



DEPARTMENT OF
THE LEGISLATIVE
COUNCIL

ANNUAL REPORT
2004-2005





DEPARTMENT OF THE
LEGISLATIVE COUNCIL

ANNUAL REPORT 2004 – 2005



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4 October 2005

The Honourable 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 2005.

Yours Sincerely

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

Wayne Tunnecliffe
Clerk of the Legislative Council

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CLERK'S OVERVIEW

I have pleasure in presenting my report on the operations of the Department of the Legislative Council for 2004–2005.

The year was again a busy one for the Department highlighted by the structural review undertaken in 2004 and the subsequent changes to the Department's structure and consequent senior management appointments in May 2005. During the review the structures operating in other Upper Houses were examined with the results clearly indicating that increased role specialisation was occurring. The review found that there was a definite need to better separate core and non-core functions which was affecting functional performance and limiting development. The result was an inefficient and ineffective succession pathway to the positions of Clerk and Deputy Clerk. The changes recommended by the review, which have been implemented, will enhance the Department's succession planning and training and development programs. Senior managers in the Department will now have reduced administrative roles to enable them to focus on procedural issues, committee support, policy development, management of the staff and the general development of the Department.

As a consequence of the review and the creation of two new positions of Assistant Clerk, I welcome Stephen Redenbach and Andrew Young to the senior management group in the Department and look forward to their input in the future.

During the year the Premier announced that the Legislative Assembly would sit on 17 November 2005 in Geelong and the Legislative Council in Colac to mark the beginning of the Parliament's 150th Anniversary celebrations. The sitting in Colac will be the Council's third regional sitting following the previous ones in Ballarat in 2001 and Benalla in 2002. Planning for the sitting commenced immediately and was well advanced at the end of the reporting period. Every effort will be made to ensure that the Legislative Council is showcased in the best possible light.

At a Parliament-wide level the highlight of the year was undoubtedly the staging of the 35th Conference of Presiding Officers and Clerks in Melbourne in July 2004. The conference was last held in Melbourne in 1986. A joint project team comprising the Presiding

Officers, both Clerks and officers from both House departments had worked enthusiastically during 2003–2004 to ensure that the conference would be a great success. Our efforts were rewarded and the feedback received from delegates regarding the business program and associated social events was exceptionally positive. My thanks go to all staff in the Parliament who worked co-operatively together to ensure that the conference ran as efficiently as it did.

The arrangements for the 150th anniversary celebrations were largely in place by the end of the reporting period. The calendar of events commencing in November 2005 and concluding 12 months later will be a unique opportunity to bring the work of the Parliament to the people of Victoria. It promises to be an exciting period for everyone involved.

The year also saw the next stage of the restructure of the Department of Parliamentary Services put into place with the appointment of the three directors. The new parliamentary governance and management structure which formalises the responsibilities of senior management at various levels across the Parliament to an extent greater than ever, has now also been in operation for a full year. I am satisfied that these arrangements are generally working satisfactorily. The passing of the *Parliamentary Administration Act 2005* also gave effect to the new administrative structure of the Parliament and modernised the way in which parliamentary officers are employed. These arrangements are now generally consistent with the public service and I believe that this is in the best interests of the Parliament and its staff.

Finally, I wish to thank all staff in the department, in both the House and the Committees serviced by the department for their work again during the year. Their tireless efforts have enabled the department to again service its many clients at the highest possible level. I sincerely thank all staff for their efforts.

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 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 planning and management is in accordance with the highest standards of compliance and accountability.

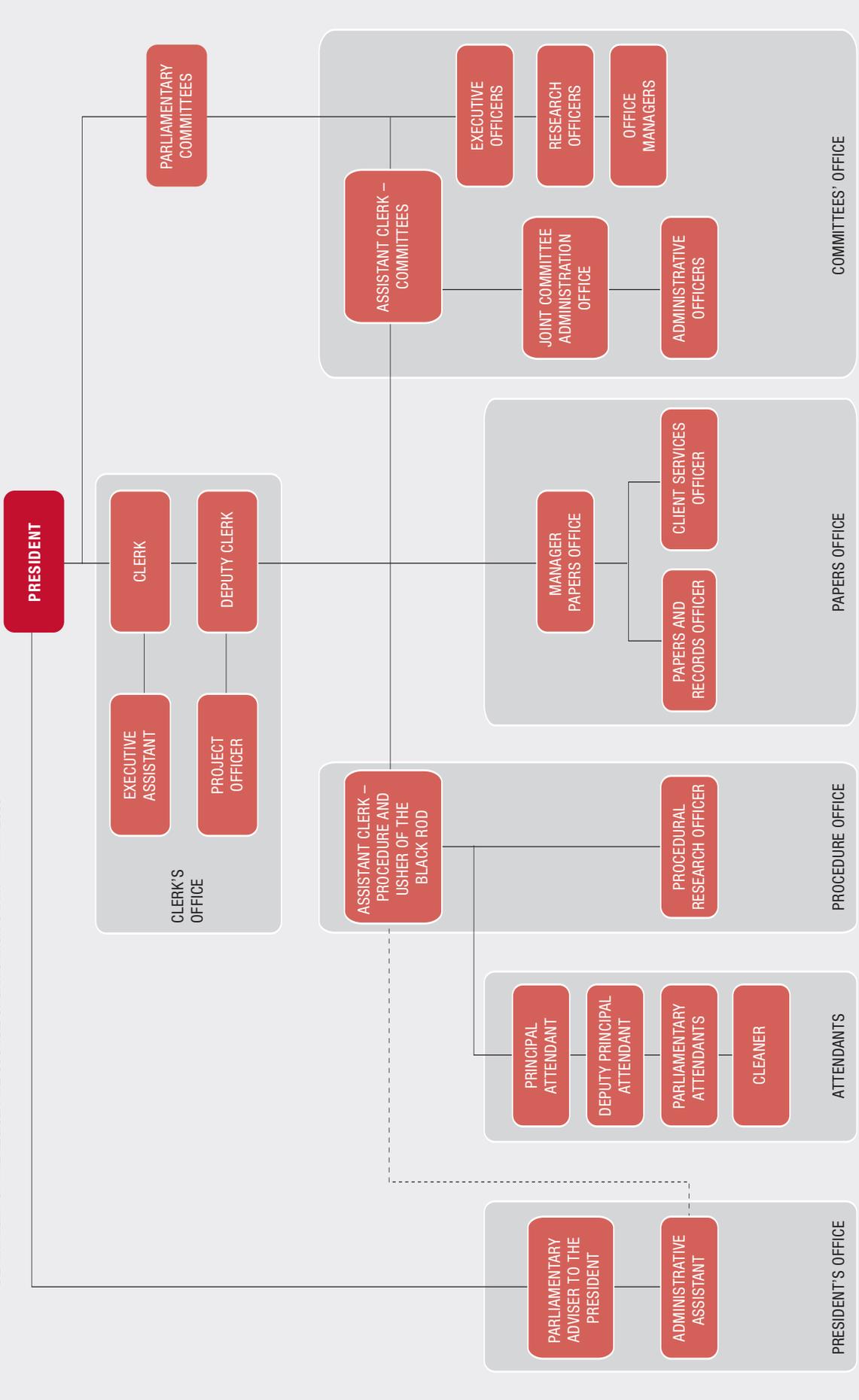
Business of the Department

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 to, and produce draft reports for, parliamentary committees;
- provide information relating to the proceedings of the Legislative 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 — MAY 2005





1. PROCEDURE AND ADVICE

DEPARTMENTAL GOAL 1

Our primary goal is 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

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 report is the work done as a consequence of two Members, who were Members of the Government, becoming Independents during the year.

Independent Members in the Chamber

In September 2004, Ms Carolyn Hirsh resigned from the Australian Labor Party and in April 2005, Ms Dianne Hadden did likewise. There were a number of implications for the department as a consequence but two matters in particular related to the sittings of the House, which required research and advice to the President. These concerned the seating of Independent Members in the Chamber and the allocation of the call in debate to Independent Members.

Precedents have been established in the past regarding the seating of Independents in the Chamber, with the most recent being the Honourable Rod Mackenzie who sat as an Independent from 1987 until 1992. For guidance, advice was sought from each of the other jurisdictions in Australia and New Zealand as to how this issue was dealt with in their Houses which showed that the practices differ somewhat. Generally, Independents tended to sit toward the rear of the Chambers or on the cross benches. Whether or not the Independent Member sat on the Government or Opposition side of the Chamber also differed largely between Houses. The President determined that the two Independent Members would sit at the rear of the Chamber on the two seats on each side of the Chamber nearest the Bar of the House.

The allocation of the call in debate on Bills and motions, together with an Independent Member's right to ask questions without notice, make a 90 second statement, raise a matter on the daily Adjournment Debate and make a statement on a report or paper was also the subject of advice given to the President based on information received from the other jurisdictions in Australia and New Zealand. Consequently, on 3 May 2005 the President gave a ruling in the Chamber outlining the proportional basis upon which the Independent Members could speak, following a request to do so from Ms Dianne Hadden.

Amendments to Sessional Orders

On 22 March 2005 the Council agreed to further amendments to the Sessional Orders which were first adopted in February 2003. The principal changes involved —

- Giving a Minister the ability to move without leave a motion to set the day and time of the next meeting of the Council at any time during the proceedings, provided there is no question before the Chair.
- Removing the requirement for the President to put the question that reports and papers tabled in the Council be noted.
- Enabling Messages from the Assembly transmitting Bills to be read to the Council during any sittings to complete the Government Business Program.
- Providing the mover of a procedural motion with a right of reply of two minutes, taken from the 30 minute time limit for debates on such motions.
- Imposing maximum time limits on the total time available to each party for General Business debates in addition to the various time limits applicable to individual speakers.

Review of the Standing Orders

On 24 May 2005 the Council agreed to a resolution requiring the Standing Orders Committee to undertake a review of the Standing Orders and make recommendations for new and/or amended Standing Orders. The committee is required to report back to the House no later than the first sitting day in 2006. The resolution gives effect to an undertaking given to the House by the Leader of the Government when introducing the new Sessional Orders in the Council in February 2003.

In anticipation of the review the Clerk's Office commenced work during the year on a new set of draft Standing Orders incorporating the Sessional Orders as well as other new Standing Orders giving effect to current practice or otherwise considered necessary for the more efficient running of the Council. It was expected that this draft would provide an appropriate basis for the committee to commence its review. The committee is expected to commence the review early in 2005–2006 with the first meeting expected to be held in July 2005.

COUNCIL SITTINGS AND DOCUMENTATION

Sittings of the House

The Legislative Council's 2004 Spring sittings commenced on 14 September 2004 and finished on 17 December 2004. During the 2004 Spring sittings the House sat for 27 days with an average of 9 hours and 22 minutes a day. The House sat for a total of 253 hours and 17 minutes which amounted to 9 sitting weeks.

The Legislative Council's 2005 Autumn sittings commenced on 24 February 2005 and were scheduled to conclude on 21 July 2005. During the period to 30 June the House sat for 20 days with an average of 9 hours and 7 minutes. The House sat for a total of 182 hours and 30 minutes which amounted to 7 sitting weeks.

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

Parliamentary Publications

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

Notice Papers, Minutes of the Proceedings and Divisions of Committee

The number of these publications is directly related to the sittings of the House. In 2004–2005 the following publications were issued:

NOTICE PAPERS (DAILY)	48
MINUTES (WEEKLY)	16
DIVISIONS IN COMMITTEE	9
UNANSWERED QUESTIONS ON NOTICE	9

List of Members

In June 2005 an updated list of Members of the Legislative Council was issued.

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 and the half-yearly summaries of Ministerial responses to reports of those Committees. During the period under review, eleven editions of Progress on Investigations (incorporating two editions of Ministerial Responses) were produced and circulated.

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 Proclamations in respect of the operative dates of statutes continue to be maintained. These documents assist greatly in enhancing the level of service provided by the staff of the Department.

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

Victorian Government Directory

The Procedure Office co-ordinated the updating of the Parliament of Victoria's entries for the *Victorian Government Directory 2005–2006* with information being supplied by the respective parliamentary departments. The project was conducted between March and June 2005 and, on this occasion, the parliamentary departments' entries changed significantly due to the organisational restructures which occurred during the year.



Daily Sitting Statistics

FIGURE 2
SITTING DAYS, LEGISLATIVE COUNCIL,
1995-1996 TO 2004-2005

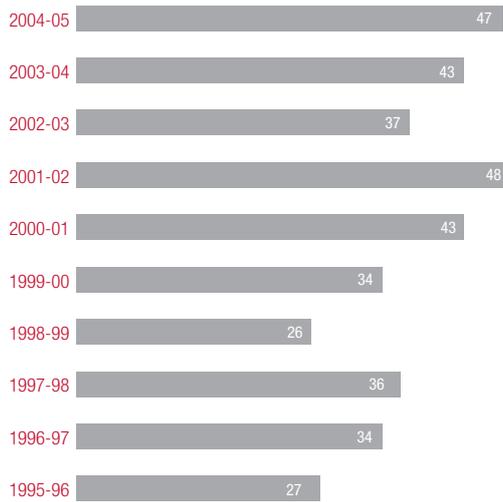


FIGURE 4
AVERAGE LENGTH OF DAILY SITTINGS (HOURS),
LEGISLATIVE COUNCIL, 1995-1996 TO 2004-2005



FIGURE 3
SITTING HOURS, LEGISLATIVE COUNCIL,
1995-1996 TO 2004-2005

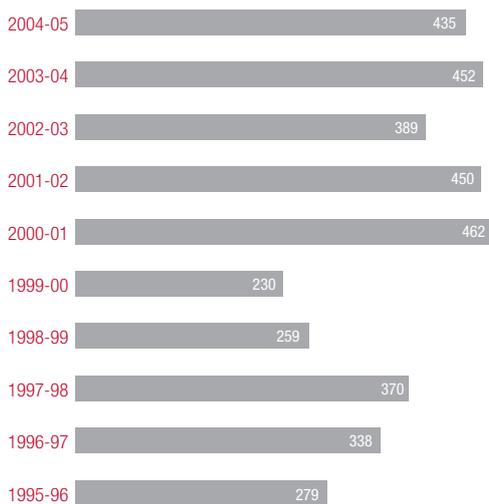
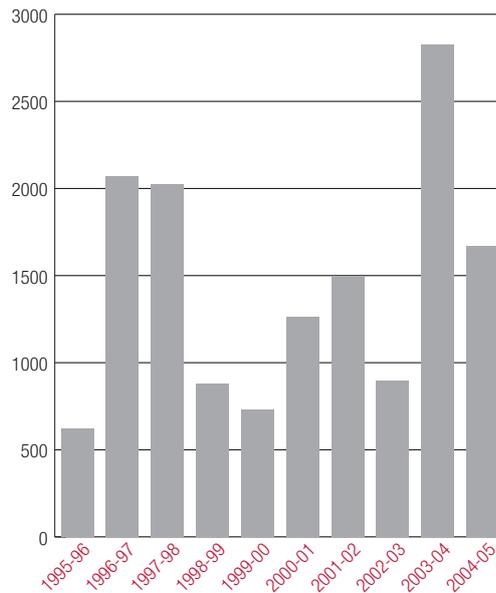


FIGURE 5
QUESTIONS ON NOTICE PROCESSED BY THE DEPARTMENT
OF THE LEGISLATIVE COUNCIL, 1995-1996 TO 2004-2005.



