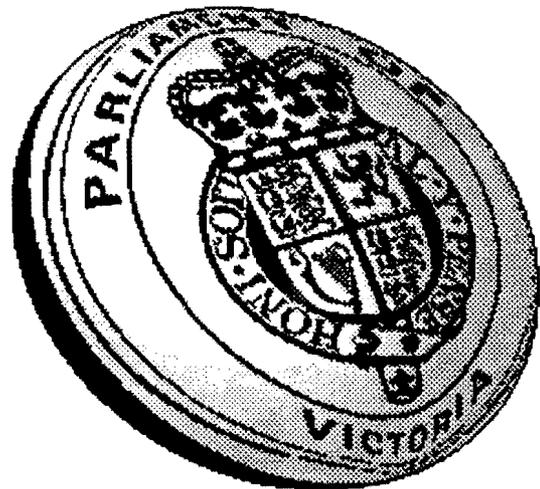


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DEPARTMENT OF THE  
LEGISLATIVE COUNCIL



# ANNUAL REPORT 1997-1998



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**DEPARTMENT OF THE  
LEGISLATIVE COUNCIL**

**ANNUAL REPORT  
1997-1998**

**1 JULY 1997  
to  
30 JUNE 1998**

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Department of the Legislative Council  
Parliament House Melbourne Victoria 3002 Australia

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30 October 1998

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 1998.

As the report reveals, 1997-98 was again a particularly busy year for the Department. Accordingly, I am most appreciative of the efforts of my staff in responding positively to the many demands made of them and thus ensuring that our high standards were maintained.

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 1997 TO 30 JUNE 1998**

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# 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.

## THE YEAR UNDER REVIEW

Highlights of the year under review include —

- ▶ Near record sittings in December 1997.
- ▶ The Opening of the Second Session of the 53rd Parliament on 17 February 1998.
- ▶ The enactment of amendments to the *Constitution Act 1975* extending the protection of Parliamentary privilege in relation to the publication of proceedings.
- ▶ Upgrading of the Department's computer network.
- ▶ A high level of Committee activity.
- ▶ A new salary offer to staff, coupled with a review and enhancement of the Performance Management System.
- ▶ Revision and publication of amendments to the *Members Guide*.
- ▶ Refurbishment of the Papers Office.
- ▶ Overhaul of arrangements in relation to the distribution of printed Parliamentary material.



*The insignia of the Parliament of Victoria consists of a shield, garter and Crown drawn from Queen Victoria's royal coat of arms. The coat of arms has been used by the Parliament since the last century although the date of first use has yet to be established.*

