



**DEPARTMENT OF THE
LEGISLATIVE COUNCIL**

**annual report
1998-1999**



**1 JULY 1998
to
30 JUNE 1999**

© Department of the Legislative Council

Annual Report Contact:

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30 November 1999

The Hon. B.A. Chamberlain, M.L.C.,
President of the Legislative Council,
Parliament House,
MELBOURNE 3002

Dear Mr. President,

I have pleasure in forwarding to you my report to the Legislative Council on the operations of the Department of the Legislative Council for the year ended 30 June 1999.

The report reveals that 1998-99 was again a particularly busy year for the Department. As there is nothing to suggest that the demands made upon the administration will abate in the years ahead, it is important that the Department enter the new millenium well positioned to service the House and the Parliament in general. I am confident that this will be the case.

As you are aware, this is the last occasion on which I shall be reporting to the House. Accordingly, I wish to thank you for your support as the Department's "ministerial" head and to place on record my sincere thanks to the staff who have contributed in first class fashion to the work of the Department during my tenure as both Clerk of the House and Clerk of the Parliaments. Their efforts are truly appreciated.

Yours sincerely

A handwritten signature in black ink, appearing to read "A.V. Bray".

A.V. Bray
Clerk of the Legislative Council



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DEPARTMENT OF THE LEGISLATIVE COUNCIL

REPORT OF THE CLERK OF THE LEGISLATIVE COUNCIL TO
THE HOUSE ON THE OPERATIONS OF THE DEPARTMENT
OF THE LEGISLATIVE COUNCIL FOR THE PERIOD
1 JULY 1998 TO 30 JUNE 1999





role of the department

MISSION

To provide effective apolitical support and assistance to the Parliament in general and, specifically, the Legislative Council, parliamentary committees, and the President and Members of the Legislative Council in fulfilling their constitutional role and responsibilities as an arm of the legislature of Victoria.

PRINCIPAL OBJECTIVES

In meeting its Mission, the Department of the Legislative Council is guided by five principal objectives. These are:

1. To ensure that the business of the Legislative Council and committees is conducted in accordance with constitutional and other statutory requirements, the Standing and Sessional Orders, relevant parliamentary practice and the traditions of the Westminster system.
2. To provide appropriate support services for the Legislative Council, Members, the committees serviced by the Department, the Clerk of the Parliaments, and the Commonwealth Parliamentary Association (Victoria Branch), and to ensure that the resources of the Department are managed in the most efficient and effective manner.
3. To provide Legislative Councillors, parliamentary committee members and staff with an adequate, safe and healthy working environment and to implement staff management practices designed to ensure both personal satisfaction and the achievement of the Department's and the committees' work objectives.
4. To provide to interested parties timely information and/or documents relating to the proceedings of the Legislative Council and parliamentary committees and to take such other measures as are necessary to promote public awareness and education of the electorate of the role, functions and processes of the Legislative Council and participation in the committee process.
5. To ensure the maintenance and security of the Legislative Council and other precincts, including parliamentary committee accommodation, and assist in the management of Parliament House and surrounds as one of Victoria's most historic buildings and grounds, as well as its valuable historic collections.

THE YEAR UNDER REVIEW

Major highlights of the year under review include —

- ▶ The Department played a pivotal role in arrangements for the highly successful conduct of the 13th Regional Seminar of the Commonwealth Parliamentary Association (CPA).
- ▶ A Corporate Plan was developed for the Parliamentary Departments and significant progress made on the preparation of the 1999-2000 Business Plan for the Department.
- ▶ A substantial contribution was made to works aimed at enhancing fire protection and security at Parliament House.
- ▶ Significant progress was made on the development of a procedural database.

ROLE OF THE DEPARTMENT

The Department's main role is to service the Legislative Council, a number of parliamentary committees and, presently, the Commonwealth Parliamentary Association (Victoria Branch).

This role is carried out by providing apolitical support and assistance to the Parliament in general and, specifically, the Legislative Council, parliamentary committees, and the President and Members of the Legislative Council in fulfilling their constitutional role and responsibilities as an arm of the legislature of Victoria. The Department:

- ▶ directly services the Legislative Council, certain parliamentary committees and the Commonwealth Parliamentary Association (Victoria Branch);
- ▶ produces and supplies to interested parties material relating to the proceedings of the Legislative Council and committees;
- ▶ assists in the maintenance, management and security of Parliament House;
- ▶ assists in the promotion of public awareness and education of the electorate about the Parliament; and
- ▶ provides support for the conduct of various parliamentary and non-parliamentary events staged at Parliament House.

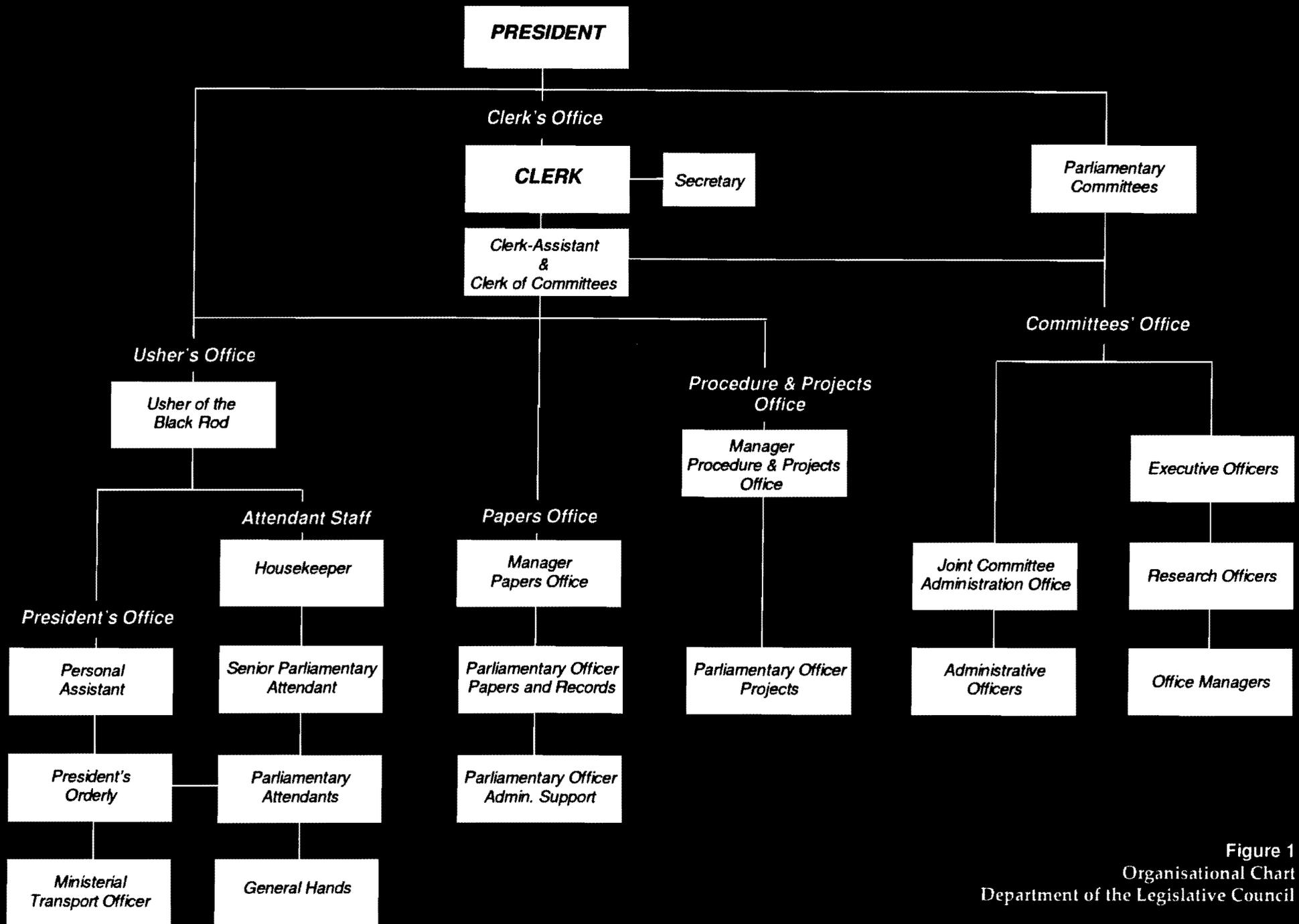


Figure 1
 Organisational Chart
 Department of the Legislative Council

procedure and advice

PRINCIPAL OBJECTIVE I

To ensure that the business of the Legislative Council and committees is conducted in accordance with constitutional and other statutory requirements, the Standing and Sessional Orders, relevant parliamentary practice, and the traditions of the Westminster system.

SITTINGS OF THE HOUSE

The Legislative Council first met in the year under review on 6 October 1998. It sat for 11 days, 5 of which involved sittings beyond midnight. It adjourned until a day and an hour to be fixed by Mr President on 18 November 1998.

The House reconvened on 13 April 1999. It adjourned on 3 June 1999 after 15 sitting days. The Council sat beyond midnight on 4 occasions during the Autumn sittings.

Legislative Council sitting patterns for the past 10 years are shown in Figures 2, 3 and 4. Appendix D provides detailed sitting data for the past five years.

STANDING ORDERS AND OTHER HOUSE COMMITTEES

The Department provides secretarial support for the Standing Orders Committee, Privileges Committee and the Joint Printing Committee, for any select committees established by the Council and, in rotation with the Department of the Legislative Assembly, for any joint select committees which may be appointed.

There were no meetings of any of these committees during the year under review. No select committees were established during 1998-99.

QUESTIONS ON NOTICE

In 1998-99 the Department processed 876 Questions on Notice. The changing trend in the number of Questions on Notice processed by the Department may be examined in Figure 5.

PROCEDURAL DATABASE

A prototype Legislative Council procedural database, comprising Mr President's rulings together with references to Standing and Sessional Orders and to other procedural authorities, was completed this year. The database has a comprehensive search facility, and can be configured to locate, order and display information according to individual needs. Information can be saved to disk or printed. Written in Lotus Notes, the Department is currently testing, evaluating and refining the database.



