	0	0
10,803,226	Total – Members	6,080,000	5,850,487
13,296,420	TOTAL	8,870,500	8,143,310

NOTES

- Subsidiary expenses include long service leave and recreation leave provision, payroll tax, employer superannuation and WorkCover contributions
- 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 2005–2006.

JOINT INVESTIGATORY COMMITTEES

2004–2005 ACTUAL \$	COMMITTEE	2005–2006 BUDGET \$	2005–2006 ACTUAL \$
447,283	Drugs and Crime Prevention	413,069	418,474
316,510	Economic Development	345,607	273,563
371,941	Education and Training	401,100	386,617
353,571	Environment and Natural Resources	334,207	307,599
321,406	Family and Community Development	322,395	248,048
406,847	Law Reform	511,840	505,451
252,536	Outer Suburban/Interface Services and Development	370,088	347,288
681,490	Public Accounts and Estimates	747,725	673,740
336,155	Road Safety	357,745	340,819
270,497	Rural and Regional Services and Development	496,762	404,543
452,046	Scrutiny of Acts and Regulations	367,710	353,440
810,135	Joint Committee Administration Office	819,752	772,567
5,020,417	TOTAL	5,488,000	5,037,149

NOTES

- Committees administered by the Legislative Assembly:
 - Drugs and Crime Prevention
 - 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 Joint Committee Administration Office. Its budget includes the rental payments for the Committee Offices at 35 Spring Street, Melbourne.
- This information is provided for the benefit of Members. A complete set of Financial Statements of the Parliament of Victoria is provided in the Department of Parliamentary Services Annual Report for 2005–2006.



APPENDIX G
MAJOR OUTPUTS AND PERFORMANCE MEASURES, 2005–2006

Legislative Council

MAJOR OUTPUTS/DELIVERABLES PERFORMANCE MEASURES	UNIT OF MEASURE	2004–2005 ACTUAL	2005–2006 TARGET	2005–2006 EXPECTED OUTCOME	2006–2007 TARGET
Procedural Support, Documentation Preparation and Provision of Information for Council					
Quantity					
Procedural references updated biannually	number	2	2	2	2
Security audit requirements met a year	number	2	2	2	2
Quality					
Bills and amendments processed accurately through all relevant stages	per cent	100	100	100	100
Constitutional, parliamentary and statutory requirements met	per cent	100	100	100	100
Member satisfaction with accuracy and timeliness of advice	per cent	80	80	80	80
Visitors satisfaction with service quality in relation to tours of Parliament	per cent	80	85	85	85
Timeliness					
House documents tables within time guidelines	per cent	90	90	90	90
Parliamentary documents available one day after sitting day	per cent	98	98	98	98
Cost					
Total output cost	\$ million	13.9	8.8	8.8	9.0

Committee Outputs

MAJOR OUTPUTS/DELIVERABLES PERFORMANCE MEASURES	UNIT OF MEASURE	2006–2007 TARGET	2005–2006 EXPECTED OUTCOME
Reports tabled and papers published			
Quantity			
Discussion/issues papers published published per annum	number	0	0
Inquiry reports tabled per annum	number	6	15
Quality			
Committee Members satisfied with accuracy and timeliness of procedural and administrative advice	per cent	80	80
Inquiry and Statutory Reports produced in compliance with statutory and legislative requirements	per cent	100	100
Timeliness			
Statutory Reports tabled within statutory deadlines	per cent	100	100
Cost			
Total output cost	\$million	5.7	5.5