Sitting Day Arrangements

During the year the Department continued its programme of broadening the procedural experience of its staff. Since the Autumn sittings in the year 2000 daily business meetings comprising staff involved in the sittings have been held on each sitting day prior to the commencement of the day's sitting. These meetings continued during the year and now comprise the 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 in every respect is fully focused and aware, as far as is possible at that time, of all possible eventualities during the day.

Two further initiatives from the Autumn sittings in 2004 were continued in order to expose staff to a wider range of procedural related issues. A formal Chamber roster was trialed where the Manager, Papers Office now supplements the Chamber staff during the sittings. In addition, 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 broadening 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

Since 2001–2002, a program of weekly procedural reviews with appropriate managers and staff have been held.

These procedural 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 staff from the Papers Office, Committee Office and Procedure Office 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. Initial work on what will be an ongoing project commenced 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

The Department publishes two Procedural Bulletins each year which have been produced by the Procedure and Projects Office (since the Department's restructure, this task has become the responsibility of the Procedure 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 2004 were published and distributed to Members of the Council and the Clerks of each of the other Houses of Australian parliaments.

The Procedural Bulletin for the Autumn 2005 Sittings was being prepared at the conclusion of 2004–2005.

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. 12 which covered the Autumn sittings in 2004 was issued in August 2004 and Issue No. 13 covering the Spring sittings 2004 was issued in February 2005. The entries were compiled by the Manager of the Procedure and Projects Office and the Clerk.



President's Rulings Book 1979–2005

The Procedure Office is close to finalising a substantial index of important President's rulings between 1979 and 2005. 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 are involved, and covers all facets of the House's proceedings.

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 Rulings Book 1979–2005 (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.



2. INFORMATION MANAGEMENT

DEPARTMENTAL GOAL 2

We will utilise modern and cost-effective technological information systems for the delivery of high level specialist support services to our clients, implement records management best practices and 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 2004–2005 the database covered the period from the Spring Sittings 1996 until the Spring of 2003.

Questions on Notice Database

The need has been identified for a software application to support the business processes that manage Questions on Notice, which are currently handled using manual means. Accordingly, a project to establish a Questions Database has been initiated jointly by the Department of the Legislative Assembly and the Department of the Legislative Council. A working group was established in June 2004.

During the review period functional specifications were developed by the project group with the assistance of a consultant and indicative quotes for the scope and functional specifications for a Questions Database were sourced. A submission was made to the Expenditure Review Committee and funding was sought from the Department of Treasury and Finance. However, this request was unsuccessful on this occasion. If funding is approved in future years, the future direction of this project is to include the proposed development of this database with other IT strategies and projects being put forward by the Parliament to the Office of the Chief Information Officer for its advice and feedback.

Legislative Document Management System

The Connect project, which encompasses the Legislative Document Management System (LDMS), is being managed by the Department of Premier and Cabinet. In accordance with the Connect project plan the Manager, Papers Office attended discussion forums offering advice and feedback regarding Parliament's needs and was required to produce

business process maps of the legislative process on behalf of both Houses. Whilst this project is still in the planning phase LDMS will continue to operate via the LDMS interim system.

Centralised Filing Database

In order to facilitate effective document management a project was established to review the current filing practices within the Department. During the review period the filing practices were reviewed and analysis of different filing and tracking options commenced. Due to various staffing changes in the Papers Office and to ensure proper analysis of the researched information, the project will continue in 2005–2006.

Parlymate Database

As reported in previous Annual Reports, this Department's Procedure and Projects Office, along with the Legislative Assembly and Parliamentary Library, has helped to develop a database known as 'Parlymate.' Although there have been significant delays in the finalisation of the project, it is now anticipated that Parlymate will be launched and accessible to staff via the intranet early in 2005–2006.

Parlymate is an extensive glossary database consisting of over 500 definitions related to the Parliament, particularly parliamentary procedure and services provided by the parliamentary departments. In addition, it includes contact names and hyperlinks to connect users to more detailed information. Parlymate will be updated on an ongoing basis, with the relevant contact in this Department being the Assistant Clerk – Procedure and Usher of the Black Rod.

PROVISION OF INFORMATION

Legislative Council Daily Sitting Summary

From the beginning of the 55th Parliament, the Legislative Council's 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 includes 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 Website

The Legislative Council website was established in 2002 and as a result of a number of changes to services and documents provided by the Department it was felt that further development of the website was necessary. A survey of our main clients was undertaken and a number of suggestions made as to how to improve the information and accessibility of the site.

From that feedback, much of the information was able to be updated immediately. Further analysis of the feedback also identified the need to update the 'look and feel' of the site. Work began on redesigning the site with the assistance of the Parliament's Web Development Officer. As much of the redesign will be linked to the 'look and feel' of the Parliament's website, the development required will be extensive and the project will continue into the next review period.

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 and Projects Office during the course of the year. In addition, all of the 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

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 Department of the Legislative Council, Assembly and Parliamentary Debates. Each department was required to submit a report outlining any positive or negative feedback in relation to printing requirements that occurred over the course of each sitting period in accordance with the six monthly reporting requirements stipulated in the contract.

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 2004–2005, a Summary of Returns for the return period 2003–2004 and a Summary of Variations notified between 3 June and 30 September 2004, was prepared and tabled on 10 November 2004. A Cumulative Summary of Returns as at 30 September 2004 was also tabled on 16 November 2004. A Summary of Variations notified between 1 October 2004 and 15 June 2005 was tabled on 16 June 2005.



Ordinary Return forms will be sent to all Members of the Parliament on 1 July 2005 and a summary of those returns, together with a Cumulative Summary as at 30 September 2005, will be tabled during the Spring sittings of 2005.

Venue Use Policy Document

Another project outlined in last year's Annual Report which was initiated by the former Usher of the Black Rod, Dr Ray Wright, and developed by several Legislative Council members of staff, concerned the consolidation, expansion and clarification of room and resource booking policies for the Parliament. This guide will provide a ready and comprehensive source of information on the Parliament's resources focusing on how they can be used and what logistical support is offered. The document also proposed a range of fees that could be imposed on outside users of the Parliament's resources in certain circumstances.

By the end of the year under review, the Venue Use Policy document had been referred to the three principal management groups in the Parliament and was currently under consideration by the Parliamentary Executive Group.

Bound Volumes

The Department produces, on a sessional basis, bound volumes of the Minutes of the Proceedings and Bills introduced into the Legislative Council. Bills volumes have been prepared up-to-date for the current session.

During the reporting period the compilation, printing and distribution of the 54th Parliament's Minutes of the Proceedings Bound Volume was completed. It was envisaged that a yearly bound volume of the Minutes of the Proceedings be produced. However, after discussions regarding indexing and production issues, it was decided to follow the current practice of producing sessional bound volumes. The proposed 2003 Minutes of the Proceedings bound volume will therefore be produced as part of the 55th Parliament sessional volume.



3. EDUCATION & COMMUNITY RELATIONS

DEPARTMENTAL GOAL 3

We will promote public awareness and understanding of parliamentary democracy and of the role, functions and processes of the Legislative Council 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

YMCA Youth Parliament

The 18th YMCA Youth Parliament was staged at Parliament House on 21 and 23 September 2004.

The "Opening Ceremony" was held in the Legislative Council Chamber at which the "Youth Governor", Darren Peters, officially declared open the Youth Parliament. The Presiding Officers, the Minister for Education Services and Minister for Employment and Youth Affairs, Ms Jacinta Allan, and Mr Nick Kotsiras MP from the Opposition, 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 Honourables Lidia Argondizzo, Andrew Brideson, Richard Dalla-Riva, Damian Drum and Robert Mitchell, Mr Noel Pullen and Ms Glenyys Romanes.

Over the two days over 50 sixteen to twenty year olds, forming both a "Government" and an "Opposition" in the Council, debated a series of "Bills" on issues such as nightclub safety, the introduction of a youth identification card, prostitution, reducing the incidence of underage drinking and homosexual marriages. 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 Minister for Sport and Recreation and Minister for Commonwealth Games, the Honourable Justin Madden.

Arrangements for the Youth Parliament were handled by the Acting Usher of the Black Rod and the Serjeant-at-Arms. The Acting Usher, together with officers from the Legislative Council Procedure and Projects Office, Papers Office, Committees and a staff member from the Parliamentary Library, performed the Table duties. Legislative Council Attendants also assisted in the Chamber. On 20 September 2004 the Acting Usher and Serjeant conducted training and a separate information session for the Youth Parliamentarians at Parliament House.

Students' Parliament

From 31 August to 2 September 2004, Parliament House again hosted a Students' Parliament involving over 100 schools with students ranging from years 7 to 9 who participated as part of their Civics and Citizenship education. The Legislative Council Chamber was used each day for debates on a wide range of subjects with Members of the Legislative Council serving as Presiding Officers and Legislative Council and Committee staff providing Chamber and logistical support.

Open Day

On Sunday 19 June 2005, the Parliament held its annual Open Day from 11.00 am to 4.00 pm. Planning was conducted by members of the various parliamentary departments under the oversight of the Serjeant-at-Arms. The event attracted approximately 2,350 visitors to Parliament House and the Parliamentary Reserve. As well as public rooms and spaces that have been accessible on previous Open Days, the route for visitors was extended to include the Legislative Council Committee Room, North Library and the passageways above the Vestibule. School bands, choirs and small ensembles provided entertainment in Queen's Hall, while the Victorian Electoral Commission, Ombudsman's Office and the Auditor-General's Office distributed information to the public. Representatives of the parliamentary committees, the Council and Assembly Papers Offices and the Assembly Procedure Office also distributed information and reports.

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. The Victorian Electoral Commission conducted a ballot concerning the "Best Exhibit" at the Open Day. The next Open Day is expected to occur on Sunday, 25 June 2006 as part of the Victorian Parliament's 150th Anniversary celebrations.

Australasian Study of Parliament Group

The Department's commitment to parliamentary related education is also reflected in its ongoing support of the Australasian Study of Parliament Group (ASPG) which holds seminars at Parliament House featuring guest presenters several times each year. The Department maintains corporate membership of the Group and facilitates staff members' attendance at the ASPG's National Conference. As noted in last year's report, the Clerk delivered a paper at the last such conference held in Perth in May 2004. 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 the Parliament's role and responsibilities. To this end, it actively supports events such as Open Days, Student and YMCA Youth Parliaments and the Parliament's stand at the Royal Melbourne Show by providing staff and administrative resources. For example, the Acting Usher was a member of the Parliament's Royal Melbourne Show organising committee and another 11 Legislative Council departmental and committee staff worked at the Parliament's stand.

The Usher, Dr Ray Wright, gave presentations to the Ballarat Legacy Club (20 August 2004), Parliamentary Interns (11 March 2005), Victorian Public Service Graduate Recruits (22 and 28 April 2005), Williamson Victoria Leadership Group (27 April 2005) and Parliament of Victoria Orientation Day (10 May 2005). The Acting Usher, Dr Stephen Redenbach, also gave presentations for the Orientation Day (4 August 2004 and 21 June 2005) and the Victorian Public Service Graduate Recruits (29 November 2004).

SPECIAL EVENTS AND PROMOTIONAL ACTIVITIES

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, the Electoral Commissioner, Director, Government Branch, Department of Premier and Cabinet, together with Sharon Morris, Project Manager.

Considerable progress was made during the year and the celebrations promise to be highly successful. The program of activities to be undertaken during the celebration period was finalised and will begin with an official launch of the anniversary year at the regional sittings of the Legislative Council in Colac and the Legislative Assembly in Geelong on 17 November 2005. Other events will include a cartoon exhibition, Parliament's 2006 Open Day, an open garden and a petition exhibition in Queen's Hall.

The other significant event will be the travelling exhibition *Bills, Bells and Ballots — 150 years of Victoria's Parliament*, which will travel to nine country centres throughout Victoria between November 2005 and October 2006. After an extensive selection process Lilford Smith Design was chosen to design and develop the travelling exhibition and the Project Manager has consulted with local council and historical society representatives regarding the arrangements.

The 150th Anniversary website and 150th Anniversary newsletter were also launched during the year and consultation took place with several government agencies and a range of businesses regarding marketing, merchandising and other promotional opportunities associated with the anniversary celebration.

In January 2005 Joanna Hansen joined the 150th Anniversary project team on a part-time basis. Continuing to carry out her duties as a Legislative Council Attendant she also assists to coordinate, administer and promote the 150th Anniversary program. So far Joanna has been involved in researching information for the travelling exhibition. She was also active in the promotion and support of the 150th Anniversary program by distributing information and encouraging participation among her colleagues and the general public.



Corporate Livery Project

Reference was made in last year's Annual Report to the establishment of a group comprising the Parliamentary Librarian, Usher of the Black Rod and Serjeant-at-Arms to develop a means of achieving a more professional and consistent external communications for the Parliament. The key element in the project was the development of a logo for the Parliament and Blue Boat Design was commissioned to provide design ideas.

On 26 July 2004, Blue Boat Design presented a reworked Parliament of Victoria crest in a more contemporary style. Following the presentation the Presiding Officers decided to expand the Blue Boat brief to the development of additional contemporary logo designs with a view to making further recommendations to the Parliamentary Executive Group in April 2005.

Four designs were presented by Blue Boat Design to the Parliamentary Executive Group on 29 April 2005 with a recommendation from the working party as to which should be adopted. The design options were then presented to the Presiding Officers. At the end of the reporting period the recommendations were still under consideration.

Hansard Editor, Solomon Islands National Parliament; Ms Terengaiti Ieita, Secretary to Committees, Parliament of Kiribati; and the Honourable Job Dudley Tausinga, Chairman of the House Committee, Solomon Islands National Parliament.