OPERATIONAL HIGHLIGHTS

- ▶ In 1998-99 the Legislative Council sat for 26 days. It sat for a total of 259 hours with each sitting averaging 10 hours.
- ▶ In 1998-99 the Department processed 876 Questions on Notice.
- ▶ In July 1998 Mr President and the Clerk of the House attended the 29th Conference of Presiding Officers and Clerks held in Sydney.
- ▶ A prototype Legislative Council Procedural Database, comprising Mr President's Rulings, was developed and is now being tested.

PRESIDING OFFICERS AND CLERKS CONFERENCE

Mr. President and the Clerk of the Legislative Council attended the 29th Conference of Presiding Officers and Clerks in Sydney during July 1998. Mr. President presented a paper at the Conference entitled *Publishing and the Parliament*.

As in the past, this Conference provided the opportunity for both formal and informal discussions on a range of procedural and other matters impacting on the operation and servicing of Parliament. Both Mr. President and the Clerk attended the meeting of the Australian Region Management Committee of the CPA, held in conjunction with this conference.

FIGURE 2

Sitting Days, Legislative Council, 1989-90 to 1998-99

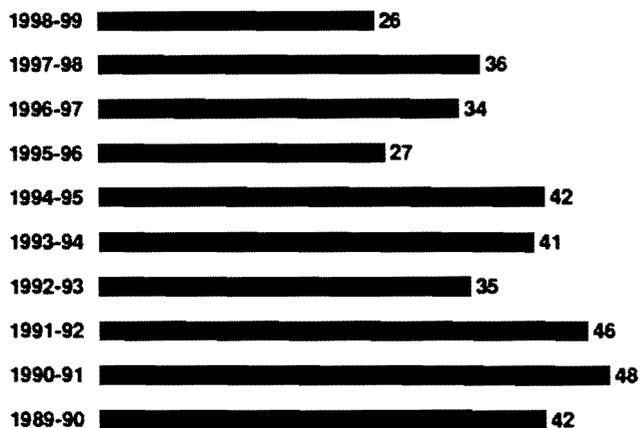


FIGURE 3
Sitting Hours, Legislative Council, 1989-90 to 1998-99

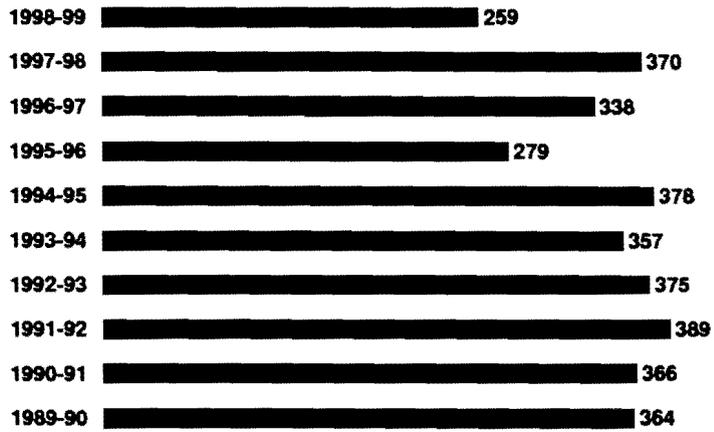


FIGURE 4
Average length of daily sittings (hours), Legislative Council, 1989-90 to 1998-99

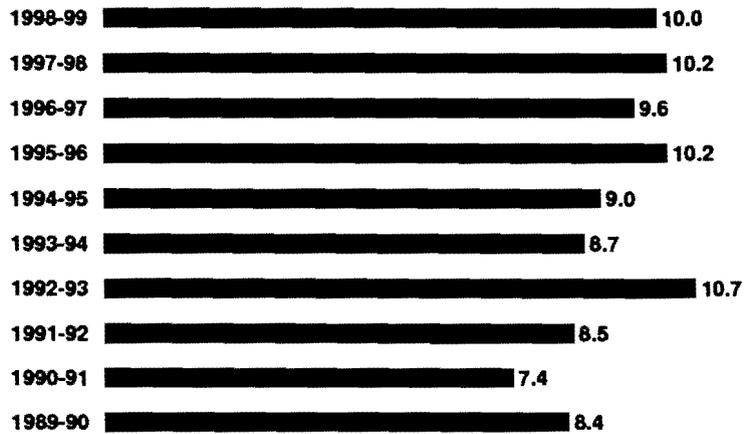
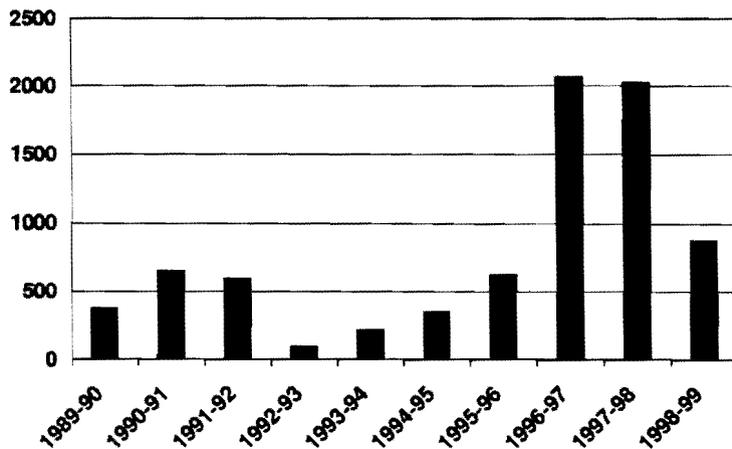


FIGURE 5
Questions on Notice processed by the Department of the Legislative Council, 1989-90 to 1998-99.



operational support

PRINCIPAL OBJECTIVE II

To provide appropriate support services for the Legislative Council, Members, the committees serviced by the Department, the Clerk of the Parliaments, and the Commonwealth Parliamentary Association (Victoria Branch), and to ensure that the resources of the Department are managed in the most efficient and effective manner.

FINANCE

Funding for the Legislative Council is provided in two ways — via Special Appropriations and the annual Parliament Appropriation Act.

Special Appropriations cover the payment of Members salaries and allowances pursuant to *the Parliamentary Salaries and Superannuation Act 1968*, where whatever is required to be paid by way of prescribed salary, allowances and pension contributions is automatically appropriated. They also cover the costs of Joint Investigatory Committees (paid under the *Parliamentary Committees Act 1968* following approval of budgets by the Presiding Officers) and the fixed appropriation for the Council (paid under the *Constitution Act 1975*).

The annual Parliament Appropriation Act provides funds for capital and current purposes of the Parliament. Consistent with budget changes in the public sector in line with the new focus on service delivery the *Appropriation (Parliament 1998/99) Act 1998* provided appropriations on the following basis for the first time:

- Provision of outputs - appropriations covering the expenses of departments of the Parliament incurred in the delivery and purchase of outputs; and
- Additions to the net assets base - appropriations for the net increase in the capital base of departments.

In 1998-99 the Legislative Council's budget did not contain funds for capital purposes. However, this situation has been addressed for 1999-2000.

The 1998-99 Act again provided 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 ensures that the Legislative Council's annual budget is guaranteed by law. It is in the best interests of the Legislative Council that this arrangement continue, and that

OPERATIONAL HIGHLIGHTS

- ▶ On behalf of the Commonwealth Parliamentary Association — Victoria Branch, the Department successfully hosted the CPA's 13th Australian and Pacific Regional Seminar in July 1998.
- ▶ The Department contributed to the development of the Parliament of Victoria's first Corporate Plan which was signed off by the Presiding Officers in May 1999.
- ▶ The five Joint Investigatory Committees for which the Department is administratively responsible completed six major inquiries.
- ▶ Replacement of outmoded computer equipment and the utilisation of new software extended the technological capabilities of the Department.
- ▶ Upgrading of the Department's computer network.

authority in relation to the expenditure of funds remains with the Clerk rather than being effectively transferred to the head of another Parliamentary Department.

For budgeting purposes 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 represent a summary of the department's main functions in relation to the sittings of the House, together with the expected number of committee meetings and some education and public relations related activities, and are reported on in the Budget Papers. Some measures and targets were refined for 1998-99 and further adjustments were made for the 1999-2000 Budget Papers presented in May 1999.

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 (i.e., pay-roll tax, superannuation levy, WorkCover levy), expenses of select committees, parliamentary printing, an Advance to the President to meet urgent and unforeseen expenditure of the Legislative Council and a grant to the Commonwealth Parliamentary Association.

The sources of the Council's budget for 1998-99 were —

<i>Special Appropriations</i>	
▶ Members' salaries and allowances	\$4,500,000
▶ Parliamentary Contributory Superannuation Fund	\$2,697,000
▶ Clerk and expenses of the Legislative Council	\$100,000
▶ Clerk of the Parliaments	\$1,000
▶ Auditor-General's Office Audit	\$5,000
<i>Parliament Appropriation Bill</i>	
▶ Legislative Council Output Group 801	\$4,164,000
<i>Carryover of unexpended funds from 1996-97</i>	
	\$53,000

The Special Appropriation for the Joint Investigatory Committees was \$4,157,000 of which the Council's share for the five committees serviced by the department was \$1,835,000.

The detailed figures for 1998-99 for both the department and the committees appear in the financial statement in Appendix E to this report and a breakdown of expenditure for the Legislative Council on a percentage basis is depicted in the chart below.

FIGURE 6

Total Expenditure, Members and Departmental Expenditure, 1998-99. N= \$11,172,983 (Source: Appendix F).