## **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.

## **ROLE OF THE DEPARTMENT**

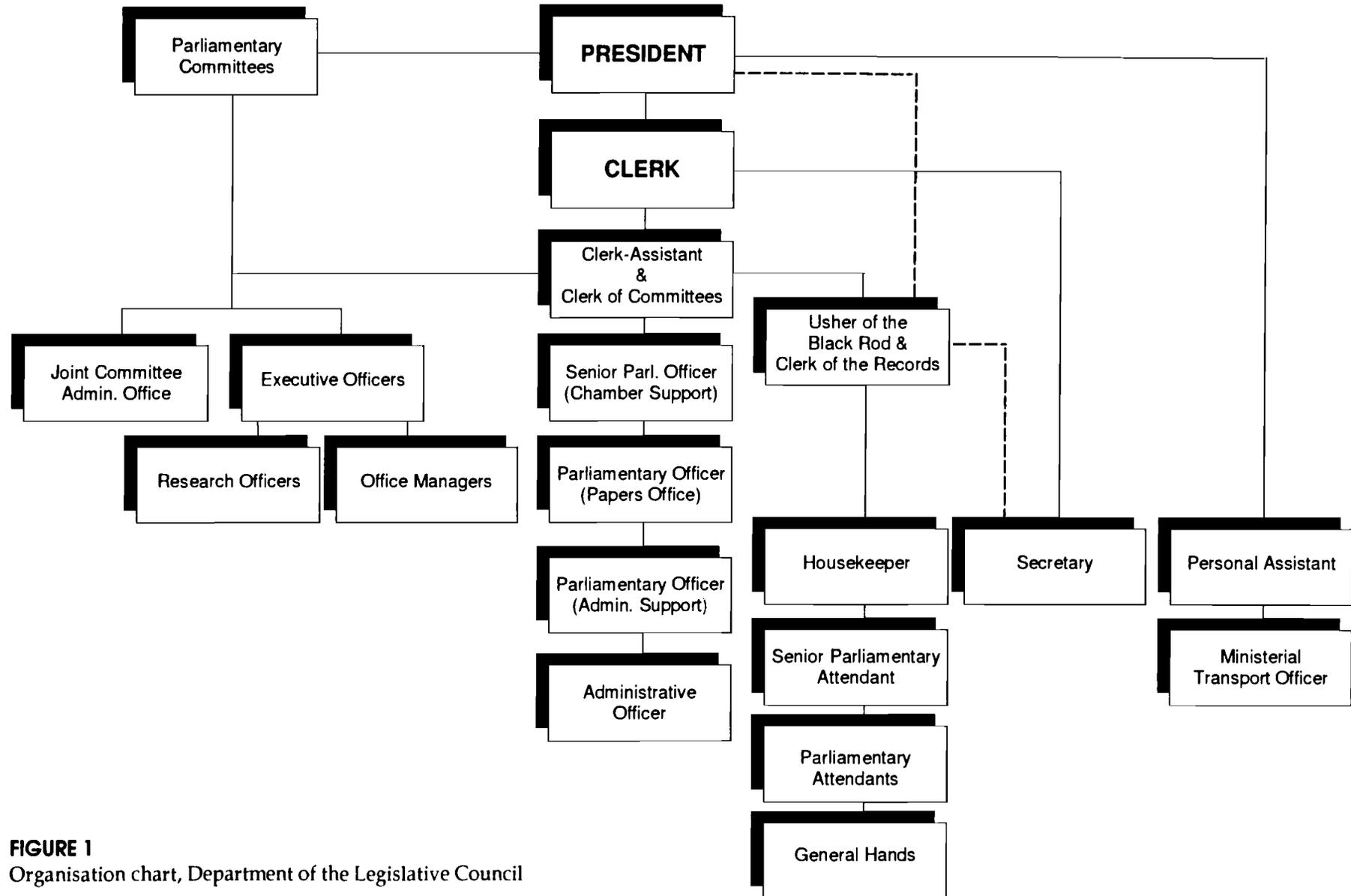
The Department's main role is to service the Legislative Council, a number of parliamentary committees and, presently, the Commonwealth Parliamentary Association (Victoria Branch).

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**  
 Organisation chart, Department of the Legislative Council

# PROCEDURE & ADVICE

**PRINCIPAL OBJECTIVE 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.

## OPERATIONAL HIGHLIGHTS

- ▶ In 1997-98, the Legislative Council sat for 36 days. It sat for a total of 350 hours with each sitting day averaging 9.7 hours. The House sat beyond midnight on 8 occasions.
- ▶ On Tuesday, 9 December 1997, Mr President took the chair at 2.30 pm at the commencement of a sitting which adjourned at 6.44 am the following day. A fresh sitting commenced at 10.00 am on Wednesday, 10 December 1997. On Thursday, 11 December 1997, Mr President took the chair at 10.00 am and the Council adjourned at 10.52 am on Friday, 12 December 1997.
- ▶ One thousand guests attended the opening of the second session of the 53<sup>rd</sup> Parliament of Victoria by His Excellency, Sir James Gobbo AC.
- ▶ In 1997-98 the Department processed 2,068 Questions on Notice.
- ▶ Changes to the *Constitution Act 1975* extended privilege to the publication of parliamentary papers in various electronic forms.



Although known as "St Edward's Crown", the design was first adopted during the reign of Charles II. The crown, used on all official insignia, was worn by Queen Elizabeth II at her Coronation.