HOSPITALITY AND VISITORS

Official Visits

Official delegations

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

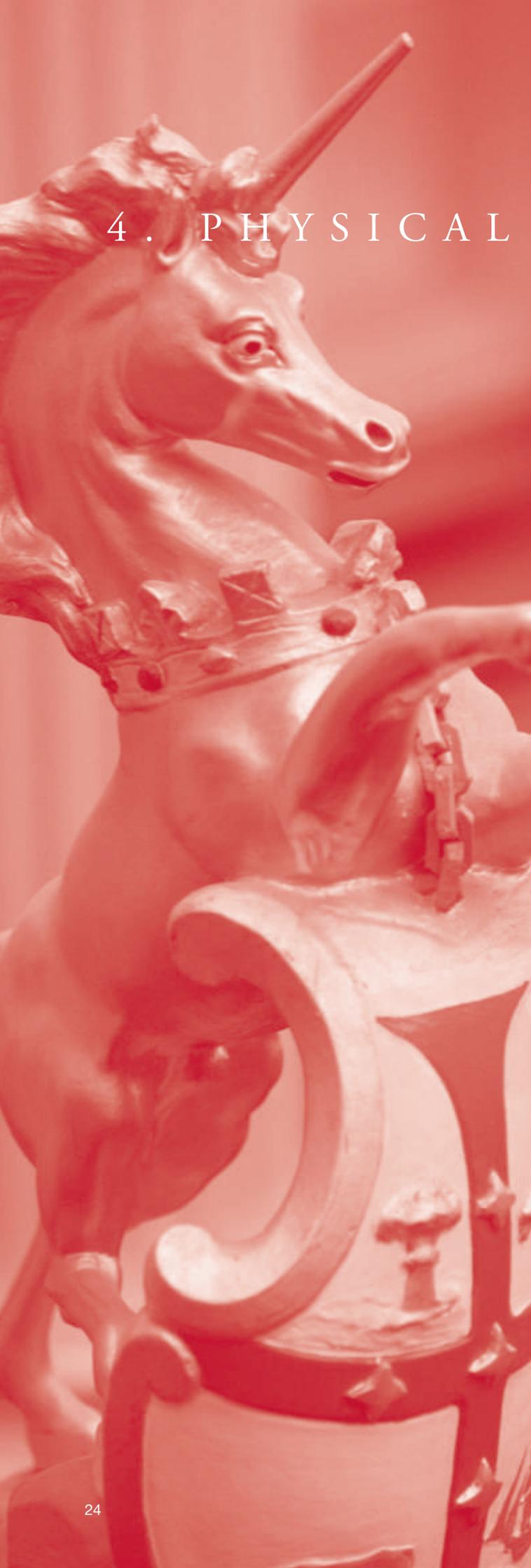
During the reporting period the Department assisted in arrangements for the reception of the persons and delegations listed at Appendix I.

Official calls

Official calls are also made by individual visitors on the Parliament from time to time. Comprising mainly diplomats of ambassadorial status, Appendix I shows callers received in 2004–2005.

Officers from other Parliaments

The Department 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: Ms Clera Pita,



4 . P H Y S I C A L R E S O U R C E S

DEPARTMENTAL GOAL 4

We will provide the Legislative Council's Members and staff with a safe and healthy working environment, ensure the Legislative Council's maintenance and security, and 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 ongoing introduction of new security measures, alongside upgrades in existing security systems, have remained a priority during the year under review.

The Parliament of Victoria's CCTV system was upgraded in February 2005. The upgrade was required urgently as the existing system was an outmoded analogue model which required regular maintenance and repairs. The new digital system that was installed provides greater ease of use, flexibility, backup and retrieval of CCTV images.

As noted in last year's Report, the Parliament will be implementing a program of works to improve entry management and general security at the courtyard entrance of Parliament House. At the end of 2004–2005 planning was well advanced to renovate part of the Parliament's former garage/storage building near the courtyard entrance. A section of this building will be converted into a new mail sorting room which will include the mail scanning machine currently located within Parliament House. This project is expected to be completed in the latter half of 2005.

Substantial planning has also been completed in relation to moving the temporary front entry security post in the South Lobby into the main building near the Vestibule. This is in accordance with a security review conducted by Alan J. Brown and Associates in 2002.

The Serjeant-at Arms has also had an Incident Management Manual prepared by outside consultants which provides detailed strategies for dealing with a crisis at Parliament House, including methods of communication with emergency services, fire brigade and the media. The Manual has reached final draft stage and is expected to be printed in the first half of 2005–2006.

A number of the security measures implemented recently have also been consistent with recommendations made in a Security Risk Assessment on the Parliamentary Precinct by a representative of the Security Intelligence Group at Victoria Police. This assessment was received in February 2005.

WORKPLACE MAINTENANCE

Installation of New Digital Countdown Clocks in Chamber

In February 2002, digital countdown clocks were installed to assist Members with new arrangements relating to time limits on both individual Members and certain overall debates as a whole.

Owing to certain limitations of the equipment, it was decided to replace it with a much more sophisticated computerised system. A number of systems were investigated and a decision was taken to install the same system operating in the New South Wales Legislative Council Chamber.

The advantages of the new digital timing system are that it can be operated simultaneously from any one of the three laptops used by the Clerks in the Chamber as well as from a stand alone touch screen should the laptops or computer network fail. In addition to this, the new digital clocks feature a display at the top which shows the overall time remaining for a particular debate, while the display at the bottom shows the individual Member's remaining time.

The new digital timing system was installed in mid April 2005.

Housekeeper's Quarters Renovation

As reported previously, stages one and two of the renovation works in the former Housekeeper's Quarters were completed during the 2002–2003 financial year, leaving only stage three — renovation of the former laundry and bathroom — to be finalised.

Formal planning and designs for the final stage — the conversion of the bathroom into a toilet and shower facility for Members, and the laundry into an office for the Principal Attendant — began in early 2004, with the actual building works commencing on 21 June 2004. Although the project was slightly delayed due to issues associated with drainage pipes, the facilities were largely completed and available for use in time for the commencement of the Spring sittings in September 2004.

Council Chamber Balustrade

Concerns have been expressed for some time regarding the height of the balustrade in the Upper Gallery of the Legislative Chamber. Building Code of Australia regulations specify a minimum height of

1000 mm for such railings with a capacity to withstand a lateral load of 100 kilograms. The height of the Legislative Council balustrade is 580 mm.

Given the Parliament's responsibility to ensure a safe environment for Members, staff and visitors, it was most important that this issue was addressed. As a short term measure, access to the front row of seating in the Upper Gallery was restricted in late 2004. However, any long term solution has to accommodate the balustrade's fragility and significant historical value, as well as the aesthetic values of the almost 150 year old Chamber.

A range of options were considered in the course of 2004–2005 during consultations with a heritage architect, structural engineer and Heritage Victoria. The President eventually determined, in February 2005, that the least obtrusive option — raising the existing balusters and rail through the addition of a new plinth that was similar to the one below floor level — should be trialed. As a result, one section of the balustrade, in the Chamber's south-west corner, was lifted to allow the installation of a trial plinth, which incorporated variations in terms of colour and design. The trial commenced on 24 February 2005 and continued until the end of March, allowing sufficient time for feedback from Members, Heritage Victoria, staff and any other interested parties.

On the basis of comments received, which were generally positive in relation to the proposed change, a decision was made to proceed with the project. In addition, preferences, in terms of the colour and beading on the additional plinth, were determined. A project team has been formed comprising representatives of the Department of Parliamentary Services, along with the Assistant Clerk — Procedure and Usher of the Black Rod. By the conclusion of the year under review, the heritage architect co-ordinating the project had arranged for preliminary work including a detailed condition survey and design refinement. It is anticipated that the modified balustrade will be installed early in 2006.

Other Works

In September 2004, the Government Whip's office, and another Member's office on the principal level of the Legislative Council precinct, were refurbished. The refit involved the provision of additional power points, data facilities, lighting, repainting, recarpeting, furniture, cupboards and shelving.

The program of upgrading Members' offices, to a standard consistent with both heritage values and modern business needs, continued in early 2005 with the development of plans to refurbish the Deputy President's office located near the Upper Gallery on the Council's Second Floor and a Ministerial Office located on the principal level. It is expected that this work will be completed in late 2005.

During 2005–2006 the Department is also intending to upgrade facilities for staff in several areas. These include the refurbishment of the Assistant Clerk — Committees' office and the workspace of the President's Administrative Assistant.

Parliament Wide Cleaning Strategy

Strategic Objective 5.4 in the Parliament's Strategic Plan, 2003–2006, identified the need to "Establish a parliament-wide cleaning strategy and allocate single point accountability for cleaning". It was considered that cleaning levels within the Parliamentary Precincts varied considerably between work areas and that changes needed to be considered in order to achieve greater consistency and a general improvement in standards.

In response to this objective, a report and recommendations on the subject were submitted to the Parliament's Senior Management Group (SMG) by the Acting Serjeant-at-Arms in early November 2004. This was done in consultation with the Acting Usher of the Black Rod and the Director, Infrastructure Services. The report, prepared by consultants Jones Lang LaSalle, was titled *The Provision of Cleaning Services at Parliament House*.

This report recommended that a staged approach be adopted beginning with Jones Lang LaSalle investigating and preparing a comprehensive scope of cleaning. On the basis of the outcome of the first stage, the next stage related to implementing improved cleaning standards and training of cleaning staff. The final stage involved longer term changes and would encompass the implementation of any structural changes to the way staff and responsibilities for cleaning were organised.

The SMG gave approval in November 2004 for the consultants to carry out the first stage of this process.



Resource Booking Project

As reported last year, the former Usher of the Black Rod, Dr Ray Wright, initiated the development of software designed to improve the quality, nature and exchange of information associated with booking rooms and resources in the parliamentary precincts. The intention was to provide Members, committee personnel, electorate and parliamentary officers, and all other users of the Parliament's resources, with a reliable, efficient and transparent method of making room and resource bookings.

All key stakeholders, including system administrators, have been consulted, with testing sessions on the new system conducted in late 2004. The final implementation of the system is now in the hands of the Parliament's Information Technology Unit. It is anticipated that the software will become operative in the latter half of 2005.

USE OF PRECINCTS

Filming in the 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 its committees receiving greater coverage than in the past.

The Legislative Council precincts are also filmed from time to time as the setting for television programs. In September 2004, the ABC filmed a segment for an episode of its "Rewind" program in the Council Chamber.

Council Chamber and 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 2004–2005, excluding Victorian parliamentary committees, is found 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.

Building Emergency and Evacuation Committee

In emergencies, the Usher of the Black Rod and the Serjeant-at-Arms are Joint Controllers. Together with the Principal Attendants of the Legislative Council and Legislative Assembly, and with the Parliamentary Engineer, they comprise the Building and Evacuation Committee. This Committee was established in 1989 to deal with emergency situations arising at Parliament House.

There was one significant evacuation incident during 2004–2005 when a faulty detector positioned on the roof resulted in a false alarm and evacuation in late November. A planned emergency evacuation practice was held subsequently in December 2004. In order to meet Occupational Health and Safety obligations a drill will be required to be held in the latter half of 2005.

Fire Protection Committee

This Committee did not meet during the reporting period.



5 . HUMAN RESOURCES

DEPARTMENTAL GOAL 5

We will 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

Change Management and Strategic Planning

Continuing with the Parliamentary departments' commitment to the change management program commenced in 2003–2004, the Presiding Officers, department heads and senior managers attended a two-day workshop in August 2004 to discuss matters dealing with organisational restructure and future directions for the Parliament.

One of the major outcomes from this workshop was to replace Parliament's Corporate Plan 2002–2005 with a Statement of Corporate Intent.

The Statement has three major goals —

- effective corporate governance
- excellent service delivery and responsiveness
- sustainability with a focus on the medium to long term view.

These goals will provide the focus and direction for the parliamentary administration over the coming years.

Parliament's Strategic Plan was also reviewed and updated and a number of new initiatives were agreed to, including the development of a standard business plan template.

Following changes to Parliament's organisational structure, a number of new positions were created, including three Director positions in the Department of Parliamentary Services. At the conclusion of the selection process conducted by the Parliamentary Executive Group (of which the Clerk of the Legislative Council is a member), Charles Gentner was appointed Director, Library, Communications and Information Technology, Peter Lochert was appointed Director, Organisation Development and Finance and Hilton Barr was appointed Director, Precinct and Property Management. The new Directors took up their positions in May 2005.

Another important initiative agreed to was the adoption of a new governance framework across the Parliament comprising three levels of responsibility — strategic, tactical and operational.

The Presiding Officers and the Parliamentary Executive Group (the two Clerks of both Houses and the Secretary, Parliamentary Services Department)

have responsibility for Parliament's strategic decisions. Tactical decisions are the responsibility of the Senior Management Group, comprising the Deputy Clerks of both Houses and the Directors of Library, Communications and Information Technology, Precinct and Property Management, and Organisation Development and Finance from the Parliamentary Services Department. Operational support lies with the Parliamentary Management Group, comprising a large group of senior managers from each of the departments (including an Executive Officer from the parliamentary committees) whose charter is to communicate and work collaboratively across the Parliament.

Parliament House Consultative Committee

The Parliament House Consultative Committee consists of an employer and staff representative from each parliamentary department. The employer representatives are nominated by the Department Heads and staff representatives are elected by staff in each department for terms of two years. The Committee's role is to provide a forum for central consultation between the parliamentary departments, management and staff and to consider any matter of significance which is relevant to the terms and conditions of employment of parliamentary staff. It has no decision-making powers but may make recommendations to the Department Heads. Matthew Tricarico, the Deputy Clerk, was the Department's employer representative and Alexandra Douglas, Executive Officer, Road Safety Committee was the Department's staff representative during the reporting period. The Deputy Clerk of this department assumed the role of Chair of the Committee from May 2004.

The Committee met on several occasions during the year and made representations to the Parliamentary Executive Group regarding a union observer attending meetings of the committee, construction of a secure bicycle compound and changes to the committee's constitution.

Grievance Review Committee

The Grievance Review Committee consists of an independent chairperson, together with a management and staff nominee, who are appointed, depending on the circumstances of each matter heard, to ensure that there is no conflict of interest.

The Department participated in a single staff related matter involving the Committee during the reporting period.

Equal Opportunity Officers

As part of the Department's ongoing commitment to providing a non-discriminatory and harassment free workplace, it continued to support the role of staff previously appointed as Equal Opportunity Officers. 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 of 'work place bullying'. Work place bullying covers a wide range of discriminatory and unsatisfactory forms of behaviour in the workplace. The focus on these forms of behaviour exemplifies the department's continuing commitment to an active system that aims to limit and eradicate passive forms of workplace discrimination and harassment as well as the more overt.

The contact officers in the Legislative Council are Mary Martin and David Samuel.

VPS Career Structure

As a result of a new classification structure approved for the Victorian Public Service by the Australian Industrial Relations Commission, the Parliament commenced negotiations in April 2004 with the CPSU about the implementation of the same classification structure for Parliamentary officers.

The main features of the new structure were the creation of 6 grades and a Senior Technical Specialist grade; progression within the various grades being based on satisfactory annual performance assessment and the abandonment of performance pay.

The translation to the new structure involved the review of every position description within Parliament to ensure the duties were reflective of those actually undertaken and that the key selection criteria for those positions remained suitable for the role. This process was completed by the end of October 2004.

Whilst the majority of staff translated across to the new classification structure on the basis of their existing salary, a number of others chose to lodge appeals to have their position classification reviewed by the Parliamentary Executive Group or an independent Work Appeals Panel.

Occupational Health And Safety Committee

On 11 February 2005 the recently elected and appointed members of the Occupational Health and Safety Committee met for the first time. Paul Gallagher, Manager, Grounds and Gardens, continued as Chair, with Claire Slattery remaining Deputy Chair (until her resignation from the Parliament in June 2005).

Deborah Gillette, who had been the Department of the Legislative Council's elected representative on the committee until her resignation from the Parliament at the end of 2004, was replaced by Rebecca White. The Usher of the Black Rod (both Ray Wright and Stephen Redenbach during the year under review) remained the management representative.