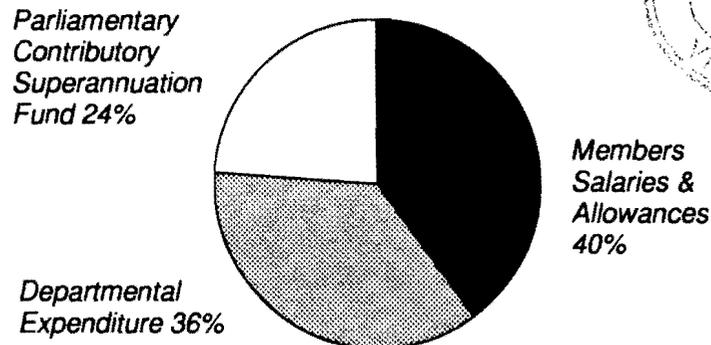
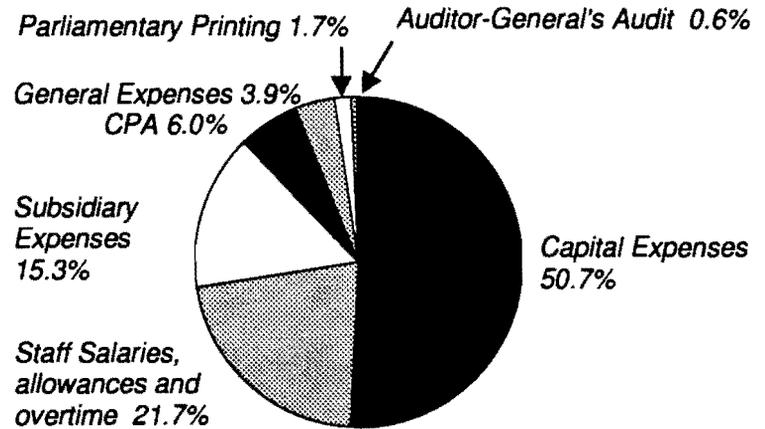


FIGURE 7

Expenditure (%), Department of the Legislative Council, 1998-99. N= \$4,040,755 (Source: Appendix F).



In 1998-99 the Council again operated within its budget, due largely to a surplus in Parliamentary printing and no expenditure being required from the President's Advance or on select committees. A surplus of \$282,244 on recurrent expenses was achieved and the Treasurer's approval was sought pursuant to the *Financial Management Act 1994* to carry forward \$58,000 of unspent funds to 1999-2000 to provide additional funds for projects to be undertaken in the next financial year. These include the replacement of Chamber computers used by Table Officers, the publication of a book on the construction of Parliament House, preliminary research for the 150th anniversary of the first Legislative Council and the preparation and publication of materials for the intake of new Members in the 54th Parliament.

PARLIAMENTARY DEPARTMENTS' CORPORATE PLAN

In early 1999 the Heads of the Parliamentary Departments developed an over-arching Corporate Plan setting out the collective goals and objectives for those departments. The Corporate Plan's vision is that the Parliamentary Departments be "the most innovative, cost-effective and responsive State parliamentary administration in Australia" with a mission "to provide apolitical, professional, innovative and integrated support services and information to the Parliament and its Members in the interests of the people of Victoria".

The Corporate Plan is underpinned by the core values of impartiality, integrity, responsiveness and confidentiality and aspires to excellence, teamwork, innovation and flexibility. It identifies goals in relation to the following areas: "Our People", "Education and Community Relations",

"Communication", "Technology", "Finance" and "Resource Management", "Service", "Information" and "Continuous Improvement". For each of these goals there are a series of objectives.

Each of the Parliamentary Departments will prepare their own Business Plan directed at attaining the Corporate Plan's goals and objectives.

The Corporate Plan was endorsed by the Presiding Officers on 10 May 1999.

DEPARTMENT OF THE LEGISLATIVE COUNCIL BUSINESS PLAN

Following the adoption of the Corporate Plan work began on the Department of the Legislative Council's Business Plan for 1999-2000. A project team comprising the Clerk-Assistant, Usher of the Black Rod and Senior Parliamentary Officer met to prepare the initial draft for circulation to staff. The draft was expected to be completed early in the new financial year and will be the subject of a fuller report in the next annual report.

JOINT INVESTIGATORY COMMITTEES

The Department is responsible for the administration of five joint investigatory committees — the Environment and Natural Resources Committee, the Family and Community Development Committee, the Federal-State Relations Committee, the Law Reform Committee, and the Road Safety Committee.

ENVIRONMENT AND NATURAL RESOURCES COMMITTEE

The Committee accepted Terms of Reference for an Inquiry into the Utilisation of Victorian Native Flora and Fauna — concerned with utilisation activities ranging from kangaroo harvesting and emu farming to wildflowers and ecotourism — in August 1998. A Discussion Paper released in November 1998 drew 70 submissions. In February 1999 the Committee inspected wildflower industry practices in the Netherlands and Israel and wildlife management in Zimbabwe. In Israel, the Committee met with the Chairman of the Knesset, Mr Dan Tichon, and with a delegation from the Zimbabwean National Parliament while in Zimbabwe. In Melbourne, the Committee received a visit from the World Co-Chairman of the Jewish National Fund. In March 1999 the Committee conducted inspections in Victoria (Melbourne, the Grampians, Phillip Island and South Gippsland) and South Australia. Public hearings were held in April and May 1999 after which the Committee commenced preparation of its draft Report.

Terms of Reference for an Inquiry into the Contribution of Older Motor Vehicles to Air Pollution were accepted by the Committee in February 1999. Preliminary background work was commenced.

FAMILY AND COMMUNITY DEVELOPMENT COMMITTEE

The Committee continued with its Inquiry into the Effects of Television and Multimedia on Children and Families in Victoria. In February 1999 an inspection of Bendigo Secondary College was held in support of the Inquiry. Public hearings were held in November and December 1998. Work on the Inquiry continues.

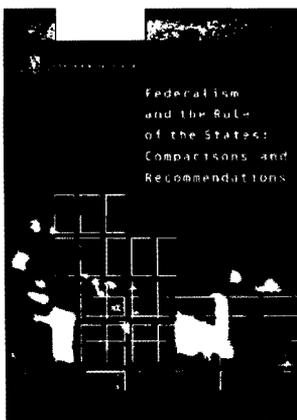


FEDERAL-STATE RELATIONS COMMITTEE

The Committee continued work on its ongoing Inquiry into overlap and duplication of roles and responsibilities between the Commonwealth and the State; and areas of responsibility for which the Commonwealth should have an enhanced role for the benefit of Federation.

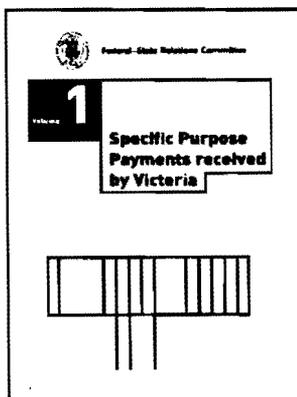
In October/November 1998, the Committee tabled its second report entitled *Australian Federalism: The Role of the States*. This report presented a history of Australian federalism with special emphasis being placed on changes since the 1980s.

The Committee tabled its third report — *Federalism and the Role of the States; Comparisons and Recommendations*, in May 1999. This report examined contemporary federalism overseas and made recommendations for strengthening Australian federalism.



The Committees' fourth report, *Register of Specific Purpose Payments Received by Victoria*, was tabled in May 1999. The report examines the impact of federal funding on State policy and finances.

In June 1999, the Committee attended a seminar in Canberra on international treaty making held by the Commonwealth Joint Standing Committee on Treaties, at which the Chairman presented a paper.

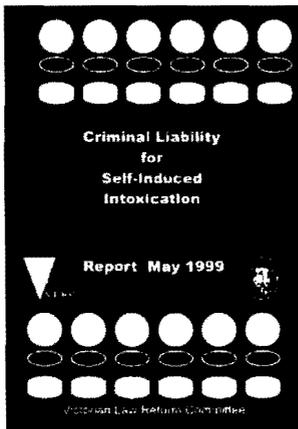


In July 1998, the Committee visited Germany, Belgium and the United Kingdom in support of its ongoing inquiry into "overlap and duplication of roles and responsibilities between the Commonwealth and the States". The Committee hosted meetings with the Northern Territory Legal and Constitutional Committee, the Western Australian Legislative Assembly Standing Committee on Uniform Legislation and Intergovernmental Agreements, a delegation of members from the German Bundesrat, and two Canadian visitors. In February 1999 the Committee held a Federalism Workshop and a public hearing.

LAW REFORM COMMITTEE

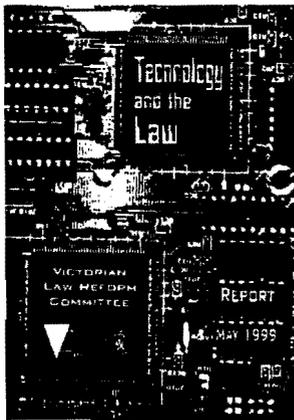
In May 1999 the Committee tabled its report on *Criminal Liability for Self-Induced Intoxication*. This followed study tours which were undertaken in Sydney and Brisbane (February 1999), and in Adelaide and Darwin (April 1999) in support of the inquiry. Evidence was taken and public hearings held in

March 1999. The Committee also released *Criminal Liability for Self-Induced Intoxication — Issues Paper No 1*.



The Committee's report on *Technology and the Law* was also tabled in May 1999. In July 1998 the Committee visited the United States and the United Kingdom, and Sydney in May 1999. Public hearings were held in November 1998 while The Committee's newsletter — *Future in Retrospect – Victorian Law Reform Committee Newsletter* — was released in January and June (two editions) 1999.

In September 1998 the Committee attended the 16th Annual Conference of the AIJA held in Melbourne, and in April 1999 the Australian Institute of Administrative Law Conference held in Canberra.



ROAD SAFETY COMMITTEE

In June 1999 the Committee tabled its report on *Walking Safely* — an inquiry into the incidence and prevention of pedestrian accidents. In support of this inquiry, the Committee held public hearings in Brisbane and the Gold Coast (November-December 1998) and Melbourne (April 1999). Informal meetings were held in Darwin and Alice Springs (November-December 1998) and in New Zealand (June 1999). Visits and inspections were also held in the interstate locations, in New Zealand and in Melbourne.

The Committee observed car and bus roadworthiness testing, random roadside inspections, and heavy vehicle testing in March and May 1999.