**SITTINGS OF THE HOUSE**

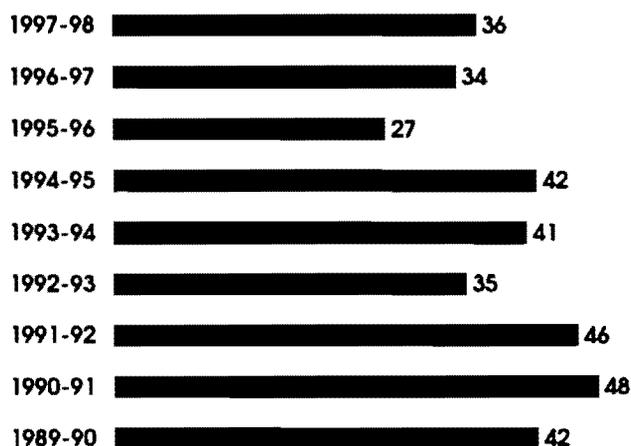
The Legislative Council first met in the year under review on 7 October 1997. It sat for 18 days, 6 of which involved sittings beyond midnight. It adjourned until a day and an hour to be fixed by Mr President on 12 December 1997.

Following prorogation of the Parliament, the House reconvened on 17 February 1998. It adjourned on 20 May 1998 after 18 sitting days. The Council sat beyond midnight on 2 occasions during the Autumn sittings.

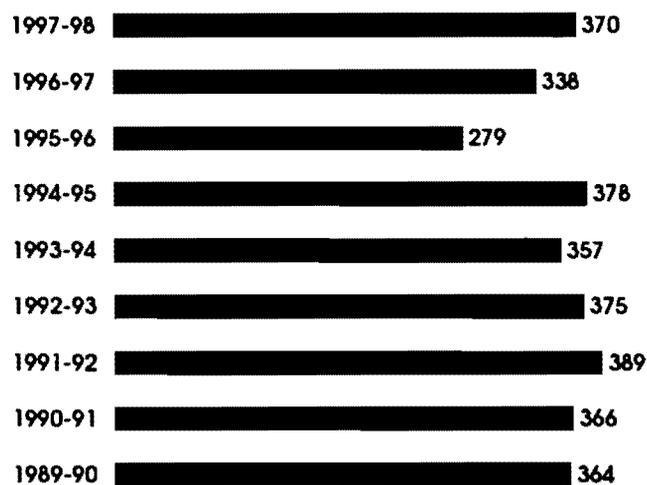
Legislative Council sitting patterns for the past 10 years are shown in Figures 2, 3 and 4. Appendix D contains statistics in respect of the past five years.

**FIGURE 2**

Sitting Days, Legislative Council, 1989-90/1997-98

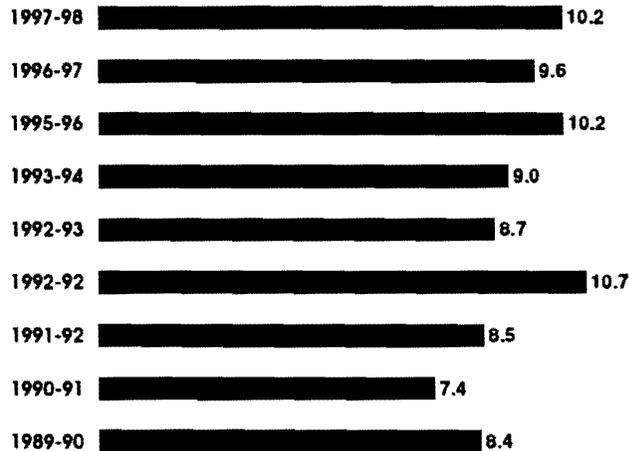
**FIGURE 3**

Sitting Hours, Legislative Council, 1989-90/1997-98



**FIGURE 4**

Average length of daily sittings (hours), Legislative Council, 1989-90/1997-98

**OPENING OF THE SECOND SESSION OF THE FIFTY-THIRD PARLIAMENT**

The second session of the Fifty-third Parliament was formally opened by His Excellency the Governor, The Honourable Sir James Gobbo, AC, on Tuesday, 17 February 1998. This was Sir James' first Opening since being sworn in as Governor.