As with previous committees, the Committee took a policy decision to meet monthly. This has seen the Committee work actively both at the practical level of resolving OH&S matters brought before it by departmental representatives, and at the level of policy where a number of draft OH&S guidelines for procedures and practices have been developed for comment and implementation. The Committee has been active in promoting a "healthy" Parliament and a workplace that is aware and informed of OH&S issues.

OHS Committee Working Group on Working Hours

A small research group, originally consisting of three of the Occupational Health and Safety Committee's members (subsequently reduced to two) was formed during the year under review to examine approaches taken by similar sized Australian parliaments in dealing with sitting periods. This research related particularly to working hours and the effects 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 impetus for the research came from several sources:

1. the frequency with which the issue has been raised over the years in various forums associated with the Victorian Parliament (including the Occupational Health and Safety Committee);
2. the tendency, in some Australian jurisdictions, towards changes in sitting arrangements which have resulted in fewer late night sittings; and
3. the Members' working group formed in the Legislative Assembly in 2004–2005 to consider similar issues.



The intention of the research was to produce a relatively short research paper in order that staff could be better informed 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 Usher of the Black Rod, Dr Stephen Redenbach, and the Senior Research Officer, Parliamentary Library, Dr Greg Gardiner. The project was well advanced by the close of June 2005, and a report was expected to be presented to the Occupational Health and Safety Committee in the early part of 2005–2006.

Staff Changes

The organisation restructure of the Legislative Council and the retirement of Dr Ray Wright produced significant staff movement in the Department during this reporting year.

Ray Wright retired on 27 May 2004 after 21 years of service in the Parliament. Ray commenced employment with the Parliament in 1983. He held numerous positions within the Parliament, and was appointed as Usher of the Black Rod in January 2000.

With the creation of an “Assistant Clerk – Committees” position in the Legislative Council, **Matthew Tricarico** separated his dual roles that enabled him to concentrate on his sole role as Deputy Clerk.

Following his six month role as Acting Usher of the Black Rod, **Dr Stephen Redenbach** was appointed to the new position of Assistant Clerk – Procedure and Usher of the Black Rod.

Andrew Young, relocating from the Parliament of Western Australia, was appointed to the new position of Assistant Clerk – Committees.

Geoff Barnett was appointed to the new position of Project Officer following eight years with the President’s Office.

David Samuel commenced a secondment with the Legislative Assembly in January 2005. On 20 June 2005, he returned to the Legislative Council following his appointment to the position as Parliamentary Adviser to the President.

Rebecca White was seconded from the Papers Office to the position of Procedural Research Officer following David Samuel’s secondment to the Legislative Assembly. Following her departure and that of **Deborah Gillette** in December 2004, two new

staff members were appointed to the Papers Office in February 2005 – **Vivienne Bannon** and **Erica McKenna**.

Carrie Jansen resigned from her position as Attendant (Clerk’s Post) in October 2004, which enabled **Joanna Hansen** to be promoted into that position.

Vanessa Thomas replaced **Marion Pilley** as Office Manager with the Environment and Natural Resources Committee in November 2004.

Richard Willis resigned as Executive Officer of the Economic Development Committee in July 2004 and was replaced in that role by **Dr Russell Solomon** in August 2004.

Beth Klein left the Road Safety Committee in March 2005 to take up the role of Adviser to the Speaker.

At the Education and Training Committee, **Gabrielle Berman** and **Nicholas Fisher** resigned from their positions as Research Officers and were replaced by **Andrew Butler** who commenced his role in November 2004. **Daisy Marshall**, Office Manager, was seconded to the Human Resources Unit in the Department of Parliamentary Services in December 2004.

Chantel Churches ceased in her role as Research Officer with the Outer Suburban/Interface Services and Development Committee in February 2005 and was replaced by **Keir Delaney** in April 2005.

COMMUNICATION

Staff Newsletter

The Parliament of Victoria’s newsletter – *Spring Street News* – is a joint publication between the Legislative Council and the Legislative Assembly.

The Parliament’s fortnightly newsletter was produced for part of the reporting year by the Project Officer in the Procedure and Projects Office. However this task was given to the Administrative Assistant in the President’s Office in the recent restructure of the Legislative Council.

Responsibility for the newsletter’s publication alternates between the Departments on a fortnightly basis. 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 the Presiding Officers. To ensure that the newsletter is more widely accessible throughout the Parliament *Spring Street News* is placed on the Parliament's electronic Bulletin Board which all parliamentary staff can access via Lotus Notes.

Staff Meetings

The Department continues to hold regular six monthly meetings with its staff — usually in June and December to coincide with the conclusion of the Autumn and Spring sittings. 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. These meetings which are conducted by the Presiding Officers provide staff from each of the parliamentary departments the opportunity to come together to hear and exchange information about what is occurring in Parliament generally. It also provides the Presiding Officers and management with 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 6th Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) Professional Development Seminar was held from 26 to 28 January 2005 hosted by the New Zealand Parliament at Parliament House, Wellington. The department was represented at the seminar by the Clerk in his capacity as President of ANZACATT, Felicity Murphy, Manager, Papers Office and David Samuel, in his then capacity as Procedure and Projects Officer.

The seminar was again a mix of plenary sessions with guest speakers, simultaneous workshops and an intensive day-long workshop on privilege which complemented the privilege workshop at the previous seminar in Sydney 2004. The simultaneous workshops were held on the following topics:

- Preparation for life at the Table.
- Parliamentary organisational and administration models — an evolving process unique in the parliamentary environment.
- Natural justice issues for committees.
- Staffing models for committees.
- Imparting parliamentary ethics to new staff and the impact of ethical requirements on parliamentary staff.

Felicity Murphy was co-presenter at the workshop on preparation for life at the Table and David Samuel performed a similar role at the session on staffing models for committees, and a paper on this topic was presented on behalf of the Deputy Clerk.

As well as a plenary session on privilege development presented by the Clerk of the New Zealand House of Representatives, the one-day workshop on privilege comprised workshops on:

- Fundamentals of privilege.
- Free speech and Article 9 — a review of recent cases and emerging issues.
- Statutory secrecy.
- Balancing the needs of investigative authorities and the application of privilege to some Members' papers.



As has been the case with previous seminars the ANZACATT Executive will consider the feedback received when developing the program for the 2006 seminar to be held in Brisbane. The seminars are now considered an integral part in the training and development of parliamentary officers in Australasia which complement the in-house on-the-job training provided by each jurisdiction. They are wholeheartedly supported by this Department.

Orientation Day

Orientation days were held in Parliament House on 4 August 2004, 10 May 2005 and 21 June 2005 for Parliamentary and Electorate Office staff. Approximately 20 to 30 new staff participated in each all-day event. The groups were addressed by a number of senior parliamentary managers from the various Parliamentary Departments including the Usher of the Black Rod. Presentations were given regarding the Legislative Council, its history and Chamber, before taking participants on a short tour of the Council precincts.

Course on Parliamentary Law, Practice and Procedure

Stephen Redenbach, the Acting Usher of the Black Rod, attended the first tertiary course on Parliamentary Law, Practice and Procedure held at the Queensland University of Technology in Brisbane from 13 to 17 December 2004. The course, organised by the Australia and New Zealand Association of Clerks-at-the-Table, was attended by 23 participants from Houses of Parliament in Australia and New Zealand and was designed to complement the annual ANZACATT Professional Development Seminars and the in-house training and development programs of individual jurisdictions.

This post graduate course was presented in intensive mode over the five days by a mix of academics from the University's Law Faculty and Clerks or senior officers from various Australian Parliaments. The course comprised two principal parts with the first – the legal framework – addressing the constitutional framework and the laws as to membership of Parliament and the second – parliamentary powers,

practice and procedure – covering the internal practice and procedure of Parliament. There were three components to the assessment of participants – attendance and participation, a written exercise on the constitutional framework of Parliament and a major research paper to be completed after the course on the practice and procedure at Parliament.

Initial feedback from participants suggested that the course had been beneficial and the second course is proposed to be held in July 2005.



6. ADMINISTRATION & PLANNING

DEPARTMENTAL GOAL 6

We will 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

In the Department's Annual Plan for 2004–2005 priority was given to reviewing the relationship between the Department's Annual Plan and Annual Report. The purpose of the exercise was to ensure that the Annual Plan and Annual Report were appropriately aligned and that the Annual Report would more specifically focus on performance against priorities than was previously the case. This was necessary because the 2004–2005 Annual Plan was significantly altered in the light of the structural changes made to the Parliament and the consequent commitment of the department heads to achieve uniformity in their reporting arrangements.

This work has now been completed and this year's Annual Report, although largely retaining the format of previous years, has been modified to meet the objectives of this exercise. Changes have been made to some of the Department's goals and an additional goal which highlights the necessity for the highest standards of probity and responsibility in financial management has been added. A number of changes have also been made to the strategies required to achieve the Department's goals. The alignment between the Annual Plan and the Annual Report will continue to be carefully monitored in the coming years and further changes will be made where necessary.

Departmental Restructure

As mentioned in last year's Annual Report, in May 2004 it was decided to conduct a review of the structure of the Department to determine whether it was best meeting the department's obligations to provide the highest possible level of service to its many clients. Although ongoing improvements in the work of the Department had been made, they had been achieved without significant change to the way the Department had been organised. New responsibilities had been assigned to existing positions mainly on an ad hoc basis over the years without any systematic assessment of their consequences. Changing external factors largely beyond the control of the Council, had also impacted upon the ability of the department to discharge its functions.

The need for structural change to provide more sustained, long term support for performance

improvement within the department was considered to be long overdue. Consequently, the President approved a proposal from the senior management group to engage the consultant iedex Pty Ltd to assist in the review which commenced early in this reporting period.

The following key issues were identified at the outset:

- Succession planning
- Priority of work and employment level
- Work/functional groupings for both Chamber and non-Chamber staff
- Reviewing position documentation
- Separation of core and non-core functions and responsibilities
- Role specialisation
- Divesting of non-core functions, eg, office accommodation, to the Parliamentary Services Department
- Servicing the Chamber
- Staff recruitment
- Training and development, particularly in the area of parliamentary procedure.

During the review the organisational structures of all other Upper Houses in Australia were examined. The Department was particularly indebted to the New South Wales Legislative Council which had recently undergone a similar exercise and provided a great deal of useful and relevant information.

In the review the following key principles of organisational structure design were addressed:

- What is the core business of the Department?
- How should functions be grouped to ensure that core business is delivered effectively?
- What linkages are necessary between functional groups?
- What support systems are needed to reinforce the structure?

The review concluded that the current role structure within the Department did not fully support an efficient and effective succession pathway to the positions of Clerk and Deputy Clerk. Opportunities for staff to gain broad experience, especially in procedural matters and chamber processes were limited. Consequently, more flexible options for succession should be considered and the new structure should

also support job rotation so that a potential future Clerk could gain experience across all Department functions as a natural part of their career development. This issue was considered to be especially critical as the Legislative Council could face a drain in experience in the near future as senior chamber officers reach the option of retirement with the specialised nature of their jobs making the potential loss of procedural expertise a critical issue.

The review recommended that the Department be restructured along the following lines:

1. Separate the Clerk of Committees' position from the Deputy Clerk.
2. Establish two new Assistant Clerk positions —
 - (i) Assistant Clerk – Procedure and Usher of the Black Rod, which combines the Usher of the Black Rod with the Manager, Procedure and Projects.
 - (ii) Assistant Clerk – Committees.
3. Establish a position of Project Officer, as part of the Clerk's Office to assume many of the day to day tasks of the Deputy Clerk and to a lesser extent the Usher of the Black Rod.
4. As a consequence of the establishment of the Project Officer position the scope of the position of Parliamentary Officer – Projects should become more specialised on procedural research projects under the guidance of the Assistant Clerk – Procedure and Usher of the Black Rod.
5. The implementation of the new structure should coincide with the implementation of the new structure for the Department of Parliamentary Services on 1 March 2005.

No changes were recommended in relation to the Papers Office or the President's Office whose staff were reorganised in 2003.

The identified benefits of the new structure can be summarised as follows:

1. Senior staff are able to focus on strategic work without the distraction of routine day to day administration.
2. The Deputy Clerk manages the Department on behalf of the Clerk and provides the first line of assistance with parliamentary, procedural and policy matters in collaboration with the two Assistant Clerks. These three officers are responsible for the proper conduct of day to day administration, and together with the Clerk comprise the department's Senior Management Group.

3. Routine day to day administration, performance planning and reporting for the Department is now centralised in the Clerk's office and will be the responsibility of the Project Officer, together with his role in making arrangements for special events.

4. The Assistant Clerk – Procedure and Usher of the Black Rod focuses on developing and supporting the procedural expertise of the Department. This position has responsibility for procedural research, procedural advice, production of documents and supervises the Procedural Research Officer (previously the Parliamentary Officer – Projects). The position serves in the Chamber, undertakes ceremonial duties where required, and is responsible for the management of the attendants, Council Chamber security and visitors' services.

5. The separation of procedure and projects results in non-core outputs being delivered principally by a single unit, i.e., (the Clerk's office) through the new Project Officer. This has the advantage of relieving the Deputy Clerk and the Usher of the Black Rod from some of the more routine administrative elements of their previous roles.

6. Project work in the Department has become more specialised and enables the appropriate strategic oversight of major Legislative Council projects. Some of the functions undertaken by this new position are:

- Preparation of the Annual Report and Annual Plan
- Processing of Members' allowances, entitlements and travel arrangements
- Organising special events such as Regional Sitings and Open Days
- Arranging parliamentary conferences
- Arranging for visits of VIPs and delegations
- Making arrangements for accommodation and minor works in conjunction with the Department of Parliamentary Services.

The officer responsible for these projects is assisted by using the imprimatur of the Clerk's office to access whatever expertise or resource is required for each project.



7. The Assistant Clerk – Committees strengthens the focus on this specialist function and is especially important given the likelihood of the establishment of some form of Upper House committee system in the near future. The position specialises in supporting Legislative Council Select Committees, joint committees serviced by the Legislative Council and any specialist Upper House Committee system which might be appointed in the future. This position also undertakes Chamber duties, and is responsible for Committee of the Whole, procedural advice and production of documents.
8. The two Assistant Clerks will be rotated regularly to ensure that both have a full understanding of each other's roles and create a more effective succession pathway to the Deputy Clerk and Clerk's positions.
9. The Papers Office continues to perform its clearly defined specialist role. It continues to be supervised by the Deputy Clerk and is largely unaffected by the new structure.
10. The attendants continue to perform their Chamber support role during sitting weeks and perform other duties as prioritised by the Assistant Clerk – Procedure and Usher of the Black Rod during non-sitting periods.

The review was completed in early 2005 and its recommendations approved by the President in February 2005. The new structure is now fully in place. The positions of the two Assistant Clerks were advertised throughout the Australian Parliaments in February 2005 and the selection process was completed and appointments made effective from 23 May 2005. The position of Project Officer was advertised internally and externally in February 2005 and an appointment made effective from 20 April 2005. The position of Parliamentary Officer – Projects was reclassified to Procedural Research Officer VPS Grade 3 (previously Grade 2) in May 2005.