The Committee was represented at the Local Government Road Safety Conference (Sydney, July 1998); the National Road Safety Summit (Canberra, September 1998); the Road Safety Research, Policing and Education Conference (Wellington, November 1998); and the Third Meeting of Australian Parliamentary Road Safety Committees and the Symposium on International Visitors and Road Safety in Australia (Brisbane, May 1999).

The Committee hosted visits from road safety experts from the United States of America in March and April 1999.

JOINT COMMITTEE ADMINISTRATION OFFICE

In 1998-99 the Joint Committee Administration Office assisted the Joint Investigatory Committees in meeting their inquiry and reporting obligations. In addition to providing on-going support, JCAO staff members either were seconded or provided staffing relief for extended periods to four Committees. Consequently, in order to meet workloads, part-time staff undertook full-time duties while temporary agency staff had to be engaged.

JCAO arranged for the purchase and maintenance of various items of electronic and business equipment, including a

multimedia projector, transcribers and shredders. The Committee network and backup servers were upgraded, and testing was completed to ensure Y2K compliance.

JCAO hosted visits from the Principal Committee Clerk from the Parliament of Samoa, and from staff of the Parliament of the Republic of Namibia. The Office also supervised work experience students who visited the Committee offices as part of their program.

COMMITTEE BUDGET ARRANGEMENTS

The total budget for the Joint Investigatory Committees in 1998-99 was \$4.157 million provided by way of Special Appropriations and compares with total expenditure of \$3.182 million.

The total of \$4.157 million included \$200,000 to be allocated by the Presiding Officers for new inquiries received during the year. This initiative was agreed to by the Treasurer following representations by the Presiding Officers during 1997-98. During 1998-99 Mr. President approved new inquiry budgets of \$60,000 for the Law Reform Committee's inquiry into the Effects of self-induced Intoxication and \$35,000 for the Road Safety Committee's inquiry into Vehicle Roadworthiness. \$52,500 remained in the unallocated funds for new inquiries at 30 June 1999.

The 1999-2000 Budget Papers provided for a Special Appropriation of \$3.931 million for the Joint Investigatory Committees. \$200,000 was again set aside for new inquiries received during the year. All committees' estimates were reduced to meet the total budget figure.

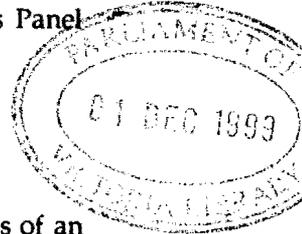
COMMITTEE STAFFING REVIEW

In May 1998, following representations by the Chairman of the Public Accounts and Estimates Committee regarding the implications of the additional responsibilities conferred by the *Audit (Amendment) Act 1997* on that committee's staff, the Presiding Officers requested the Office of the Public Service Commissioner to conduct a review aimed at ensuring the provision of adequate research support and recognition of the changes in the work value of the committee's Executive Officer. To gain maximum benefit from the review it was also decided to examine the work requirements and staffing structure of some of the other committees. Consequently, the Law Reform Committee, Road Safety Committee and Scrutiny of Acts and Regulations Committee were also included in the review.

The staff and chairmen of those four committees were consulted during the review, together with the Presiding Officers and Clerks of Committees and the report was delivered to the Presiding Officers on 15 June 1998. No action has yet been taken on the report.

CHAIRMEN'S PANEL

The *Parliamentary Committees Act 1968* provides for a committee consisting of the Presiding Officers and the chairmen of the Joint Investigatory Committees to meet and consider matters aimed at ensuring the effective functioning of the committees. This body, known as the Chairmen's Panel, meets as required and is assisted by both Clerks of Committees who attend as advisers. The Chairmen's Panel did not meet during 1998-99.

**INTER-DEPARTMENTAL COMMITTEES****PARLIAMENT HOUSE CONSULTATIVE COMMITTEE**

The Parliament House Consultative Committee consists of an employer and staff representative from each department. The employer representatives are nominated by the Department Heads and the staff representatives are elected by staff in each department for terms of two years. The terms of the present staff representatives expire on 30 June 1999. 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. Mr. Wayne Tunnecliffe, the Clerk-Assistant, is the department's employer representative and Mr. Geoff Barnett, the President's Orderly, is staff representative.

The Committee met on four occasions during the year and made representations to the Department Heads regarding the resumption of staff amenities for operational purposes, the closure of the staff training venue, and the state of the Parliament-wide training program.

GRIEVANCE REVIEW COMMITTEE

The Grievance Review Committee, consists of an independent Chairperson, together with a management and a staff nominee, with the Clerk-Assistant, Mr. Wayne Tunnecliffe, being the Parliament's management nominee.

The committee met in relation to one matter during the year.

STAFF DEVELOPMENT COMMITTEE

The Staff Development Committee was not called together to meet during 1998-99.

COMPUTERIZATION IN THE DEPARTMENT

During the year under review, the department upgraded its Chamber laptop computers as well as purchasing additional desktop units for the Housekeeper and members of his staff.

Laptop computers continue to be utilized at the Chamber Table for recording the Minutes of the Proceedings and the

Minutes of the Committee of the Whole, and in the production of the Notice Paper and Weekly Report of Divisions in Committee.

The Clerk of the Legislative Council uses his laptop primarily for the tracking of Bills in the parliamentary module of the Legislation Document Management System (LDMS) and for the production of some readers at the Table. "Same day" electronic publication of the Notice Paper and Questions on Notice on the Internet now occurs.

The Department is pleased to report that the majority of its staff each has their own computer terminal, or access to one.

The use by Members of the computer terminals in the Chamber during sittings, especially for online access to *Hansard*, continues to increase.

Through the PARLYNET initiative, which is a major means of internal communication of information for Members and staff, additional modules have been added to those Chamber computers so that Members are able to access the following databases:

- ▶ Acts of Parliament
- ▶ Bills
- ▶ Parliamentary Papers
- ▶ Parliamentary Committee Reports
- ▶ Members' Guide and Handbook
- ▶ Parliament House Telephone Directory
- ▶ General information on IT, human resources and other departmental services
- ▶ Encyclopedia Britannica
- ▶ Full text of 500 periodicals
- ▶ ABS periodical statistics
- ▶ Members' Press mentions
- ▶ Victorian By-election details
- ▶ Inaugural speeches
- ▶ Ministers' and Shadow Ministers' database
- ▶ Victorian key statistical information
- ▶ Progress on Investigations of the Joint Investigatory Committees
- ▶ Victorian Hansard
- ▶ Parliamentary Library Catalogue
- ▶ Photographs of past and present Members and Parliament House

With the assistance of the Parliament's Web Development Officer, the department launched a Web site for the Hon. the President of the Legislative Council in May 1999. The site can be accessed at www.parliament.vic.gov.au/president.

The Department has a representative on an inter-departmental Web Development Team, Mr. Matthew Tricarico, whose task is to assist in the overall strategic

development, implementation and management of the Parliament's intranet and internet Web site.

COMMONWEALTH PARLIAMENTARY ASSOCIATION

During 1998-99 the Department continued to service the Victoria Branch of the Commonwealth Parliamentary Association. The Clerk of the House acts as Honorary Secretary to the Branch and the Usher of the Black Rod is Honorary Treasurer.

In addition to providing the usual range of services, which included the handling of arrangements for Members proceeding overseas on annual study tours, the Department played a key role in hosting the second leg of the Association's 13th Australian and Pacific Regional Seminar, held in Melbourne from 25 to 29 July 1998. The first leg of the Seminar was conducted in Tarawa, Kiribati, during the week preceding the delegates arrival in Melbourne.

Seventeen of the 21 Branches in the two regions were represented at the Seminar which was also attended by the Regional Representatives and by three official observers. The Victoria Branch was represented by the Hon Ken Smith, MLC. The Clerk of the House was a Co-convenor.

The Seminar period ran from 27 to 29 July 1999 and all sessions were held at Parliament House. Matters discussed at the Seminar covered a range of topics including the role of parliamentary watchdogs; entitlements and support services for Members; business of the House; scrutiny of legislation and public expenditure through parliamentary committees; the role of the Presiding Officers and parliamentary staff; rediscovering the CPA — towards the 21st Century; and the role of the Governor.

A number of social activities were held in conjunction with the Seminar, together with a Partners' Program. Highlights included a day tour of the Ballarat region on 26 July 1999 and attendance at the Queen's Birthday Reception at Government House on 28 July 1999 at which delegates were introduced to His Excellency, the Hon Sir James Gobbo AC, Governor of Victoria.

Many favourable comments were received by participants on all aspects of the arrangements which were under the direction of the Honorary Secretary. The success of the Seminar can be attributed to the customary high standard of support across all parliamentary departments.

AUSTRALASIAN STUDY OF PARLIAMENT GROUP

The Department provided logistical support to the Australasian Study of Parliament Group — Victoria Chapter. Dr Ray Wright, who acted as Honorary Secretary until May 1999, was succeeded by Ms Anne Sargent.

workplace environment

PRINCIPAL OBJECTIVE III

To provide Legislative Councillors, parliamentary committee members, and staff with an adequate, safe and healthy working environment, and to implement staff management practices designed to ensure both personal satisfaction and the achievement of the Department's and the Committees' work objectives.

STAFF

A full list of staff employed in the Department during 1998-99 appears at Appendix B. There were no changes during the year to the Department's staff employed at Parliament House but there were several changes in the committee staff at 35 Spring Street.

New Executive Officers were appointed to three Joint Investigatory Committees, with Paul Bourke being appointed to the Family and Community Development Committee as from 17 August 1998, Brad Miles being appointed to the Environment and Natural Resources Committee from 24 August 1998 and Padma Raman taking over at the Law Reform Committee from 7 June 1999. Kate Brown was appointed Office Manager at the Environment and Natural Resources Committee as from 28 April 1999 and Lara Howe as an Administrative Officer at the Joint Committee Administration Office from 22 February 1999. As is usually the case, there were many changes to the research officers engaged at the committees during the reporting period.