APPENDIX H

PROVISION OF SERVICES BY THE LEGISLATIVE COUNCIL, 2005–2006

(A) Functions

6th Annual Waverley Art Competition
25th Anniversary of the Decriminalisation of Gay Sex Offences (through amendments to the Crimes Act 1958)
Australian Guang Dong and Guang Xi United Chamber of Commerce
Australian Intercultural Society's Ramadan Iftar Dinner
Australian Labor Party, Victorian Branch Luncheon
Australian Netball Players' Association Cocktail Party
Australian Unity Australia Day Breakfast
Australian-Southern Africa Business Council Luncheon
Cancer Council of Victoria Cocktail Party
Celebrating Democracy Week Presentation for Democracy Scavenger Hunt Participants
Dandenong Ranges Music Council Performance
Fellowship of the Royal Australian College of General Practitioners Award Presentation
Financial Management Association of Australia "Be Inspired" Women's Forum
Frances Penington Award Presentation in Conjunction with Housing Week
Gardiner Foundation Awards Ceremony
International Day of People with a Disability Celebrations
Jayco Dealer Awards Dinner
Kent Park Primary School Afternoon Tea
Koori Community Justice Awards and Official Launch of the Aboriginal Justice Agreement Mark II
Melbourne 2006 ICT Showcasing Presentation and Cocktail Party
Melbourne Legacy, Launch of the 2005 Badge Appeal
Michalis Hatzigannis (Visiting Entertainer from Greece) Cocktail Reception
National Association of Australian University Colleges Incorporated
Parliament House Open Day
Perpetual Private Clients Cocktail Party
Peter MacCallum Cancer Centre AGM
Peter MacCallum Cancer Centre Patient Transplant Reunion
Peter MacCallum Cancer Centre Volunteer Service Christmas Function
Saltram the Eighth Maker Shiraz Annual Vintage Dinner
School of Veterinary Science, Veterinary Clinical Centre, The University of Melbourne, Alumni Dinner
Schools' State Constitutional Convention
Sing Australia Hawthorn Choir performance
Sir Rupert Hamer Awards 2005
Snakes and Ladders Project Launch by Disability Services, Department of Human Services
Somali National Day, Government Reception
Syrian National Day Celebration
Translated Carer Resources Official Launch by the Minister for Health
Typo Station Graduation Ceremony
Victorian Government Solicitor's Office - function to acknowledge commencement of the legal year
Victorian VCE Achiever Awards
World Youth Day, Government Reception for Pilgrims Returning from Events in Cologne, Germany
WorldSkills Australia VET in Schools State Medal Presentation Ceremony
Young Entrepreneurs Breakfast

(B) Legislative Council Committee Room

Australian House of Representatives Standing Committee on Industry and Resources
Australian House of Representatives Standing Committee on Communications, Information Technology and the Arts

Australian House of Representatives Standing Committee on Transport and Regional Services
Australian House of Representatives Joint Standing committee of Foreign Affairs, Defence and Trade
Victorian Law Reform Commission Launch of the Workplace Privacy Report
Suzlon Energy Australia Cocktail Party
The Victorian Office of Multicultural Affairs – Interpreter Scholarship Presentation Ceremony

(C) Front Steps & Gardens

Australia Day Launch
Australian Sporting Hall of Fame Launch
British Car Club of Victoria BBQ
Department of Primary Industries Science Awards
Department of Treasury and Finance Cocktail Party
Good Will Week Launch
International League of Women Voters Morning Tea
Lions Club Sausage Sizzle
Media Launch from the Office of Commonwealth Games
Multiple Birth Association BBQ
The Oaktree Foundation Vigil
Oxfam Community Aid Abroad Make Poverty History Campaign
Parliament of Victoria Social Club, Christmas Fun Day
Parliamentary Internship President's Prize Award Ceremony
Rotary Bike Ride Launch
Royal South Yarra Tennis Club Garden Walk
Saint Patrick's College BBQ
Victorian Employers' Chamber of Commerce and Industry BBQ
Victorian Government Solicitors' Office BBQ
VIVAIDS Awareness Raising Event

(D) Queen's Hall Exhibitions

20th Anniversary of Chernobyl Photographic Exhibition, Australian Federation of Ukrainian Organisation
25th Anniversary of the Solidarity Movement, Australian-Polish Historical Society Incorporated Exhibition
"Bills, Bells & Ballots", 150th Anniversary of the Parliament of Victoria, Travelling Exhibition
Diversity Issues Unit of the Department of Justice, "Victorian Icons People and Places" Photographic Exhibition
"Drawn on the Issues: 150 Years of State Political Cartoons", 150th Anniversary of the Parliament of Victoria
Maltese Art Exhibition Presented by the Maltese Community Council of Victoria
Melbourne's Living Museum of the West Incorporated, "Pobblebonk" Exhibition
"Pilgrimages: A traveller's Guide to Australia's Battlefields", Photographic Exhibition by the Shrine of Remembrance
Science Exhibition by the Minister for Innovation Showcasing Work Undertaken by Victorian Scientists

(E) Filming

During the year interviews were filmed with some student delegates from the Schools' State Constitutional Convention, held in Queen's Hall. These interviews were to be included in a television program to be aired on Channel 31.
Filming of exterior of Parliament House for Japanese television program – Tourism Victoria (to be broadcast in Japan, July 2006)