SERVICE DELIVERY IMPROVEMENTS

Business Process Mapping

As was reported in the last Annual Report, the Legislative Council engaged Votar Partners in late 2003–2004 to review the business processes associated with the department with the aim of reviewing and analysing those processes so as to improve the efficiency and effectiveness of the department.

The project commenced in early 2004–2005. Certain business processes were chosen and mapped and a list of issues and opportunities for improvement was generated. Extensive consultation occurred between Votar Partners and appropriate departmental staff who possessed the most knowledge and experience in the processes being documented and a number of workshops conducted to ensure the processes were captured as accurately as possible and to ensure ownership of the project.

A number of opportunities and recommendations for redesigning and improving the business processes were identified in relation to a number of systems, including:

- automation and better management of the Bill processing system and communication of amendments between the two House departments
- replacing current B5 paper format to international standard A4 size for Bills and Acts and other official documents
- purchase of appropriate computer equipment for recording proceedings in the House by Table Officers
- creating a “Daily Sitting Summary” of the proceedings of the Council for lodgement on Parliament's website
- establishment of a document management system for House readers;
- refinement of “Questions on Notice” template, and
- improvements to the department's procedural database and statistics management.

The Department has already implemented some of the report's recommendations and is discussing with other stakeholders recommended changes regarding improvements to the management of the Bill processing system and other matters associated with the production of parliamentary documents.

Effectiveness Audit Review of Papers Office

During the period under review, Parliament's re-constituted Audit Committee agreed that an effectiveness audit review of this department's Papers Office be undertaken. Coster Galgut Pty Ltd was subsequently engaged to perform the review with specific emphasis on the purpose and role, cost, range of services, staff skills and training, benchmarking and future planning issues of the Office critical to its effective operation.

The report indicated that a number of systems could be introduced that may further improve the efficiency of the Office, including the establishment of a centralised filing system and the formulation of a document retention policy. The report also noted that a survey conducted by Roy Morgan Research of Members and Electorate Officers who use the services of the Papers Office rated the delivery of those services at a high standard.

Client Satisfaction Survey

During 2004–2005 the Parliament again commissioned Roy Morgan Research to update the web based survey on the satisfaction amongst Members, electorate officers and parliamentary officers with the quality of the services provided by Parliament. The survey was largely the same as that conducted in 2002, 2003 and 2004 and it is intended to continue to be repeated annually.

In relation to the Department of the Legislative Council, questions were asked relating to the ease of contact with the Department, courtesy of staff, timeliness of responses to requests, whether advice received was easy to understand and was reliable and the use of the web site, information sheets, procedural bulletins and Annual Report. Additional questions were also asked regarding the image of Attendants and whether their services met client's needs. Finally, questions were asked relating to the perceptions of quality of service of committee staff.

The survey results regarding the department's services were generally very positive and the department is gratified by the results. The area which is of some concern relates to the use of the Council web site and the Department will take steps during 2005–2006 to increase its use.

MANAGEMENT OF THE PARLIAMENT

Committees Annual Plan

In 2004–2005 the Joint Investigatory Committees developed their second Annual Plan, which provided a proposed work program and performance measures for 2004–2005.

The 2004-2005 Annual Plan largely followed the structure of the first Committees Annual Plan, 2003–2004. 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 and inquiries to be completed within budget.

Reports to Parliament are the major output priority for every committee, whether the inquiry being reported has been referred by the Parliament, by Governor in Council, initiated by the Committee itself or has been carried out to satisfy a statutory obligation.

The 2004–2005 Plan also identified a number of on-going outputs for the financial year that underpin the achievement of reporting to the Parliament on time and within budget. Such outputs included the provision of timely, impartial and accurate procedural advice to Committee Members and the provision of high quality advice, research and administrative support to Committees.

Parliamentary Officers Agreement 2004

During the year, following many months of negotiation, the Parliament, the CPSU and its parliamentary delegates reached an in principle agreement in late July 2004 on a new Agreement for Non-Executive Parliamentary Staff. The Agreement was negotiated under Section 170LJ of the Federal Workplace Relations Act 1996 and covers all non-executive parliamentary officers.

Approval by a majority of the Parliament's employees was required to give effect to the Agreement and a ballot was conducted in early December 2004. Following the required majority support being achieved, an application was lodged with the Australian Industrial Relations Commission for formal certification of the Agreement. The certification was achieved on 25 January 2005.



The objective of the Agreement is to promote an effective workplace partnership between the Parliament of Victoria, its employees and the CPSU and commits the Parliament of Victoria and the CPSU to the following industrial relations principles:

- co-operative and consultative relationships between management, their employees and their representative organisation
- management, employee and union relationships based on mutual respect, trust and preparedness to consider alternative viewpoints
- collective negotiations between management and their employees, involving a mutual problem solving approach focusing on long term gain for all parties
- working within a progressive industrial relations culture to achieve a high performance workplace with effective workplace partnerships, and
- recognition of an appropriate role for CPSU workplace representatives.

The Agreement commenced on 25 January 2005 and will remain in force until 1 June 2007.

Non-executive parliamentary officers covered by this Agreement who were employed at the date the Agreement was certified by the AIRC, received a 3 per cent salary increase with effect from 1 March 2004. In addition, they received a further 3 per cent increase with effect from 1 October 2004. Similar percentage increases will occur on 1 October 2005 and 2006 and an increase of 1.5 per cent will occur on 1 September 2007.

Review of the Attendants' Structure

As outlined in last year's Report, a review panel comprising the Usher of the Black Rod and the Serjeant-at-Arms, along with attendant representatives from both the Council and Assembly, examined the functions and management of Parliamentary Attendants with a view to improving service delivery, career development, and job satisfaction. The panel's report, containing 18 recommendations related to the Attendants' responsibilities, was submitted to the Presiding Officers and Clerks on 29 June 2004.

The implications of the Panel's recommendations were considered by the respective Presiding Officers and Department Heads, with a number being accepted in one form or another. As a result, it has been agreed that, for reasons of economy and to aid consistent

public recognition, all male and female attendants will wear a new and standard uniform, with Chamber identification occurring only through burgundy or green ties (or equivalent for female attendants). By the close of 2004–2005, attendants had settled on their preferred uniform design and the Serjeant-at-Arms had initiated quotations from manufacturers.

Another recommendation accepted was the establishment of a new mail sorting room from which all incoming mail could be distributed. As outlined under "Security" in the previous section, this project is underway and expected to be completed in the first half of 2005–2006. Several recommendations remain under consideration, including the involvement of Legislative Council attendants in Parliament House public tours.

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.

In previous Annual Reports, mention was made that the Parliament of Victoria had established a set of written procedures for handling disclosures made under the Act. Those procedures created 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 2004–2005, no disclosures were made to the President under the *Whistleblowers Protection Act 2001*.

Parliamentary Administration Act 2005

The Parliamentary Administration Bill passed through both Houses in April and May 2005 and was assented to on 24 May 2005.

The new *Parliamentary Administration Act 2005* gives legislative effect to the new administrative structure of the Parliament and repeals the *Parliamentary Officers Act 1975*. The main feature of the restructure has been the amalgamation of various Parliamentary support service units into a new Department of Parliamentary Services (DPS), meaning that the Parliament is now made up of three departments, comprising the Legislative Council, Legislative Assembly and DPS.

In addition to providing administrative structure to the Parliament, the Act requires that a number of values and employment principles be adhered to. The Act states its objects in the following terms:

- (a) to promote the highest standards of governance in the administration of the Parliament of Victoria;
- (b) to establish values and principles to guide conduct and performance within Parliamentary administration;
- (c) to ensure that employment decisions in Parliamentary administration are based on merit;
- (d) to promote the highest standards of integrity and conduct for Parliamentary officers.”.

Other notable aspects of the Act include –

- Bringing the administration of the Parliament more into line with the provisions of the *Public Administration Act 2004*.
- Giving Department Heads the power to employ staff. Previously staff were employed under the authority of the Presiding Officers.
- The President and the Speaker, acting jointly, may, on behalf of the Crown, employ as electorate officers, persons nominated by Members.

The Act also amended the *Parliamentary Committees Act 2003* by repealing the Library Committee and providing for the establishment, when required, of a Joint Investigatory Committee on Electoral Matters. The Committee will have the power to inquire into ‘the conduct of parliamentary elections and referendums in Victoria’ and into local government elections.

Risk Management Review

In April 2005 Strategic Risk Management Australia (SRMA) was engaged by the Parliament to conduct a comprehensive strategic and operational risk management review of the operations of the Parliament of Victoria.

Some of the significant elements of the review included:

- the conduct of a detailed strategic risk assessment on the whole of the Parliament precinct;
- the research of documents in relation to Parliament’s activities and risk exposure;
- meetings with key stakeholders and focus groups – a total of 14 workshops were conducted involving 169 staff and managers;
- the testing of identified risks to confirm they were real and credible; and
- the development of a risk report detailing the risk exposure level for each of the identified risks.

Over 1200 risk observations were recorded by staff and management. Management then assessed each category of risk and the Parliamentary Executive Group made an assessment as to whether they considered those risks as high or very high.

Of the categories of risks identified, it was felt that 3 had significant exposure – corporate, OHS and security. The review found that while some departments had established and implemented their own risk management procedures, there was a lack of a Parliament wide risk management policy.

Key recommendations arising from the review include the development of a whole of Parliament risk management policy and associated guidelines for parliamentary staff and managers, establishing processes for the management and monitoring of risks and risk assessment training for managers.

Presiding Officers and Clerks Conference

The 35th Presiding Officers and Clerks Conference was held at Parliament House in Melbourne from 3 to 10 July 2004. This was the first time since 1986 that the Victorian Parliament had hosted the conference. A planning committee comprising the Presiding Officers, both Clerks, Geoff Barnett from the Legislative Council and Anne Sargent from the Legislative Assembly organised the arrangements for the conference which was regarded by all participants as being a great success.



The program for the conference comprised a mix of business sessions where papers on a wide range of topics were presented and discussed. Guest speakers and reports from each jurisdiction on current events were also included in the conference program for the first time. The guest speakers were James Cain, Executive Director of Major Projects Victoria who gave a presentation on the projects currently being managed by that body and Detective Sergeant Andrew McGowan, from Victoria Police Security Intelligence Group who spoke on managing the security risk to Members of Parliament. Complementing the business program were a number of social events for delegates, together with a separate program for delegates' partners.

The conference was officially opened on the morning of Monday, 5 July, by the Honourable John Brumby, MP, Treasurer of Victoria, and concluded with an official dinner hosted by the Presiding Officers in Queen's Hall to which former Presiding Officers and Clerks were invited.

Australasian Clerks Meeting

The Clerk attended the biennial Australasian Clerks Meeting held at Parliament House in Wellington on 25 and 26 January 2005. The meeting is held in conjunction with the ANZACATT Professional Development Seminar every second year. Clerks from each House in Australia and New Zealand attended and discussed a wide range of topics on procedural and administrative issues. The Clerk placed four matters on the agenda for discussion — procedural training initiatives, withdrawal of offensive words; the difficulty in determining what is offensive, allocation of the call in debate and question time; getting Ministers to answer the questions.

The next meeting will be held at Parliament House in Perth in January 2007.

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 under the *Parliamentary Committees Act 2003* and their functions and powers are governed by both the Act and the Standing Orders of both Houses. A Joint Investigatory Committee must inquire into and report to the Parliament on any relevant matter referred to it, 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 three 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. When staff resources became available following the tabling of a final report for the Administration of Justice Offences Inquiry in March 2004, work commenced on the Warrants inquiry in April 2004 and a discussion paper was completed in July 2004.

The inquiry looks at existing warrant powers and procedures and will consider whether there is a need for legislative amendment having regard to the fairness and efficiency of current provisions and the possible benefit of improving consistency of provisions across legislation. The inquiry must consider, but is not limited to, arrest warrants, warrants to seize property and search warrants.

The reporting date for this inquiry has been extended to 31 October 2005, due to the scope of the inquiry and the large number of Acts which contain warrant provisions.

The Committee undertook interstate consultations in Sydney over two days in August/September 2004, with a further two days of consultations held in Perth in September 2004. Three days of public hearings were held in Melbourne in October and November 2004. In May 2005 the Committee held a Forum for invited stakeholders in relation to one particular aspect of the Inquiry which required some additional stakeholder input. The Forum allowed various participants to present and discuss their views with other stakeholders – an opportunity not provided in the more formal public hearing setting.

Drafting of the final report was well advanced at the end of the reporting period.

Inquiry into the Coroners Act 1985

The Committee received this reference from the Governor in Council on 7 December 2004 with work commencing immediately. A discussion paper was completed in April 2005. A report is due to be tabled in June 2006.

The Inquiry will consider whether the current Act provides an appropriate legislative framework for coronial services in Victoria and will focus 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 the current reporting period, a number of written submissions were received with the majority expected to follow in July 2005 (closing date, 15 July 2005). The terms of reference for the inquiry required the Committee to examine equivalent legislation and its operation in other jurisdictions, and accordingly, during June and July 2005 the Committee undertook an overseas study tour, holding meetings with agencies from six international jurisdictions.

During May and June 2005 the Committee secretariat developed a research project to enhance input to the inquiry by family members of deceased persons who had been the subject of a coronial

inquiry. The project will involve a series of personal interviews with family members about their experiences with the Coroner's Court. The initial stages of this project had commenced at the conclusion of the reporting period.

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.

Conferences

Legal research officer, Michelle McDonnell attended a one day Symposium held by the Australian Law Reform Commission, entitled the Promise of Law Reform, in Sydney in June 2005.

Education and Training Committee

The Committee had three references during the reporting period.

Impact of the High Levels of Unmet Demand for Places in Higher Education Institutions on Victoria

The reference was received by resolution of the Legislative Assembly on 3 June 2003 and required the Committee to inquire into the impact of the high levels of unmet demand for places in higher education institutions on Victoria. This was the inaugural inquiry for the Education and Training Committee and the Final Report was tabled on 2 June 2004.

The Government Response to the Inquiry on High Levels of Unmet Demand for Higher Education Institutions on Victoria was tabled on 7 December 2004.

Suitability of Current Pre-Service Teacher Training Courses

The Committee received this reference by resolution of the Legislative Assembly on 3 June 2003.

The Committee has completed its inquiry into the suitability of current pre-service teacher training courses, including the future requirements of such courses to train teachers appropriately for future



schooling; and the particular training needs and arrangements for mature-age entrants from other professions.

The Committee received 66 submissions in total; and during the reporting period held six public hearings and consultations with representatives from Victorian and interstate universities, State education departments, teacher institutes, schools, and other professional organisations. The Committee also conducted site visits at university campuses and schools in Melbourne, Sydney, Brisbane and Ballarat.

On 23 August 2004, the appointed professional research organisation gave a presentation to the Committee on the final report of findings from the focus group project of secondary school students, parents of primary and secondary students, mature age entrants, supervisory teachers, principals, university lecturers and teacher educators.