PERFORMANCE MANAGEMENT SYSTEM

Reference was made in last year's annual report to the review of the Parliament's Performance Management System with the changes to take effect during 1998-99. The most significant change to the system concerned the abolition of percentage increases in performance pay in favour of the full Government pay offer being passed on to staff attaining a competent or better rating. New arrangements were also adopted for the payment of bonuses, together with the guidelines under which bonuses will be paid.

The other major change related to the format of Work Performance Plans with the inclusion of targets for each assessment period to be agreed between staff and their supervisors. During the year all plans were revised to include specific targets by which performance will be assessed. The first assessments on this basis were to be conducted in July 1999.

During July 1998 the performance assessments for the year 1997-98 were conducted and all staff who received a

OPERATIONAL HIGHLIGHTS

- ▶ A revised Performance Management System incorporating new Work Performance Plans was implemented in the Department. This modified system saw the abolition of performance pay based on variable percentage increases and the application of fixed performance pay increases subject to the attainment of an assessment of "competent" or better.
- ▶ A review of staff allowances was initiated.
- ▶ The Department contributed to initiatives developed by the Occupational Health and Safety Committee.

competent or better performance rating received a 2.25 per cent salary increase payable from 1 July 1999.

REVIEW OF STAFF ALLOWANCES

In response to a request from the Parliament House Consultative Committee the Department Heads commenced a review of staff allowances in early 1998. Following their recommendations which were approved by the Presiding Officers several allowances were increased with effect from 2 October 1998. These included the first aid allowance, sitting allowance, extended duty allowance, tea money, supper allowance and the allowance for the use of a private vehicle for official purposes.

STAFF TRAINING PROGRAM

During the year the Deputy Heads of the Departments of the Legislative Council, Legislative Assembly, Parliamentary Library and Victorian Parliamentary Debates met to review the state of the staff training program across the Parliament. Issues considered were the closure of the training facility in the Trade Centre, the transfer of the Staff Training and Development Officer to non-training duties, the suspension of the Staff Development Committee, the absence of induction courses since March 1998 and the absence of follow-up Parlynet training for Parliamentary staff. As a result, a submission was presented to the Department Heads on 5 March 1999 and the matter was under consideration at the end of the reporting period.

In April 1999 the Parliament's Staff Training and Development Officer, employed within the administration of the

Department of Parliamentary Services, resigned. No successor had been appointed as at the end of June 1999.

During the year many of the Department's staff undertook training courses, including computer training at varying levels, first aid, advanced resuscitation and management and staff supervision. An induction course for new staff was also held in February 1999.

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

The Usher of the Black Rod, Mr. Matthew Tricarico, is the Department's management representative on this committee. Mr Peter Anastasiou is the employee representative.

The Committee held two meetings during the year, its main aim being to facilitate co-operation between the Parliamentary departments and their employees in developing and implementing measures designed to protect the health and safety of employees at work. The Committee continued to consider issues such as eye-testing for staff, continued first-aid and up-grade training for staff, the purchase of first aid equipment, and emergency procedures and disaster plans.



PRINCIPAL OBJECTIVE IV

To provide to interested parties timely information and/or documents relating to the proceedings of the Legislative Council and parliamentary committees, and to take such other measures as are necessary to promote public awareness and education of the electorate of the role, functions and processes of the Legislative Council and participation in the Committee process.

YMCA YOUTH PARLIAMENT AND CHILDREN'S PARLIAMENT

The Twelfth YMCA Youth Parliament was again staged at Parliament House on 22 and 24 September 1998.

The "Opening Ceremony" was held in the Legislative Council Chamber at which the "Youth Governor", Miss Elisa Dillon, officially declared open the Youth Parliament. Both the Hon. Dr. D. V. Naphthine, M.P., Minister for Youth and Community Services and Mr. J.M. Brumby, M.P., Leader of the Opposition, addressed the participants in this ceremony.

The Youth Parliament met in the Legislative Council and the Legislative Assembly Chambers. It was presided over for some of that time by the President of the Legislative Council and the Speaker of the Legislative Assembly in their respective Chambers.

Over the two days young persons forming both a "Government" and "Opposition" debated a series of "Bills" in the Council on issues including protection of the Otways Forest, breast feeding in public places, disposal of toxic waste, a ban on under age smoking of tobacco, the replacement of the Met student concession cards, compulsory installation of condom vending machines in secondary schools, special condition driving permits for under 18 drivers, mandatory driver education and reform of the V.C.E.

The debates were conducted as closely as practicable in accordance with parliamentary procedure and the proceedings were recorded by *Hansard*. At the conclusion of the event, all of the "Bills" debated were presented to the Hon. Dr D.V. Naphthine, M.P., Minister for Youth and Community Services.

Arrangements for the Youth Parliament were handled by the Usher of the Black Rod and the Serjeant-at-Arms who performed the Table duties in conjunction with other parliamentary officers

OPERATIONAL HIGHLIGHTS

- ▶ The Department assisted in the organisation and operation of both the YMCA Youth Parliament and the Children's Parliament held in Parliament House in September and November 1998.
- ▶ 7,000 people visited Parliament House at the Open Days held on 3 and 4 October 1998.
- ▶ Upgrading of the Department's computer network.

On 4 and 6 November 1998, the Children's Parliament was once again held in the Legislative Council and Legislative Assembly Chambers. A total of 62 schools participated with students ranging from years 7 to 9. The Hons. M.M. Gould, B.N. Atkinson, M.T. Luckins and D.A. Nardella acted as the "Presiding Officer" in the Legislative Council and the Usher and other staff performed the Table duties. The debates covered topics such as the GST, Federation Square, Australia becoming a Republic, violence threatening the stability of our society, racism in Australia, homelessness and uranium mining at Jabiluka.

OPEN DAYS

The Parliament building and its environs were opened to the public on 3 and 4 October 1998 as part of the Victorian Government's *Access 2001 - Victoria's Open Weekend* event which also involved the opening of other Victorian major historic buildings, cultural institutions and major projects being undertaken in the State. Staff from all Parliamentary departments provided support on those days and both Presiding Officers were in attendance in their respective Chambers.

The Legislative Council and Assembly Chambers, Queen's Hall, the Library and the Parliamentary Gardens were open to the public and Devonshire tea and other refreshments were available for a small charge in the Members' Dining Room and Parliamentary Gardens. The Victorian State Concert Orchestra and the 2/10 Medium Regiment Army Band provided a musical programme in the gardens.

More than 7,000 people visited the building during this weekend.

FUNCTIONS

The Department assisted in providing services for various functions staged in Queen's Hall, including those listed in Table 1.

In addition to those functions, numerous luncheons, dinners, book launches, exhibitions and other events were staged in Queen's Hall and the Legislative Council Committee Room, all of which required some support and a staffing presence from departmental staff.

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 in Table 1.

OFFICIAL CALLS

Official calls are also made by individual visitors on the Parliament from time to time, mainly diplomats of ambassadorial status. All ambassadorial calls are co-ordinated by the Usher of the Black Rod. Table 1 shows callers received in 1998-99.

OFFICERS FROM OTHER PARLIAMENTS

Visits from the Hon G.J. Strickland, MP, Speaker and Mr. P.J. McHugh, Clerk of the Western Australia Legislative Assembly were made. Other visitors included officers from the Parliaments of Queensland, Western Australia and Samoa, and Mr. Robert Wilson, Clerk of the Overseas Office in the U.K. Parliament.

In addition to receiving visitors, the Clerk of the Legislative Council also attended meetings of the Society of Clerks-at-the-Table in Commonwealth Parliaments, held in conjunction with the Commonwealth Parliamentary Conference in Wellington, New Zealand, in October 1998, and a two day meeting of Clerks of Australasian Parliaments, held in Perth, Western Australia in late January 1999.

OTHER VISITORS

Other visitors to the Parliament during the year included a delegation from the Jiangsu Friendship Exchanges, China; the Hon. B. Merhej, MP, Lebanese Minister of State for Administrative Reform; a delegation from the National Association of Chairman of Prefectural Assemblies, Japan; Mr D. Tsovolas, President of the Greek Parliamentary Democratic Social Movement; Professor E. Venizelos, Greek Minister for

TABLE ONE

Provision of services, Legislative Council, 1998-99

FUNCTIONS, 1998-99

- ▶ French Parliament Photographic Exhibition.
- ▶ Australian-British Chamber of Commerce Export Awards.
- ▶ Australia Day 1999 Flag Raising Ceremony.
- ▶ Reception to mark the 75th Anniversary of Legacy.
- ▶ Reception to mark the Australian International Airshow
- ▶ Reception to mark the 40th Birthday of NASA
- ▶ 1998 Interact Asia Pacific Multimedia Festival
- ▶ Australian Violence Prevention Awards
- ▶ Launch of Victoria's program for 2001 Centenary of Federation Celebrations.
- ▶ Reception to congratulate Players and Officials of the Australian World Cup Cricket Team.
- ▶ Reception in honour of H.E. Mr O. Scalfaro, President of Italy

OFFICIAL CALLS, 1998-99

- ▶ Ambassador of Brazil.
- ▶ High Commissioner for Sri Lanka.
- ▶ High Commissioner for Samoa.
- ▶ High Commissioner for Kenya.
- ▶ Ambassador of Argentina.
- ▶ Ambassador of Germany.
- ▶ Ambassador of China.
- ▶ Ambassador of Croatia.
- ▶ Ambassador of Japan.
- ▶ Ambassador of the Netherlands.
- ▶ Ambassador of the Russian Federation.
- ▶ High Commissioner for New Zealand.
- ▶ Ambassador of Belgium

DISTINGUISHED VISITORS AND OFFICIAL DELEGATIONS, 1998-99

- ▶ Parliament of Germany.
- ▶ H.E. Mr N. Saba, Governor of Beirut.
- ▶ Rt Hon Christopher Patten, CH.
- ▶ H.E. Mr C. Biting, Vice Governor, Jiangsu Province.
- ▶ Bishop C.F.X. Belo, Apostolic Administrator of Dili, East Timor and 1996 Nobel Peace Prize Winner.