APPENDIX I
DISTINGUISHED VISITORS AND OFFICIAL DELEGATIONS, 2005–2006

(A) Distinguished Visitors and Official Delegations

Parliamentary Delegation from Malaysia, led by the Hon Tan Sri dato' Seri Dr Abdul Hamid Pawanteh, President of the Malaysian Senate

Delegation from Jiangsu Provincial People's Congress, China, led by the Hon Mr Zhao Long, Vice-Chairman

Mr Dirk Kunze, German Bundestag, Berlin

Delegation from the Chhattisgarh Legislative Assembly, India

Lunch in honour of visit by Mr George Soulas, Vice President (Deputy Speaker) of the Hellenic Parliament

Delegation from Jiangsu Province, led by Mr Li Xia, Secretary General of Jiangsu Provincial Government

Speaker of the Queensland Parliament, Mr Tony McGrady

Delegation from Israel, led by Mr Reuven Rivlin, Speaker of the Knesset

Delegation from the Aichi Prefectural Assembly, Japan, led by Mr Yasuhiro Saso, Vice-Chairperson

Minister of Foreign Affairs and European Integration, Republic of Croatia, Mrs Grabar-Kitarovic

The Hon Harvey Hodder MHA, Speaker of the House of Assembly, Newfoundland and Labrador Province, Canada

Delegation from Toyohashi City Council, Aichi Prefecture, Japan, led by Mr Iwao Ishiguro

Deputy Clerk of the Northern Ireland Assembly, Mr Joe Reynolds

Delegation from Mauritius, led by the Hon Rajkeswur Purryag GOSK, Speaker of the National Assembly

Delegation from Jiangsu, led by Mr Ren Yanshen, Senior Advisor of Jiangsu Provincial Government

Parliamentary Delegation from Canada, led by The Hon Peter Milliken ML

Vice Minister of Salvadorian Communities Abroad, the Hon Margarita Escobar

Delegation from Milan, Italy, led by President Vincenzo Giudice and Commissioner Giovanni Bozzetti

Farewell for Mr Tian Junting, Consul-General of the People's Republic of China

Parliamentary Delegation from Thailand, led by Mr Nakorn Machom

(B) Official Calls

Ambassador of Mexico, Her Excellency Mrs Martha Ortiz

Ambassador of Belgium, His Excellency Mr Frank Carruet

Ambassador of the Islamic Republic of Afghanistan, His Excellency Mr Mohammad Anwar Anwarzai

Consul-General of Lebanon, Dr Jean Makaron

High Commissioner for Brunei Darussalam, Her Excellency Mrs Penigran Datin Paduka Masrainah Ahmad

Ambassador of Norway, His Excellency Mr Lars Wensell

Consul-General of the Republic of Turkey, Mr Ihsan Sakarya

Ambassador of Japan, His Excellency Mr Hideaki Ueda

Ambassador of the People's Democratic Republic of Algeria, His Excellency Mr Kamerzermane Belramoul

Consul-General of Italy, Dr Francesco De Conno

Consul-General of the United States of America, Mr Earl Irving

Ambassador of the Slovak Republic, His Excellency Mr Peter Procházka

Ambassador of the Syrian Arab Republic, His Excellency Mr Tammam Souliman

High Commissioner for India, His Excellency Mr Prabhat Shukla

High Commissioner for the Republic of Singapore, His Excellency Mr Joseph Koh

Consul-General of the People's Republic of China, Mr Liang Shugen

High Commissioner for the United Kingdom, Her Excellency The Rt Hon Ms Helen Liddell

Governor of Aichi Prefecture, His Excellency Mr Masaaki Kanda

APPENDIX J SUPPLEMENTARY INFORMATION AS AT 30 JUNE 2006

General Stores on Hand

As at 30 June 2005, the Papers Office had the following stores on hand which were valued at cost:

Letterhead paper	\$656.00
Envelopes	\$2,514.00
Other Stores incl. Pads, With Compliments slips, etc	\$1,771.00

Creditors

As at 30 June 2005, the Department had outstanding employee benefits including:

Annual Leave	\$106,708.18
Long Service Leave	\$407,514.00

APPENDIX K NON-CURRENT PHYSICAL ASSETS

The Black Rod

Departmental uniforms

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

Office equipment Photocopiers, television sets, DVD player, 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.

Word processing and 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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