The Committee completed its international investigations, having conducted meetings with a large number of organisations interested in education research and policy in Paris, London, Copenhagen and the United States. A number of leading universities were also visited in London, Copenhagen, New York and San Francisco for discussions on the content and structure of their teacher training courses, as well as research findings on teacher training and student learning.

The Committee also attended the National Conference on Education Policy held in Orlando, Florida, from 13–16 July 2004, where the Chair was invited to address a group of legislators from across the US, sharing the Victorian experience in school education.

The Committee presented its report on the Overseas Study Tour to the Parliament in September 2004.

The Committee has now completed its inquiry and a final report was tabled out of session on 28 February 2005. The Government's response is due in August 2005. In June 2005, the Chair and the Executive Officer met with the House of Representatives Standing Committee on Education and Vocational Training at Parliament House in Canberra to discuss the Committee's findings and recommendations. The House of Representatives Committee is currently conducting an inquiry into teacher education which has some aspects in its terms of reference that are directly related to the recently completed work of this Committee.

Promotion of Maths and Science Inquiry

Referred by Order of the Governor in Council on 27 July 2004, this reference is to inquire into and report on opportunities to promote maths and science in Victorian education. The Committee is required to report to Parliament by 30 September 2005.

Terms of reference for this Inquiry were advertised in the *Age* and *Herald Sun* on 23 October, and the *Learn 2004* section of the *Herald Sun* on 26 October 2004. The Committee appointed Andrew Butler as Research Officer for this Inquiry. A mail out inviting key stakeholders to make a submission was conducted during November 2004. As at 30 June 2005, the Committee had received 47 submissions. The Committee was briefed by the Minister for Education and Training, the Honourable Lynne Kosky MP, on the background to the terms of reference during March 2005. In April 2005, the Committee was briefed by the Department of Education and Training on the mathematics and science curriculum in schools. The Committee was also briefed by the Department of Education and Training and the Department of Innovation, Industry and Regional Development on a broad range of issues related to the terms of reference.

Public Hearings commenced in March 2005. The Committee has held six public hearings and five deliberative meetings for the reporting period where it met and had discussions with representatives from Victorian and interstate universities, schools and industry.

The Committee also visited and toured a range of mathematics and science facilities, including the Gene Technology Access Centre (GTAC), CSIRO Science Education Centre and Synchrotron in Melbourne, and Lynwood High School, Scitech Discovery Centre and Kent Street Senior High School in Perth.

Conferences

Five members of the Committee and the Executive Officer attended the 2004 National Conference on Education Policy held in Orlando, Florida, 13-16 July 2004.

The Chair represented the Committee at the Centenary of Secondary Education Conference on 22 May 2005, presenting a workshop on 'Futures of Teacher Education'.

Membership and Staff Changes

The Education and Training Committee had one membership change during the year. Mr Johan Scheffer MLC resigned from the Committee in May 2005 due to the return of the Honourable Helen Buckingham from sick leave. Andrew Butler was appointed as Research Officer in November 2004.

Economic Development Committee

The Committee had three references during the reporting period.

Inquiry into the Economic Contribution of Victoria's Culturally Diverse Population

Under the Terms of Reference for this Inquiry the Committees was to inquire into, consider and report on the actual and potential contribution to the economy of Victoria's culturally diverse population including new arrivals, with particular emphasis on the importance of Victoria's cultural diversity in improving productivity, increasing exports, attracting foreign investment and creating competitive advantage in the Australian and international markets; and in respect of the above:

- (a) identify industry sectors/businesses that are actual or potential beneficiaries of cultural diversity, particularly in terms of investment and productivity improvement;
- (b) whether there are particular issues for industry and business in rural and regional areas and how these regions may benefit from cultural diversity in Victoria including by addressing labour market shortages through new or recent arrivals from overseas;
- (c) identify ways to take advantage of cultural diversity in the economy to increase Victoria's productivity and export markets;
- (d) the appropriate role of Government in facilitating maximum use of Victoria's cultural diversity to promote productivity and export markets; and
- (e) identify ways of measuring the benefits of cultural diversity including new arrivals to the Victorian economy.

The final report was tabled on 5 October 2004.

Inquiry into Labour Hire Employment in Victoria

Under the Terms of Reference for this Inquiry, the Committee was required to inquire into, consider and report on:

- (a) The extent and breadth of labour hire employment in Victoria, including the:
 - i. employment status of workers engaged by labour hire companies;
 - ii. use of labour hire in particular industries and/or regions; and
 - iii. application of industrial relations, occupational health and safety, and workers compensation legislation.
- (b) The consequences of the use of labour hire employment. Consideration should be given, but is not limited, to:
 - i. the rights and obligations of labour hire employees, labour hire agencies and/or host employers under industrial relations, occupational health and safety, and workers' compensation legislation. Any ambiguity about the nature of rights and obligations between the three parties should also be considered;
 - ii. the impact on industry skills levels;
 - iii. contribution to the casualisation of the work force; and
 - iv. the extent of any such consequences
- (c) Recommendations based on an assessment of the above matters and including consideration of:
 - i. the jurisdictional limitations of Victoria's industrial relations powers;
 - ii. the recommendations of the New South Wales labour hire task force and the responsibilities of the New South Wales labour hire industry council (if established);
 - iii. regulation in other Australian jurisdictions;
 - iv. impact on business; and
 - v. Worksafe Victoria campaigns and activities.

The Committee conducted an overseas investigations in April 2005 as part of its Inquiry into Labour Hire Employment in Victoria in London, Brussels, Geneva and Paris where it had meetings with government and European Commission (EC) officials, stakeholders and academics. The investiga-



tions in London were focused on the nature of the regulatory regime in the UK for labour hire employment and the impact that employer and employee stakeholder organisations consider that it had on the industry. A particular focus was on the occupational health and safety issues and how these are dealt with in the UK. In Brussels, the meetings with EC officials and with Europe-wide stakeholder organisations addressed pan-European developments in labour hire employment, particularly examining industrial, occupational health and safety and training and skills issues. The Geneva meetings were focused on the international perspective as provided by the International Labour Organisation and the World Health Organisation. In Paris, the Committee met with OECD officials to discuss a range of international issues, including those relating to economic conditions, regulation and employment. While in Paris, the Committee also met with both advisers from the French labour minister's office and government officials who provided information on how labour hire employment was regulated in France.

The Committee tabled an interim report on 20 December 2004 and was scheduled to table its final report in July 2005.

Inquiry into the Viability of Thoroughbred/Standardbred Breeding Industries

An inquiry into the Viability of the Victorian Thoroughbred/Standardbred Breeding Industries was received from the Governor in Council on 1 February 2005 and is due for report to the Parliament by 31 March 2006. The terms of reference require the Committee to have particular regard to the following:

1. the strength of the Victorian thoroughbred/standardbred breeding industries compared to other Australian states;
2. the role of overseas breeding interests and the influence that they are having on the Victorian industry;
3. the extent to which the Victorian industries are being integrated at a national and international level;
4. the extent to which the Victorian industries have adopted international best practice;
5. employment and investment opportunities and patterns with particular emphasis in regional Victoria; and
6. the development of skills within the industries.

This will be with a "view to making recommendations on how the industries may be further developed".

Public hearings for this Inquiry commenced on 20 June 2005 in Melbourne and in Nagambie on 22 June 2005 with informal forums being held on 21 June in Nagambie and 23 June in Hamilton.

In Ireland as part of the Inquiry, the Sub-committee met with industry representatives, regulatory bodies, equine health professionals, educators, and also visited training facilities and international horse studs. At the end of the trip, the Sub-committee also visited horse studs in Normandy and spoke with breeders who provided insights into both the French thoroughbred breeding industry and international developments in the industry.

Conferences

Two members of staff attended a half day symposium on The Workplace of the Future at the University of Melbourne on 10 December 2004 and one day of a conference Transitions & Risk – New Directions in Social Policy organised by the Centre for Public Policy, the University of Melbourne on 23 February 2005. Both the symposium and the conference dealt with issues of relevance to the Inquiry into Labour Hire Employment.

Staff Changes

Dr. Russell Solomon was appointed as the Committee's Executive Officer on 23 August 2004 and Kirsten Newitt, Research Officer, had her appointed extended beyond the review period.

Environment and Natural Resources Committee

The Committee had one reference during the reporting period.

Inquiry into Sustainable Communities

The Committee received the Sustainable Communities reference on 27 April 2004. The inquiry focussed on the management of energy, waste and water by Victorian households. Significant progress has been made in managing household water and energy use and waste production; however, such gains have been outweighed by the sheer increases in the level of consumption.

The report contains 72 recommendations which will substantially strengthen sustainable consumption management and policy in Victoria. The Committee received 82 written submissions to the inquiry. It also

met with over 130 people representing 68 organisations including Federal and State Government departments, statutory authorities, Local Governments, non-governmental organisations, peak industry groups, academics, research institutes and community groups. The Committee is grateful to all those people for generously sharing their expertise and ideas. Meetings were also held in Newcastle, Sydney and Canberra.

As part of the reference, four Members and the Committee's Executive Officer conducted an overseas study tour to Denmark, Germany, France and Belgium between 26 January and 11 February 2005. The Committee gained valuable insight into sustainable household consumption management and policy in these jurisdictions which is reflected in the tabled report and recommendations. Meetings with the International Energy Agency, Organisation for Economic Co-operation and Development, United Nations Environment Program, European Environment Agency (European Commission), German Environment Ministry, Danish Energy Authority and a site inspection of energy efficiency housing at Vauban (Freiburg, south Germany) were a highlight.

The Committee tabled its report in Parliament on 14 June 2005. The report contains a recommendation that:

The Victorian Parliament develop an environmental management system as a matter of priority. Progress on the implementation and the outcomes of the system should be detailed in the annual report commencing in 2006–2007.

National Conference

The Committee hosted the ninth Annual Conference of Parliamentary Environment and Public Works Committee. The conference was held in Melbourne and Lorne between 11 and 14 July 2005. The theme was *Emerging Challenges and Future Directions for Environment and Public Works Committees* with the program containing separate streams of speakers addressing environmental and public works issues. Seventy-two people attended the conference including international guest speakers – Jan Bergquist (Chair of the Environmental Objectives Council, former Member of the Swedish Parliament and current Chairman of the General Council of the Central Bank in Sweden) and Amena Yauvoli (Senior Policy Adviser, South Pacific Regional Environment Program). The Victorian Environment Minister addressed delegates at the conference dinner.

Government Response to the Inquiry on the Impact and Trends in Soil Acidity

The Government's response to the Committee's report on acid soils was tabled on 15 September 2004. The Government supported 3 recommendations, 'supported in principle' nine recommendations and rejected three of the recommendations.

The Chair is scheduled to present a paper, at the invitation of the Fertilizer Industry Federation of Australia, to its annual conference, on the Committee's report and recommendations in August 2005.

Staff

Vanessa Thomas was appointed as the Committee's Office Manager in December 2004. The secondment of David Fairbridge, the Committee's Research Officer, from the Department of Primary Industries, ended in June 2005.

Road Safety Committee

The Committee had two references during the reporting period.

Inquiries into the Country Road Toll and Crashes Involving Roadside Objects

After receiving terms of reference for the Country Road Toll and Crashes Involving Roadside Objects in 2003, the Committee decided to run the two inquiries concurrently due to the overlap of the two subject matters.

In July 2004 the Committee completed the overseas study tour that had begun in June. Eleven meetings were held in and around London over four days, with academics, government agencies and transport organisations.

Further public hearings were conducted in Melbourne over three days in October 2004 and in January 2005 deliberations for the adoptions of the two reports began.

The report on the Inquiry into Crashes Involving Roadside Objects was adopted by the Committee on 7 March 2005 and tabled in Parliament on 22 March 2005.

The Inquiry into the Country Road Toll report was adopted by the Committee on 18 May 2005 and tabled in Parliament on 26 May 2005.



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 May 2000, supporting 20 of the recommendations, in full or in part.

On 7 March 2005, the Committee resolved that the Committee 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.

Conferences

The Committee attended the following conferences during the year under review: Road Safety Research, Policing and Education Conference, Perth, November 2004; Young Driver Education Forum, Melbourne December, 2004; Recidivist Drink Driving and Unlicensed Driving, Melbourne, May 2005; International Conference on Driver Distraction, Sydney, June 2005.

Staff

During the reporting year, Beth Klein, Office Manager resigned from the Committee to take up a role as Adviser to the Speaker. A new Office Manager will be appointed in July 2005.

Outer Suburban/Interface Services and Development Committee

The Committee had two references during the reporting period.

Inquiry into Stable Urban Design for New Communities

The Committee commenced hearings and inspections relative to this inquiry which was referred to the Committee on the 3 June 2003 by the Legislative Assembly.

The Terms of Reference are to:

- (a) identify the current practice of urban design for new communities and articulate the potential contribution of urban design to sustainability objectives;
- (b) examine best practice urban design in urban development projects by state agencies;

- (c) examine and report on the relationship and opportunities in the achievement of urban design objectives between the public and private domains;
- (d) investigate the potential effectiveness of the Pride of Place program in the achievement of sustainable urban design for new communities; and
- (e) investigate the contribution of key elements of urban design to the achievement of greenhouse strategy and Melbourne 2030 objectives, including:
 - (i) water sensitive design;
 - (ii) provision of public open space;
 - (iii) road safety;
 - (iv) public safety;
 - (v) reduced car dependency; and
 - (vi) physical and social well-being.

For its first inquiry, between July and December 2004, the Committee held 6 deliberative meetings and adopted, printed and distributed its Final Report, (which was tabled in Parliament on 5 October 2004). A Committee member and three staff attended a presentation on 1 July 2004 by Melbourne University academic Dr Paul Mees on Melbourne 2030.

Inquiry into Building New Communities

In May 2005, the Committee commenced hearings and inspections relative to its second inquiry which was received from the Governor in Council on 18 January 2005.

The Terms of Reference are 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 is requested to:

1. Investigate existing forms of community engagement and recommend ways to strengthen and empower communities and build social capital;
2. Examine the role of community groups and all levels of government in promoting community engagement, with a view to strengthening outer suburban communities;
3. Investigate the role of new forms of communication, including the Internet and associated technologies, in supporting and enhancing community engagement;

4. Identify opportunities for increasing community engagement between Melbourne's outer suburban municipalities and communities;
5. Identify barriers to participate in various forms of community engagement and ways to overcome these barriers;
6. Investigate and report into how life-long learning, neighbourhood houses and other organisations can strengthen local communities;
7. Investigate and report on options for engaging, with a culturally diverse community, older persons, people with a disability and youth in the local community;
8. The role of volunteers and volunteer organisations in strengthening local communities;
9. The role of mentoring in the outer suburbs;
10. Examine national and international initiatives relevant to these issues; and
11. 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.

The Committee is to make its final report to Parliament no later than 31 March 2006.

The Committee received 62 submissions in response to the call for submissions in January 2005 and between January and 30 June 2005 the Committee held 6 hearings and 5 forums in which a total of 120 key stakeholders presented.