COUNCIL COMMITTEE ROOM USERS, 1998-99 (EXCLUDING VICTORIAN USERS)

- ▶ Senate Legal and Constitutional References Committee.
 - ▶ Senate Environment, Communications, Information Technology and the Arts References Committee.
 - ▶ Senate Rural and Regional Affairs and Transport Legislation Committee.
 - ▶ Commonwealth Parliament Joint Committee of Public Accounts and Audit.
 - ▶ Public Records Advisory Council.
 - ▶ Parliament of Australia Joint Standing Committee on Treaties.
 - ▶ Senate Environment, Recreation, Communications & the Arts References Committee.
 - ▶ Parliament of Australia Joint Standing Committee on Foreign Affairs, Defence and Trade.
 - ▶ Parliament of Australia Joint Committee on Corporations and Securities
-

Culture; Mr J. Fennessy, Australian Ambassador (Designate) to Lebanon; a delegation from Vietnam's International Youth Co-operation Development Centre; Ms J Behlock, Miss Lebanon; delegation from the City of Zhangjiagang; Mr W. Hartley, MLA, Deputy Speaker, Parliament of British Columbia; Mr M. Krzaklewski, Chairman, Solidarity Election Action Parliamentary Caucus, Poland; Lord and Lady Methuen, 7th Baron of Corsham, Wiltshire; Mr C J Hwan, Vice-Chairman, Committee for Cultural Relations with Foreign Countries, Korea; and various Consuls-General.

Participants in the Victorian Public Sector Recruitment Scheme, parliamentary interns and staff from the Victorian Government Solicitor's office all made special visits to Parliament House and were addressed by the Clerk and senior staff. In addition, the Clerks of the South Australian Parliament were briefed on the operation of the Legislation Document Management System.

COUNCIL CHAMBER AND COUNCIL COMMITTEE ROOM

Under policy determined by Mr. President, the Department deals with requests for the use of the Council Chamber and the Legislative Council Committee Room. Co-ordination of arrangements for those venues and their servicing is handled by the attendant staff under the direction of the Usher of the Black Rod. In the year under review, the Council Chamber was used for the 12th YMCA Youth Parliament, the Children's Parliament and the 1998 Virtual Opportunity Congress.

Use of the Legislative Council Committee Room continued to increase — especially by our own Parliamentary committees and those from other Parliaments

Users of the Council Committee Room during the year (other than Victorian Parliamentary Committees) are listed in Table 1.

PARLIAMENTARY PUBLICATIONS

The Department is responsible for the preparation and circulation of a number of parliamentary publications.

VICTORIAN GOVERNMENT DIRECTORY

The Department co-ordinated the updating of the Parliament of Victoria's entries for the 1989-99 Victorian Government Directory.

NOTICE PAPERS, MINUTES OF PROCEEDINGS AND DIVISIONS IN COMMITTEE

These publications are directly related to sittings of the House. In 1998-99 the following publications were issued

Notice Papers (daily).....	27
Minutes (weekly).....	11
Divisions in Committee	6
Unanswered Questions on Notice	7

LIST OF MEMBERS

In the reporting period, a list of Members of the Legislative Council was issued in February 1999.

PROGRESS ON INVESTIGATIONS

On behalf of the Parliament the Department produces the monthly report of progress on the investigations of Joint Investigatory Committees and the half-yearly summary of responses to reports of those Committees. During the period under review 11 editions of Progress on Investigations and two editions of Ministerial Responses were produced and circulated.

REGISTER OF INTERESTS

As Clerk of the Parliaments, the present Clerk of the Legislative Council maintains the Register of Interests and produces the regular summaries, which are presented to the Parliament. During 1998-99 the Summary of Returns for the 1998-99 return period was tabled and two summaries of variations were prepared and tabled in both Houses. A cumulative summary of returns as at 1 October 1998 was tabled in this period.

BOUND VOLUMES

The Department also produces on a sessional basis bound volumes of the Minutes of Proceedings and Bills introduced into the Legislative Council. Minutes and Bills volumes for 1996-98 were finalised in the reporting period.

INDEXES

The staff 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.

maintenance and security

PRINCIPAL OBJECTIVE V

To ensure the maintenance and security of the Legislative Council and other precincts, including parliamentary committee accommodation, and assist in the management of Parliament House and surrounds as one of Victoria's most historic buildings and grounds, as well as its valuable historic collection.

WORKS

Towards the end of June 1999, major repainting of the Legislative Council Committee Room was undertaken under the supervision of the maintenance and engineering staff.

The Security Control Room was also extensively refurbished to accommodate the new CCTV security system and associated equipment. Due to the extensive and sensitive nature of the new CCTV security system, a separate Office for the Supervisor, Protective Services Officer was also constructed.

BUILDING EMERGENCY AND EVACUATION COMMITTEE

In emergencies, the Usher of the Black Rod is the Joint Chief Controller (together with the Serjeant-at-Arms) and the Housekeeper is the Deputy Joint Chief Controller (together with the Principal Attendant, Legislative Assembly). They represent the Department on the Building Emergency and Evacuation Committee which was established in 1989 to deal with emergency situations arising at Parliament House.

The Committee has control over the building emergency staff, which comprises area wardens, door wardens, "first-aiders" and plant operators. An important aspect of its operation is the conduct of regular fire drills, regular testing of emergency/evacuation equipment and the training of staff in the use of fire combating equipment by the Metropolitan Fire Brigade.

FIRE PROTECTION COMMITTEE

The Fire Protection Committee was established to detail and prioritize various works for the enhancement of fire protection in the Parliament building and to consider related matters.

The Committee comprises staff from the Legislative Council, Legislative Assembly and Parliamentary Services Departments. The Department's representatives on this committee are the Usher of the Black Rod and the Housekeeper.

OPERATIONAL HIGHLIGHTS

- ▶ Work commenced on refurbishing the Legislative Council Committee Room.
- ▶ The Department was instrumental in establishing a Fire Protection Committee which in turn contributed to the installation of numerous fire safety innovations in the interests of Members' and staff safety.
- ▶ The Department made representations to the Scrutiny of Acts and Regulations Committee's Inquiry into Redundant Legislation to suggest that the *Unlawful Assemblies and Processions Act 1958* be replaced by a Parliamentary Precincts Act. The Committee tabled its Report in June 1999 concurring with this view.

During the period under review works completed included the following:

- ▶ Installation of temperature and moisture alarms in all computer file server rooms to monitor the rooms for either high temperature or high humidity.
- ▶ Installation of additional duress alarms and passive infra red alarms in various rooms and offices in the building, for the enhancement of safety for staff, Members and equipment.
- ▶ Connection of an external door in the Dining Room area to the security system for additional security coverage.
- ▶ Installation of FM200 gas fire suppression systems in all computer file server rooms.
- ▶ Construction of an external galvanised steel fire escape walkway from the third floor area of the building which houses 17 Members of the Legislative Assembly. This project included the construction of new exit doors and the extension of the internal staircase from the second to the third floor to allow an escape route back into the building.
- ▶ Installation of pre-action fire sprinklers in the Mezzanine and Attic Levels of building.
- ▶ Installation of a new independent water ring main, with three independent mains supplying water for domestic, fire hydrant and fire sprinkler systems from two different

tappings (Spring Street and Mearthur Street), thereby ensuring a continuity of supply of water.

- ▶ Installation of close circuit TV cameras around the building to improve the surveillance and general security of the building, and the installation of boom barriers to improve access control into the car park area of the Parliamentary precinct; and
- ▶ modifications to the Fire Detection Panel.

Outstanding works to be completed include the installation of smoke isolation doors in the various staircases within the building and modification of existing exit doors.

As a result of the above works, the Victorian Managed Insurance Authority considered that "Parliament House has achieved a Silver Medal ranking under the MIFSPEC risk ranking system."

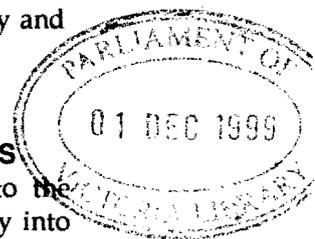
The Usher of the Black Rod and the Serjeant-at-Arms continue to work closely with officers of the Victorian Managed Insurance Authority in identifying areas of the building requiring attention to lessen the risk of injury and increase the safety of occupants of the building.

REVIEW OF REDUNDANT AND UNCLEAR LEGISLATION — UNLAWFUL ASSEMBLIES

Following a submission by the Presiding Officers to the Scrutiny of Acts and Regulations Committee's Inquiry into the Review of Redundant and Unclear Legislation — *Unlawful Assemblies and Processions Act 1958*, Mr Speaker, the Serjeant-at-Arms and the Usher of the Black Rod gave evidence to the Redundant Legislation Sub-Committee on 23 October 1998.

At the hearing, Mr Speaker re-iterated (on behalf of both Presiding Officers) that the *Unlawful Assemblies and Processions Act 1958* should be repealed and recommended that, insofar as the Parliamentary precinct was concerned, a Parliamentary Precincts Act be established. The Presiding Officers felt that some of the provisions of the legislation were no longer appropriate and contemporary expectations were such that, in a democratic society, it was perfectly normal and reasonable for groups to assemble in front of the building to protest or demonstrate. The establishment of a Parliamentary Precincts Act would clarify the Parliamentary precinct area, the rights, privileges and authority of the Victorian Parliament in dealing with issues of security, access, freedom of movement, Police powers and the accepted democratic right of citizens to demonstrate.

The Committee's report concerning the Review of the *Unlawful Assemblies and Processions Act 1958* (Parliamentary Paper No. 59 of Session 1999) was Tabled in the Legislative Council on 1 June 1999. The Committee concurred with the



Presiding Officers views and recommended that a Parliamentary Precincts Act be enacted in Victoria along the same lines as that operating in New South Wales.

In response to the Committee's recommendations, the Presiding Officers wrote to the Premier of Victoria seeking his agreement to the drafting of a Parliamentary Precincts Bill. It is hoped that a draft Bill will be developed within the next reporting period.

YEAR 2000 PROJECT

During the year under review the Parliament commenced the formal process of identifying and analysing its business critical processes to ensure their continuity in case of any Y2K or other date related problems in the underlying technology systems or services.

The Parliament (through its Y2K project manager) was required to report regularly to the Year 2000 Risk Management Unit of the Department of Treasury and Finance as part of the whole of government effort to minimise disruptions to government processes.

The project involved the following 6 phases:

- ▶ Management commitment;
- ▶ Inventory, Risk Assessment and Impact Analysis;
- ▶ Strategic Planning and Resource Allocation;
- ▶ Remedial Activity and Compliance testing;
- ▶ Contingency Planning; and
- ▶ Certification and Ministerial sign-off.

The Department identified and was involved in the:

- ▶ Legislative Council systems; and
- ▶ Security systems sub-projects.

The Usher of the Black Rod was the department's officer responsible for much of the Legislative Council systems sub-project and the security systems sub-project was shared between the Usher and the Serjeant-at-Arms.

Business continuity plans and contingency plans were prepared with the assistance of the Parliament's Y2K Project Manager in readiness for the end of the millennium and will be reported on in the next annual report.

EQUIPMENT PURCHASES FOR COUNCIL COMMITTEE ROOM

Following input from the Parliament's Joint Investigatory Committees and other users, a number of items of equipment were purchased in order to improve the servicing of those clients when conducting meetings and hearings in the Legislative Council Committee Room. Items such as a digital video recorder, overhead projector, video data projector, television monitor and video cassette recorder are now available for use in that room.

As indicated in the last annual report, the public address sound system used in that room was also upgraded. The new Discussion sound system is capable of integration with the proposed new Hansard digital recording system.

issues in the year ahead

ISSUES IN THE YEAR AHEAD

It is anticipated that the Department will again experience a busy year in 1999-2000. Some of the major issues which are expected to be dealt with include —

- ▶ *The transition from the 53rd to the 54th Parliament* — this includes management of both the departure and intake of Members, the Opening of the new Parliament and the appointment of Parliamentary Committees.
- ▶ *Restructuring* — this includes the bedding down of arrangements for the Procedure and Projects Office and some consequential changes in the Papers Office.
- ▶ *Tendering of printing and distribution arrangements* — existing contracts expire in early 2000 and new contractual arrangements will be needed by that time.
- ▶ *Senior appointments* — the announced retirement of the Clerk will entail the selection and appointment of his successor and, as necessary, other senior appointees.
- ▶ *Preparation for the introduction of the Goods and Services Tax* — a large task confronts the Department in analysing all items of expenditure and meeting other whole of Government requirements in this regard.
- ▶ *Development of a Parliamentary Precincts Act* — the Presiding Officers will be seeking to implement the recommendations of the Scrutiny of Acts and Regulations Committee.
- ▶ *Enhancement of facilities* — the Department will continue to upgrade its technology resources where possible.



appendices

- ▶ A ROLE OF LEGISLATIVE COUNCIL STAFF
- ▶ B STAFF EMPLOYED DURING 1998-99
- ▶ C MEMBERS OF THE LEGISLATIVE COUNCIL,
53RD PARLIAMENT OF VICTORIA
- ▶ D SELECT STATISTICS RELATING TO SITTINGS
OF THE LEGISLATIVE COUNCIL, 1998-99
- ▶ E STATISTICS RELATING TO COMMITTEES
ADMINISTERED BY THE DEPARTMENT OF
THE LEGISLATIVE COUNCIL
- ▶ F FINANCIAL INFORMATION
- ▶ G SUPPLEMENTARY INFORMATION AS AT 30
JUNE 1999
- ▶ H NON-CURRENT PHYSICAL ASSETS
- ▶ I ADMINISTRATION OF ACTS

APPENDIX A

ROLE OF LEGISLATIVE COUNCIL STAFF

CLERKS

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 Clerk-Assistant who, as Clerk of Committees, is also responsible for overseeing the operations of the Joint Investigatory Committees and other Select Committees serviced by 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.

Presently, the Clerk of the Legislative Council is also Clerk of the Parliaments. This office has customarily been held by the senior Clerk of the two Houses, and for some years the duties of the position were largely confined to the presentation of Acts to the Governor for Royal Assent. However, the role has expanded commencing with the passage of the *Members of Parliament (Register of Interests) Act 1978* which bestowed additional responsibilities as Registrar of Members' Interests. In keeping with the corporate approach to management of the Parliament, the Clerk of the Parliaments also now acts as convenor and Chairman of the regular meetings of Department Heads.

The Clerk is also presently the Honorary Secretary to the Victoria Branch of the Commonwealth Parliamentary Association and the Department accordingly provides the support services to the Branch.

USHER OF THE BLACK ROD'S OFFICE

The Usher of the Black Rod is the President's Executive Officer. Under the direction of the Clerk, the Usher assists in the day to day administration of the Department and, in particular, the supervision of the Housekeeper and Attendant staff. In addition to his ceremonial and Chamber duties he attends to a range of operational matters such as use of the Chamber and other meeting/function facilities, Members' accommodation, security, fire protection, requisitions for supplies and maintenance, and Members' travel. The Clerk, Clerk-Assistant and Usher of the Black Rod comprise the senior management team of the Department.

SENIOR PARLIAMENTARY OFFICER (CHAMBER SUPPORT)

The Senior Parliamentary Officer (Chamber Support) manages the Department's Chamber support services. The position is also responsible for procedural research projects, and for the establishment and maintenance of a procedural database. The Senior Parliamentary Officer assists senior departmental officers on a roster or needs basis. This includes assuming Table responsibilities, particularly for the Usher of the Black Rod, the

preparation of departmental reports and papers, and the development and management of special projects.

PAPERS OFFICE

The Papers Office is the Department's single source of external administrative support to the Council Chamber during sittings of the House. It liaises extensively with Government Departments, contract printers and Parliamentary Counsel to ensure the timely presentation of documents to the House. The office is heavily involved in the preparation, checking, recording, printing and storage of the official records of the Legislative Council which encompass, amongst other things, Bills, amendments, questions on notice, petitions, Minutes of the Proceedings and Notice Papers. It is responsible for the provision of Parliamentary documents and stationery to Members, undertakes research for Members and is also the general inquiry office for the public, the media, legal firms and government departments. The office also provides administrative support to the Department through the processing and recording of departmental expenditure and the supply of equipment and stationery.

ATTENDANT STAFF

Under the direction of the Usher, the Housekeeper manages and supervises a staff of eight attendants and two cleaners. This group is generally responsible for the daily cleaning and maintenance of offices and meeting rooms, toilets and other areas of the Council precincts, the provision of security and inquiry services and a daily courier service within and outside the building. Attendant staff also provide services for the sittings of the House and at functions held at Parliament House. The Housekeeper, in particular, also plays a ceremonial role on Parliamentary occasions such as the Opening of Parliament and in greeting and escorting dignitaries on official calls at Parliament House.

COMMITTEES

Pursuant to the *Parliamentary Committees Act 1968* the Parliament has appointed nine Joint Investigatory Committees which undertake inquiries referred to them by either House or by the Governor in Council. The Department of the Legislative Council is responsible for the servicing of the Family and Community Development, Environment and Natural Resources, Federal-State Relations, Law Reform, and Road Safety Committees. Centralized support services for all committees, including keyboarding, are provided by the Joint Committee Administration Office, which comprises some staff drawn from the Department.

PRESIDENT'S OFFICE

Mr. President is provided with a Personal Assistant who is under the direction of the Clerk-Assistant. He is also provided with an Orderly and a Ministerial Transport Officer is provided on secondment from the Department of Premier and Cabinet.

APPENDIX B STAFF EMPLOYED DURING 1998-1999

At Parliament House

ALLAN BRAY	Clerk of the Parliaments and Clerk of the Legislative Council
WAYNE TUNNECLIFFE	Clerk-Assistant and Clerk of Committees
MATTHEW TRICARICO	Usher of the Black Rod and Clerk of the Records
RAYMOND WRIGHT	Senior Parliamentary Officer (Chamber Support)
ANNE SARGENT	Parliamentary Officer (Papers Office)
FELICITY MURPHY	Parliamentary Officer (Administrative Support)
MARY MARTIN	Administrative Officer (Clerk's Secretary)
YOLANDE MEERWALD	Administrative Officer (President's Personal Assistant)
GABRIELLE WADE	Administrative Officer
WILLIAM JARRETT	Housekeeper
RUSSEL BOWMAN	Senior Parliamentary Attendant
ALAN RYAN	Parliamentary Attendant, Grade 3
MICHAEL STUBBINGS	Parliamentary Attendant, Grade 3
GEOFFREY BARNETT	Parliamentary Attendant, Grade 3
GREGORY MILLS	Parliamentary Attendant, Grade 2
PETER ANASTASIOU	Parliamentary Attendant, Grade 1
PHILIP STOITS	Parliamentary Attendant, Grade 1
QUENTIN CORNELIUS	General Hand
CARMINE MARAFIOTI	General Hand
ANDREW CANNARD	Ministerial Transport Officer

At the Committee premises — 35 Spring Street, Melbourne**ENVIRONMENT AND NATURAL RESOURCES COMMITTEE**

BRAD MILES	Executive Officer (<i>from 24 August 1998</i>)
ANDREA LINDSAY	Research Officer (<i>from 11 January 1999</i>)
JULIE CURREY	Office Manager (<i>until 28 April 1999</i>)
KATHRYN BROWN	Temporary Office Manager (<i>from 29 April 1999</i>)

FAMILY AND COMMUNITY DEVELOPMENT COMMITTEE

MARK COWIE	Executive Officer (<i>until 17 July 1998</i>)
PAUL BOURKE	Executive Officer (<i>from 17 August 1998</i>)
HELEN GWILLIAM	Research Officer (<i>from 4 January 1999</i>)
JULIE BURNS	Office Manager (<i>until 7 May 1999</i>)