Conferences

Two of the Committee's Staff attended a symposium on 18 May 2005 titled: "Government & Communities in Partnership: the next steps," organised by the Brotherhood of St. Laurence and Melbourne University's Centre for Public Policy. The Chair, Executive Officer and Research Officer also attended a conference on 6-7 June 2005 titled: "Communities in Control", hosted by the Department for Victorian Communities.

Staff

On 26 April 2005 the Committee's new Research Officer, Keir Delaney, commenced work with the Committee.

Joint Committee Administration Office

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

- Staffing of the Joint Committees 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.
- Data base compilation and mail merges.
- Updating Parliamentary Committee History of Inquiries and publications.
- Maintaining office supplies and equipment for committee operations.
- Coordinating other services for the Committee office including communications and 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 Street.

Staff

The Joint Committee Administration Office (JCAO) experienced a relatively stable staffing environment during the year. There was a need at various times 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. During the year under review, work requests from the Public Accounts and Estimates Committee, the Drugs and Crime Prevention Committee and the Economic Development Committee were greater than usual. The JCAO engaged the services of Maria Marasco and Kerryn Pastras on a contract basis during the year.

Also of note during the year was the abolition of the position of the Committees' computer systems officer as at 1 July 2004. This followed a policy decision to centralise IT operations to the one location and unit, and resulted in the transfer of the former occupant to the Parliamentary IT unit.



Public Relations and Information

During the year JCAO staff welcomed nine work experience students attached to the Parliament and provided those students with very worthwhile training/work experience duties. Other visitors to the Committee offices included several overseas Parliamentary delegations and officers from other Parliaments on attachment.

JCAO staff continue to be responsible for assisting the preparation of the monthly Progress of Investigations. The booklet summarises the current inquiries of the 11 Joint Investigatory Committees of the 55th Parliament, together with the Government responses to Committee reports.

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.

The manager of JCAO was the Committee's representative on the Parliament House Open Day Committee and managed the planning, setting up and rostering of the Committee stand for the Open Day held in June 2005.

JCAO staff continued to assist with a number of events, including the 2004 Royal Melbourne Show, the Students' and Youth Parliaments, and visits by several inter-Parliamentary events held in Melbourne.

Facilities

Environmental initiatives included:

- the leasing of energy star rated photocopiers
- the purchase of bokashi buckets which allow for the recycling of food and other vegetable matter
- the purchase of appropriate recycled paper for printers and photocopiers
- evaluating the possibility of having an efficiency audit of the committees' lighting and other power usage
- contacting building management to install water saver shower roses and water valves for the toilets and basins at the Committee offices thereby reducing water usage

During the previous year, a number of refurbishments to the Committee offices were either initiated or managed by JCAO staff.

There continues to be a considerable number of minor items at the Committee offices which require constant attention and repair. Accordingly, whilst the overall cost of repairs and maintenance was within budget, expenditure was incurred on many minor repairs, rather than several large expenditure items.

Several items of major expenditure towards the end of the financial year included the painting and general refurbishment of the Committee offices and meeting rooms, followed by the steam cleaning of the carpets.

The Parliamentary Committee offices at 35 Spring St remain subject to the provisions of the *Parliamentary Precincts Act 2001*. The Presiding Officers, the Serjeant at Arms, the Usher of the Black Rod and the Clerks of both Houses have specific powers to secure the Parliament, including the Committee offices, which are located away from Parliament House. An important power is the ability to direct persons to leave or not enter the parliamentary precincts, which include the Committee office areas and meeting rooms.

During the year, the JCAO implemented a revised security pass system, which is now consistent with that operating at Parliament House.

Business Processes

Following the completion of business process mapping throughout other Parliamentary departments, the Parliamentary Committees also had a number of its business processes mapped. The mapping and review of each process was undertaken by Votar Partners in consultation with key committee staff and the results will link-in with the existing and already very comprehensive committee procedures manual.



7. FINANCIAL MANAGEMENT

DEPARTMENTAL GOAL 7

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

STRATEGY

To achieve this goal we will:

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



BUDGET MANAGEMENT

Finance

Funding for the Legislative Council in 2004–2005 was provided in four ways — via Special Appropriations, the annual Parliament Appropriation Act, Treasurer's Advance, usually to meet salaries and wages increases and, subject to certain conditions, some unspent appropriations carried forward from the previous year with the approval of the Treasurer.

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 2004–2005 was also included in the Parliament's Appropriation Act.

The *Appropriation (Parliament 2004–2005) Act 2004* provided funds for the Legislative Council on two bases — provision of outputs and additions to the net asset base. The appropriation for the provision of outputs covers the expenses of departments of the Parliament incurred in the delivery and purchase of outputs.

The Department's funds for the provision of outputs cover salaries and overtime, operating expenses, subsidiary expenses associated with the employment of personnel, including both Members and staff employed in the parliamentary precinct (i.e., payroll tax, superannuation levy, WorkCover levy), and parliamentary printing.

The *Appropriation (Parliament 2004–2005) Act 2004* 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. The Department continues to support this approach which is in the best interests of the Legislative Council because it continues to ensure 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 timeli-

ness 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.

The sources of the Council's budget for 2004–2005 were —

Special Appropriations	
• Members' salaries and allowances	\$6,080,333
• Parliamentary Contributory Superannuation Fund	\$5,166,667
• Clerk and expenses of the Legislative Council	\$100,000
• Auditor-General's Office Audit	\$12,500
• Members' Salary increase	\$147,000
Parliament Appropriation Act	
• Provision of outputs	\$2,715,000
• Treasurer's Advance	\$54,000
Carryover of difference between budgeted and actual unexpended funds from 2003–2004	\$100,000
TOTAL	\$14,375,500

The *Appropriation (Parliament 2005–2006) Act 2005* provides \$2,578,000 to the Legislative Council for the provision of outputs only.

The detailed figures for 2004–2005 for both the Department and the committees appear in the expenditure statement at Appendix F to this report and a breakdown of expenditure for the Legislative Council on a percentage basis is depicted in the following charts:

FIGURE 6
TOTAL EXPENDITURE, MEMBERS AND DEPARTMENTAL EXPENDITURE, 2004–2005.

N= \$13,296,420 (SOURCE: APPENDIX F)

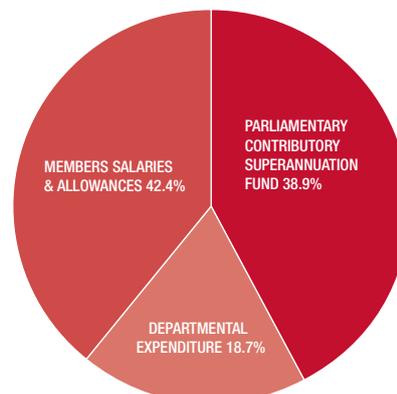
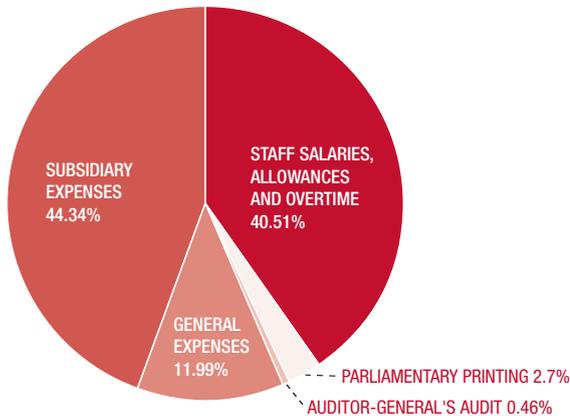


FIGURE 7
EXPENDITURE, DEPARTMENT OF THE LEGISLATIVE COUNCIL,
2004-2005.

N= \$2,493,194 (SOURCE: APPENDIX F).



Public Accounts and Estimates Committee Hearing

On 10 May 2005 the Presiding Officers and Department Heads appeared before the Public Accounts and Estimates Committee in relation to its Inquiry into the 2005-2006 Estimates. At the hearing the Parliament gave a PowerPoint presentation which gave an update on the progress on projects at Parliament House, proposed projects for 2005-2006 and information technology proposals for the forthcoming year. Prior to the hearing the Parliament completed the committee's annual budget estimates questionnaire which formed the basis for many of the questions during the hearing. The Parliament also gave the committee its response to the recommendations of its 2003-2004 budget outcomes report.

Audit Committee

As part of the Parliament's commitment to accountability and to comply with guidelines required by the Department of Treasury and Finance, a Parliament Audit Committee was established during the year under review. 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 comprises the Presiding Officers, the three Department Heads and two external members with the Finance Manager, Department of Parliamentary Services acting as Secretary. It held its first meeting on 15 November 2004 and also met on 21 February 2005 and 16 May 2005. The Clerk attended all meetings of the committee during the year under review.

An internal audit plan for the balance of the financial year was approved at the February meeting which will result in various aspects of the operations of the Parliament being subject to efficiency audits. The Legislative Council Papers Office was given a high priority in this process and the results are reported on in this report.

Committee Budget Arrangements

\$5.325 million was made available for the operations of Joint Investigatory Committees in 2004-2005 by the *Appropriation (Parliament 2004-2005) Act 2004*. This amount was a significant increase from the \$4.936 million in the previous year's Appropriation Act. However, the increased amount was only due to the establishment of three new Committees in 2003-2004, which required a further appropriation of \$300,000. As such, the budget of \$5.325 million for 2004-2005 was only a small increase over the full funding amount of \$5.236 million in 2003-2004.

In line with previous practice, the Presiding Officers decided to retain in reserve an amount equal to 4 per cent of total funding to fund new or unforeseen inquiries and to assist those committees with greater workloads that required additional funding.

A carry over of \$200,000 in unspent funds from 2003-2004 was approved by the Treasurer during the year in addition to the \$5.236 million. Actual expenditure for the 2004-2005 financial year was \$5.022 million.

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 to this report.



APPENDICES

APPENDIX

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.

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 and Governors' Inaugurations. 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, Members' accommodation, security of the building and its occupants, fire protection and requisitions for supplies and maintenance.

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 a small team of staff that service the needs of the President. The team is comprised of two key staff, a Parliamentary Adviser and an Administrative Assistant. 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 2004–2005

At Parliament House

WAYNE TUNNECLIFFE
Clerk of the Legislative Council

MATTHEW TRICARICO
Deputy Clerk and Clerk of Committees
(until 22 May 2005)
Deputy Clerk (from 23 May 2005)

RAYMOND WRIGHT
Usher of the Black Rod and
Clerk of the Records
(Resigned on 27 May 2005)

STEPHEN REDENBACH
Manager, Procedure and Projects Office
(until 22 May 2005)
Assistant Clerk – Procedure and Usher
of the Black Rod (from 23 May 2005)

ANDREW YOUNG
Assistant Clerk – Committees
(from 23 May 2005)

FELICITY MURPHY
Manager, Papers Office

MARY MARTIN
Executive Assistant to the Clerk of the
Legislative Council

GEOFFREY BARNETT
Parliamentary Adviser to the President
(until 19 April 2005)
Project Officer (from 20 April 2005)

JENNIFER FIUME
Administrative Assistant (President's Office)

DAVID SAMUEL
Parliamentary Officer – Projects
(on secondment from 31 January 2005)
Parliamentary Adviser to the President
(from 20 June 2005)

REBECCA WHITE
Parliamentary Officer – Client Services
(until 6 March 2005)
Procedural Research Officer
(on secondment from 7 March 2005)

DEBORAH GILLETTE
Parliamentary Officer – Papers and
Records (until 24 December 2004)

VIVIENNE BANNON
Papers and Records Officer
(from 28 February 2005)

ERICA McKENNA
Client Services Officer
(from 28 February 2005)

RUSSEL BOWMAN
Principal Attendant

MICHAEL STUBBINGS
Deputy Principal Attendant, Grade 3

GREGORY MILLS
Parliamentary Attendant, Grade 3

CARRIE JANSEN
Parliamentary Attendant, Grade 3
(until 8 October 2004)

JOANNA HANSEN
Parliamentary Attendant, Grade 1
(until 14 February 2005)
Parliamentary Attendant, Grade 3
(from 15 February 2005)

PETER ANASTASIOU
Parliamentary Attendant, Grade 2

PATRICK BORIBON
Parliamentary Attendant, Grade 1
(from 6 December 2004)

PHILIP STOITS
Parliamentary Attendant, Grade 1

NEIL McCORMACK
Parliamentary Attendant, Grade 1

At the Committee Premises – 35 Spring Street, Melbourne

Environment and Natural Resources Committee

CAROLINE WILLIAMS
Executive Officer

DAVID FAIRBRIDGE
Research Officer
(until 7 June 2005)

MARION PILLEY
Office Manager (until 4 August 2004)

VANESSA THOMAS
Office Manager (from 30 November 2004)

Economic Development Committee

RICHARD WILLIS
Executive Officer (until 2 July 2004)

RUSSELL SOLOMON
Executive Officer (from 26 August 2004)

KIRSTEN NEWITT
Research Officer

ANDREA AGOSTA
Office Manager

Law Reform Committee

MERRIN MASON
Executive Officer

JON CINA
Research Officer

MICHELLE McDONNELL
Research Officer

JAIME COOK
Office Manager

Road Safety Committee

ALEX DOUGLAS
Executive Officer

GRAEME BOTH
Research Officer

BETH KLEIN
Office Manager (until 20 March 2005)

Joint Committee Administration Office

ANDREW CAMPBELL
Administrative Officer

MARY PINK
Administrative Officer

At the Committee Premises – 157 Spring Street, Melbourne

Education and Training Committee

KAREN ELLINGFORD
Executive Officer

GABRIELLE BERMAN
Research Officer (until 16 July 2004)

NICHOLAS FISHER
Research Officer (until 7 January 2005)

ANDREW BUTLER
Research Officer (from 8 November 2004)

DAISY MARSHALL
Office Manager (until 6 December 2004)

Outer Suburban/Interface Services and Development Committee

SEAN COLEY
Executive Officer

CHANTEL CHURCHES
Research Officer (until 11 February 2005)

KEIR DELANEY
Research Officer (from 26 April 2005)

NATALIE MAI-HOLMES
Office Manager

APPENDIX

APPENDIX C MEMBERS OF THE LEGISLATIVE COUNCIL

55TH PARLIAMENT OF VICTORIA (FIRST SESSION OPENED 25 FEBRUARY 2003)

PROVINCE	NAME	PARTY	PROVINCE	NAME	PARTY
Ballarat	Ms. D. G. Hadden*	IND#	Melbourne	Mr G. W. Jennings*	ALP
	Hon. J. M. McQuilten*	ALP		Ms G. D. Romanes*	ALP
Central Highlands	Hon. R. G. Mitchell	ALP	Melbourne North	Ms C. C. Broad*	ALP
	Hon. E. G. Stoney*	LP		Hon. M. R. Thomson*	ALP
Chelsea	Mr. R. F. Smith*	ALP	Melbourne West	Hon. K. Darveniza*	ALP
	Mr. M. S. Viney	ALP		Hon. S. M. Nguyen*	ALP
Doutta Galla	Hon. M. M. Gould*	ALP	Monash	Hon. A. Coote*	LP
	Hon. J. M. Madden*	ALP		Mr. J. E. Scheffer	ALP
East Yarra	Hon. R. Dalla-Riva	LP	North Eastern	Hon. W. R. Baxter*	NP
	Hon. D. M. Davis*	LP		Hon. W. A. Lovell	LP
Eumemmerring	Hon. G. K. Rich-Phillips*	LP	North Western	Hon. B.W. Bishop*	NP
	Mr. A. Somyurek	LP		Hon. D. K. Drum	NP
Geelong	Mrs. E. C. Carbines*	ALP	Silvan	Ms C. D. Hirsh	IND#
	Hon. J. H. Eren	ALP		Hon. A. P. Olexander*	LP
Gippsland	Hon. P. R. Davis*	LP	South Eastern ^o	Hon. R. H. Bowden*	LP
	Hon. P. R. Hall*	NP			
Higinbotham	Mr. N. F. Pullen	ALP	Templestowe	Ms. L. Argondizzo	ALP
	Hon. C. A. Strong*	LP		Hon. W. Forwood*	LP
Jika Jika	Ms. J. Mikakos*	ALP	Waverley	Hon. A. R. Brideson*	LP
	Hon. T. C. Theophanous*	ALP		Mr. J. Lenders	ALP
Koonung	Hon. B. N. Atkinson*	LP	Western	Hon. D. Koch	LP
	Hon. H. E. Buckingham	ALP		Hon. J. A. Vogels	LP
			Western Port ^o	Mr J. G. Hilton	ALP

NOTES

ALP	Australian Labor Party	23 Members
LP	Liberal Party	15 Members
NP	National Party	4 Members
IND	Independent	2 Members

* 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 redistribution. 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 D. G. Hadden MLC resigned from the Australian Labor Party on 7 April 2005.
Ms C. D. Hirsh MLC resigned from the Australian Labor Party on 17 September 2004.