FEDERAL-STATE RELATIONS COMMITTEE

LILIAN TOPIC	Executive Officer
SEAN BAKER	Research Officer (<i>until 27 November 1998</i>)
PATRICK EMERTON	Research Officer
IONA ANNETT	Research Officer (<i>until 23 April 1999</i>)
NICOLE PAPAL	Office Manager (<i>until 18 June 1999</i>)

LAW REFORM COMMITTEE

DOUGLAS TRAPNELL	Executive Officer (<i>until 1 June 1999</i>)
PADMA RAMAN	Executive Officer (<i>from 7 June 1999</i>)
JENNIFER BAKER	Research Officer (<i>from 19 October 1998</i>)
BEVERLEY KENNEDY	Research Officer (<i>until 6 November 1998</i>)
ANGELICA VERGARA	Office Manager

ROAD SAFETY COMMITTEE

BARRY AITKEN	Executive Officer
LOIS GROGAN	Office Manager

JOINT COMMITTEE ADMINISTRATION OFFICE

SONIA KESTLE	Administrative Officer
LISA CLAYWORTH	Administrative Officer (<i>until 30 December 1998</i>)
LARA HOWE	Administrative Officer (<i>from 22 February 1999</i>)

APPENDIX C

MEMBERS OF THE LEGISLATIVE COUNCIL, 53RD PARLIAMENT OF VICTORIA

PROVINCE	NAME	PARTY
Ballarat	Hon. R. S. de Fegely	LP
	Hon. R. I. Knowles	LP
Central Highlands	Hon. E. G. Stoney	LP
	Hon. G. R. Craige	LP
Chelsea	Hon. S. deC. Wilding	LP
	Hon. B. C. Boardman	LP
Doutta Galla	Hon. T. Eren	ALP
	Hon. M. M. Gould	ALP
East Yarra	Hon. M. A. Birrell	LP
	Hon. D. M. Davis	LP
Eumemmering	Hon. Dr. R. J. H. Wells	LP
	Hon. N. B. Lucas	LP
Geelong	Hon. W. A. N. Hartigan	LP
	Hon. I. J. Cover	LP
Gippsland	Hon. P. R. Davis	LP
	Hon. P. R. Hall	NP
Higinbotham	Hon. C. A. Strong	LP
	Hon. Dr. J. W. G. Ross	LP
Jika Jika	Hon. P. Power	ALP
	Hon. T. C. Theophanous	ALP
Koonung	Hon. B. N. Atkinson	LP
	Hon. G. B. Ashman	LP
Melbourne	Hon. D. T. Walpole	ALP
	Hon. B. T. Pullen	ALP

PROVINCE	NAME	PARTY
Melbourne North	Hon. D. A. Nardella	ALP
	Hon. C. J. Hogg	ALP
Melbourne West	Hon. J. McLean	ALP
	Hon. S. M. Nguyen	ALP
Monash	Hon. L. Asher	LP
	Hon. P. A. Katsambanis	LP
North Eastern	Hon. W. R. Baxter	NP
	Hon. E. J. Powell	NP
North Western	Hon. R.A. Best	NP
	Hon. B.W. Bishop	NP
Silvan	Hon. R. Varty	LP
	Hon. W. I. Smith	LP
South Eastern	Hon. R. H. Bowden	LP
	Hon. K. M. Smith	LP
Templestowe	Hon. W. Forwood	LP
	Hon. C. A. Furletti	LP
Waverley	Hon. A. R. Brideson	LP
	Hon. M. T. Luckins	LP
Western	Hon. R. M. Hallam	NP
	Hon. B. A. Chamberlain	LP

NOTES

- | | |
|------------------------------|------------|
| ALP — Australian Labor Party | 10 Members |
| LP — Liberal Party | 28 Members |
| NP — National Party | 6 Members |
- The terms of the first-named Members for each Province expire at the next General Election for the Legislative Assembly.
- The terms of the last-named Members for each Province expire at the General Election following the next General Election for the Legislative Assembly.



APPENDIX D
STATISTICS RELATING TO SITTINGS OF THE LEGISLATIVE
COUNCIL, 1994-95 TO 1998-99

	1994-95	1995-96	1996-97	1997-98	1998-99
Number of days House met	42	27	34	36	26
Number of hours House met	377.75	279.30	338.45	370.07	258.47
Average number of hours per sitting	9.00	10.21	9.58	10.17	10.12
Bills dealt with					
Initiated in L.C.	5	8	1	4	10
Initiated in L.A.	132	75	110	111	89
Passed without amendment	117	65	95	106	95
Passed with amendments	6	5	14	5	5
Defeated	0	0	0	0	0
Lapsed	0	0	0	0	0
Withdrawn	0	2	1	0	0
Ruled out of Order	0	0	0	0	0
Sets of amendments circulated					
	33	15	46	34	15
Questions on notice processed					
	351	623	2068	2023	876
Petitions tabled					
	43	15	4	14	15
Papers tabled (total)					
Annual reports	424	440	454	360	337
Statutory Rules (incl. attachments)	449	256	157	322	129
Planning schemes & amendments	903	838	731	619	261
Proclamations	75	81	45	62	59
Other (including special reports, Parliamentary Committee reports etc)	244	99	66	68	49

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

	ENRC	FCDC	FSRC	LRC	RSC
Deliberative Meetings					
Full committee	17	24	23	10	20
Sub committee	5	—	2	16	—
Public Hearings					
Full committee	—	3	1	8	5
Sub committee	3	—	—	—	—
Visits/Inspections					
Full committee	5	1	4	9	10
Sub committee	4	—	—	—	—
Reports Presented	—	—	3	2	1
Discussion Papers Produced	1	1	—	4	—

Note

ENRC	Environment and Natural Resources Committee
FCDC	Family and Community Development Committee
FSRC	Federal-State Relations Committee
LRC	Law Reform Committee
RSC	Road Safety Committee

APPENDIX F

LEGISLATIVE COUNCIL FINANCIAL STATEMENTS

1998-99

1997-98 Actual	EXPENDITURE	1998-99 Budget	1998-99 Actual
LEGISLATIVE COUNCIL - DEPARTMENTAL - Provision of outputs (also includes \$101,000 Special Appropriations)			
868,948	STAFF SALARIES, ALLOWANCES AND OVERTIME	870,000	877,717
418,288	SUBSIDIARY EXPENSES (1)	586,000	619,261
-	CAPITAL EXPENSES CHARGE	2,050,000	2,049,204
220,285	GENERAL EXPENSES (2)	178,000	158,685
75,329	PARLIAMENTARY PRINTING	201,000	66,763
411,000	COMMONWEALTH PARLIAMENTARY ASSOCIATION	243,000	243,000
-	EXPENSES OF SELECT COMMITTEES	25,000	-
5,000	AUDITOR-GENERAL'S OFFICE AUDITS	145,000	26,125
7,125	PRESIDENT'S ADVANCE	25,000	-
2,005,975	TOTAL - DEPARTMENTAL	4,323,000	4,040,755

LEGISLATIVE COUNCIL - MEMBERS - Special Appropriations

4,667,958	MEMBERS SALARIES AND ALLOWANCES	4,500,000	4,432,228
2,699,730	PARLIAMENTARY CONTRIBUTORY SUPER. FUND	2,697,000	2,700,000
7,367,668	TOTAL - MEMBERS	7,197,000	7,132,228
9,373,663	TOTAL	11,520,000	11,172,983

NOTES:

1. Subsidiary expenses include long service leave and recreation leave provision, payroll tax, employer superannuation and WorkCover contributions
2. General expenses include \$53,000 carryover from 1997-98.

JOINT INVESTIGATORY COMMITTEES

1997-98 Actual	EXPENDITURE	1998-99 Budget	1998-99 Actual
374,381	Drugs and Crime Prevention Committee	375,000	361,655
185,856	Economic Development Committee	298,500	248,129
193,406	Environment and Natural Resources Committee	381,000	232,115
262,446	Family and Community Development Committee	370,000	159,041
309,377	Federal-State Relations Committee	287,000	269,060
424,965	Law Reform Committee	479,000	403,262
349,629	Public Accounts and Estimates Committee	515,000	374,773
178,097	Road Safety Committee	318,000	187,719
351,416	Scrutiny of Acts and Regulations Committee	413,000	317,812
572,535	Joint Committee Administration Office	668,000	628,676
	New inquiries - balance unallocated	52,500	
3,202,108	TOTAL	4,157,000	3,182,242

NOTES:

1. Committees administered by the Department of the Legislative Council —
Family and Community Development; Environment and Natural Resources; Federal-State Relations, Law Reform and Road Safety.
2. Committees administered by the Department of the Legislative Assembly —
Drugs and Crime Prevention; Economic Development; Public Accounts and Estimates and Scrutiny of Acts and Regulations.
3. The Joint Committee Administration Office is jointly administered by both House departments. Its budget contains the rental payments for 35 Spring Street on behalf of all committees.

APPENDIX G SUPPLEMENTARY INFORMATION AS AT 30 JUNE 1999

GENERAL STORES ON HAND

As at 30 June 1999 the Papers Office had the following stores on hand which were valued at cost:

Letterhead paper	\$4,948
Envelopes	\$6,264
Other Stores incl. Pads, With Compliments Slips,etc	\$1,549

CREDITORS

As at 30 June 1999, the Department had outstanding employee benefits including:

Annual Leave	\$118,220
Long Service Leave	\$461,324

APPENDIX H

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 set, video recorders, video camera, video projector, portable discussion sound system etc.

COMMUNICATIONS Telephones, two-way radios, facsimile machines, audio systems, etc.

MOTOR VEHICLES One Ministerial motor vehicle.
Two Departmental motor vehicles

WORD PROCESSING AND COMPUTER EQUIPMENT

Personal desktop computers, lap top computers, printers, scanner and file servers.

APPENDIX I

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 Committees Act 1968*
- ▶ *Parliamentary Officers Act 1975*
- ▶ *Parliamentary Salaries and Superannuation Act 1968*