APPENDIX D
SELECTED STATISTICS RELATING TO SITTINGS OF THE
LEGISLATIVE COUNCIL, 2000-2001 TO 2004-2005

	2000-2001	2001-2002	2002-2003	2003-2004	2004-2005
Number of days House met	43	48	37	43	47
Number of hours House met	462.15	450.13	389.57	452	435.47
Average number of hours per sitting	10.45	9.22	10.08	10.3	9.14
Bills dealt with					
Initiated in L.C.	9	10	13	1	1
Initiated in L.A.	101	91	77	103	97
Passed without amendment	92	90	69	103	91
Passed with amendments	9	11	6	3	2
Defeated	4	2	1	0	0
Lapsed	0	0	0	1	0
Withdrawn	0	0	0	0	0
Ruled out of Order	0	0	0	0	0
Sets of amendments circulated	12	16	25	27	28
Questions on notice processed	1,263	1,497	898	2,826	1,670
Petitions tabled	16	11	15	53	73
Papers tabled (total)	958	940	1,008	1,038	1,074
Annual reports	443	369	322	342	328
Statutory Rules (incl. attachments)	128	159	142	158	177
Planning schemes & amendments	283	327	350	378	362
Proclamations	41	45	30	47	46
Other (including special reports, Parliamentary Committee reports etc)	63	40	164	113	161

APPENDIX

APPENDIX E STATISTICS RELATING TO COMMITTEES ADMINISTERED BY THE DEPARTMENT OF THE LEGISLATIVE COUNCIL

	EDC	ETC	ENRC	LRC	OSISDC	RSC
Deliberative Meetings						
Full committee	23	20	10	8	8	14
Sub committee	2	1	—	—	2	—
Public Hearings						
Full committee	10	9	15	4	6	12
Sub committee	1	2	—	4	—	—
Visits/Inspections						
Full committee	11	10	4	1	5	22
Sub committee	—	3	—	1	—	—
Reports Presented	2	1	1	—	1	2
Discussion Papers Produced	—	—	—	2	—	—

NOTE

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



APPENDIX F LEGISLATIVE COUNCIL EXPENDITURE STATEMENTS, 2004-2005

2003-2004 ACTUAL \$	EXPENDITURE	2004-2005 BUDGET \$	2004-2005 ACTUAL \$
922,574	Staff salaries, allowances and overtime	1,227,000	1,010,005
962,018	Subsidiary expenses (1)	880,000	1,105,470
206,216	General expenses	627,000	298,937
80,851	Parliamentary printing	235,000	67,282
4,328	Auditor-general's office audits	12,500	11,500
2,175,987	Total - Departmental	2,981,500	2,493,194
Legislative Council - Members - Special Appropriations			
5,523,084	Members salaries and allowances	6,227,333	5,636,559
5,166,666	Parliamentary contributory super. fund	5,166,667	5,166,667
10,689,750	Total - members	11,394,000	10,803,226
12,865,737	TOTAL	14,375,500	13,296,420

NOTE

- 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 2004-2005.

JOINT INVESTIGATORY COMMITTEES

2003-2004 ACTUAL \$	COMMITTEE	2004-2005 BUDGET \$	2004-2005 ACTUAL \$
466,470	Drugs and Crime Prevention Committee	474,100	447,283
191,668	Economic Development Committee	409,400	316,510
406,024	Education and Training Committee	376,800	371,941
260,541	Environment and Natural Resources Committee	410,900	353,571
227,421	Family and Community Development Committee	372,700	321,406
329,604	Law Reform Committee	478,900	406,847
248,587	Outer Suburban/Interface Services and Development	278,800	252,536
730,070	Public Accounts and Estimates Committee	727,500	681,490
338,241	Road Safety Committee	330,000	336,155
298,415	Rural and Regional Services and Development	264,200	270,497
411,581	Scrutiny of Acts and Regulations Committee	475,900	452,046
850,160	Joint Committee Administration Office	962,800	810,135
4,758,782	TOTAL	5,562,000	5,020,417

NOTE

- 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 2004-2005.

APPENDIX

APPENDIX G MAJOR OUTPUTS AND PERFORMANCE MEASURES

LEGISLATIVE COUNCIL

MAJOR OUTPUTS/DELIVERABLES PERFORMANCE MEASURES	UNIT OF MEASURE	2003–2004 ACTUAL	2004–2005 TARGET	2004–2005 EXPECTED OUTCOME	2005–2006 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	100	100	80	80
Visitors satisfaction with service quality in relation to tours of Parliament	per cent	80	80	80	85
Timeliness					
House documents tables within time guidelines	per cent	95	95	90	90
Parliamentary documents available one day after sitting day	per cent	98	98	98	98
Cost					
Total output cost	\$ million	12.9	14.1	14.1	8.8(a)

NOTE

(a) The reduction is due to the cessation of funding for the Parliamentary contributory superannuation fund. The three year actuarial assessment, required under the Parliamentary Salaries and Superannuation Act 1968, determined that past funding has brought the superannuation fund into surplus for the next three years: accordingly, funding for superannuation is not required for this period and will be reassessed in three years

JOINT PARLIAMENTARY INVESTIGATORY COMMITTEES

MAJOR OUTPUTS/DELIVERABLES PERFORMANCE MEASURES	UNIT OF MEASURE	2003–2004 ACTUAL	2004–2005 TARGET	2004–2005 EXPECTED OUTCOME	2005–2006 TARGET
Reports tabled and papers published					
Quantity					
Procedural references updated biannually	number	6	5	5	5
Inquiry reports tabled per annum	number	18	10	10	10
Quality					
Committee Members satisfied with accuracy and timeliness of procedural and administrative advice	per cent	80	80	80	80
Inquiry and Statutory Reports produced in compliance with statutory and legislative requirements	per cent	100	100	100	100
Timeliness					
Statutory Reports tabled within statutory deadlines	per cent	100	100	100	100
Cost					
Total output cost	\$ million	5.1	5.3	5.3	5.5

Source: Parliament of Victoria



APPENDIX H PROVISION OF SERVICES BY THE LEGISLATIVE COUNCIL, 2004-2005

A) Functions

4th/19th Prince of Wales Light Horse Regiment Dinner to commemorate the "Charge of Beersheba"

Melbourne University 35th Medical Reunion Dinner

5th Annual Conference of the International Association of Forensic Mental Health Services

6th Annual Waverley Art Competition

500 Club's 10th Anniversary Cocktail Reception

ALTHLOS Foundation Cocktail Reception

Angliss Neighbourhood House Morning Tea

Australia Foundation for Women Reception

Australia India Chamber of Commerce Incorporated Annual Company Dinner

Australian Intercultural Society's Ramadan Iftar Dinner

Australian Unity Australia Day Breakfast

Australian Wheat Board Industry Dinner

"Blue suits", Carlton Football Club Reception

Chabad Institutions of Australia – Chanukah Lighting Ceremony

Children's Cancer Centre, Royal Children's Hospital, Annual Conference Dinner

Committee for Melbourne's Future Focus Group Cocktail Party

Council on the Ageing Victoria – Forever Strong Awards

Davies Collison Cave Staff Cocktail Party

Duke of Edinburgh Awards

Eltham Primary School Band Performance

Eureka Musical Singers Reception

Gardiner Foundation Promotional Reception

Hellenic Australian Sports Foundation Scholarship Presentation

History Council of Victoria Conference

Indigenous Women's Workshop

Institute of Public Administration Victoria Afternoon Tea

Lady Mayoress' Committee Annual Exclusive Dinner

Launch of Carers Week "Caring Matters"

Launch of "Greatcompany" for young professionals

Melbourne Football Club "Red and Blue Ball"

Metropolitan Ambulance Service Community Hero Awards

Monash Medical Centre Volunteer Appreciation Day Lunch

MSI Legal and Accounting Network Gala Dinner

National Excellence in Teaching Awards

Peter MacCullum Cancer Centre AGM

Public Interest Law Clearing House Anniversary Dinner

Road Safety Support Team, Epworth Hospital Memorial Service

Rotary Club Centenary Dinner

Royal Australian College of General Practitioners Fellowship Awards

Royal Life Savers Afternoon Tea

Servier Laboratories Dinner

Sir John Monash Foundation Commemorative Service

Sydenham Primary School Planning Conference

The Lighthouse Foundation Fashion Parade and Silent Auction

Toyota Annual Awards Dinner

United Nations Youth Council Conference

University of Melbourne Reunion of Medical Graduates Dinner

Victorian Curriculum and Assessment Authority Awards Presentation

Victorian VCE Achiever Awards

Victorian Women Lawyers Achiever Awards

Women's International Jazz Festival Superband

World Refugee Day Forum

YMCA Youth Parliament Morning Tea

B) Legislative Council Committee Room

Australian Senate Select Committee on the Administration of Indigenous Affairs

Australian Services Union State Conference

Castan Centre for Human Rights Lecture

Fred Hollows Foundation Meeting

Monash University Governance Research Conference

Taste of Victoria Reception

The Melbourne Scots Whiskey Tasting

Transport Accident Commission Dinner

Victorian Beverages Council Lunch

C) Gardens & Front Steps

10th Ivanhoe Ventures Photographs

4th Brigade Reserve Response Force Training Exercise

Australian National Antarctic Research Function

Australia Post – Launch of Eureka Stockade 150th Anniversary Stamps

Australia Signing Choir Performance

Cruising Magazine Photoshoot

Environment Victoria and Metlink Public Transport Challenge 'checkpoint'

Filming for Burberry Productions, Channel 7

Launch of the Melbourne Legal Precinct Map

Lions Club, Worlds Biggest BBQ

Loretto Mandeville Hall School Photograph

RSL Victoria Branch, 86th Anniversary of Armistice/Remembrance Day

Sri Chinmoy Self-Transcendence Bike Ride commencing from the Front Steps

VicHealth's 'Walking School Bus'

D) Queens Hall Exhibitions

Anglo-Indian Association Cultural Exhibition

Chinese Artists/Calligraphers Exhibition

Community History Awards Exhibition

Indigenous Art Exhibition to commemorate "Sorry Day"

Geelong Region Alliance Expo

"Making Tracks", 150 Years of Railway Exhibition

Melbourne Turkish Community & RSL Victoria

Mildura and Regions' Agricultural Produce

Ringwood Secondary College 50th Anniversary Exhibition

Tibet Art and Cultural Exhibition

Timber Communities Australia

Travellers Aid Society of Victoria Exhibition

Union of Australian Women Photographic Exhibition "Nothing on a Plate"

APPENDIX

APPENDIX I DISTINGUISHED VISITORS AND OFFICIAL DELEGATIONS, LEGISLATIVE COUNCIL, 2004–2005

a) Distinguished Visitors and Official Delegations

- Professor Chunying Xin, Member of the Standing Committee of the National People's Congress of China
- Delegation from Dublin, Ireland, led by Dr Rory O'Hanlon, Chairman of the Dail
- Delegation from the UK Parliament, led by Andrew Bennett MP
- Deputy Speaker of the Hungarian National Assembly, Dr Ibolya Dávid
- Member of Parliament from Croatia, Mr Ivan Vucic
- Delegation from the European Parliament, led by Mr Neil Parish MEP
- Delegation from the Parliament of Sri Lanka, led by Hon Mahinda Samarsinghe
- Delegation from the Republic of Turkey, led by His Excellency, Mr Bülent Arinç
- Delegation from Kuwait, led by Mr Abdulwahid M. Al-Awadhi MP
- Australian Political Exchange Council Ninth Delegation from Vietnam, led by Mr Nong Zouc Tuan
- Delegation from Jiangsu Province People's Political Consultative Conference led by, Vice Chairman, Madam Lin Yuying
- Delegation from the Kingdom of Cambodia, led by, His Excellency Mr Ouk Bounchhoeun

b) Official Calls

- Ambassador of France, His Excellency Mr Patrick Henault
- British Consul General to Melbourne, Mr Peter West
- Ambassador of Peru, Her Excellency, Ms Martha Toledo-Ocampo
- High Commissioner for the Republic of Cyprus, His Excellency, Mr Achilles Antionades
- Ambassador of Indonesia, His Excellency, Mr Imron Cotan
- Ambassador of Sweden, Her Excellency, Mrs Karin Ehnbonm-Palmquist
- High Commissioner for the Republic of Kenya, His Excellency, Mr John Lanyasunya
- Ambassador of Jordan, His Excellency, Mr Samir Masarweh
- Consul General of Japan, Mr Shisei Kaku
- Ambassador of Iran, His Excellency, Dr Hamid Aboutalebi
- High Commissioner for the People's Republic of Bangladesh, His Excellency, Mr Arshaf-ud-Doula
- Consul General of France, Mr Laurent Delahousse
- Ambassador of Switzerland, His Excellency, Mr Christian Mühlethaler
- Ambassador of Chile, His Excellency, Mr Fernando Schmidt
- High Commissioner for the Republic of Uganda, His Excellency, Dr James Lukabyo

APPENDIX J SUPPLEMENTARY INFORMATION AS AT 30 JUNE 2005

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	\$ 728.00
Envelopes	\$2,961.00
Other Stores incl. Pads, With Compliments slips, etc	\$1,950.00

CREDITORS

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

Annual Leave	\$106,777.42
Long Service Leave	\$360,555.00



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 the following:

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





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