On this occasion a Guard of Honour was provided by the Australian Defence Force, accompanied by the Australian Army Band - Melbourne.

As with all Openings, the Usher of the Black Rod and his staff handled the detailed arrangements for the ceremony. In excess of 1,000 guests were invited to the Opening ceremony; they were accommodated in both the Council Chamber and Queen's Hall. Guests seated in Queen's Hall viewed the ceremony on two large banks of video screens and, for the first time, a live audio feed of the Usher delivering His Excellency's message to the Assembly was broadcast in the Legislative Council Chamber.

At the conclusion of the ceremony, guests were invited to the Parliamentary Gardens for afternoon tea at which a musical group from Blackburn High School, under the excellent direction of Mr Brendon Mouy, provided a musical programme.

**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 by the Council during 1997-98.

### **CONSTITUTION ACT CHANGES REGARDING THE PUBLICATION OF PROCEEDINGS**

Changes were made during the year to the provisions of the *Constitution Act 1975* extending parliamentary privilege in relation to the publication of parliamentary proceedings. These changes were made owing to doubts having arisen as to whether newer forms of publication of proceedings, such as the electronic provision of Hansard and audio and visual broadcasts, were protected in the same way as other more traditional means. To remove any doubts on the issue the Act was amended to ensure that those involved in the electronic publication of proceedings which have been authorized by Parliament, including parliamentary officers, were provided with the same protection as was provided to those involved in publication in "paper" form. Sections 73 and 74 of the Act were amended to ensure that they cover both electronic and written publication and to add a new provision based on the *Commonwealth Parliamentary Proceedings Broadcasting Act 1946*. As far as is practicable, the Act now protects those involved in the transmission of the proceedings of either House or a committee, with the authority of that House or committee.

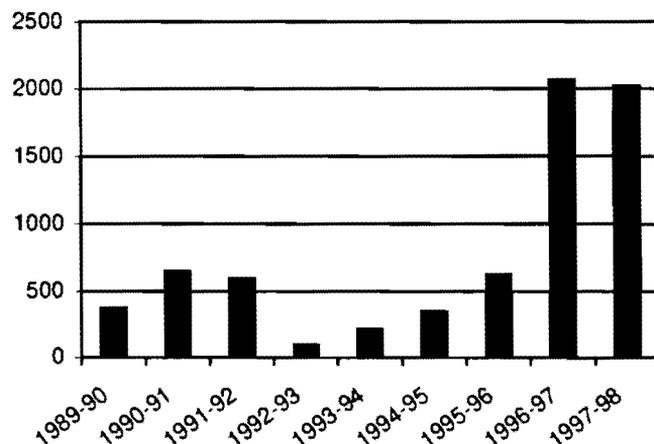
On 12 May 1998, the Council agreed to a resolution authorizing the publication of material under section 73 of the Act by persons nominated in writing from time to time by Mr. President.

### **QUESTIONS ON NOTICE**

In 1997-98 the Department processed 2,023 Questions on Notice. This dramatic increase in the number of Questions on Notice processed by the Department is highlighted in Figure 5.

**FIGURE 5**

Questions on Notice processed by the Department of the Legislative Council, 1989-90 to 1997-98



**PROCEDURAL DATABASE**

Significant progress has been made in developing a prototype Legislative Council procedural database. The database comprises Mr President's rulings, together with references to Standing and Sessional Orders and to other procedural authorities. The database will have a comprehensive search facility, and can be configured to find, 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. The Department is most appreciative of the developmental assistance provided by the Department of the Parliamentary Library.

**PRESIDING OFFICERS AND CLERKS CONFERENCE**

Mr. President and the Clerk of the Legislative Council attended the 28<sup>th</sup> Conference of Presiding Officers and Clerks in Nauru during late July 1997. Mr. President presented a paper at the Conference entitled *Parliamentary Committees in Victoria — Some recent developments*.

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.

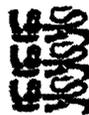


# OPERATIONAL SUPPORT

**PRINCIPAL OBJECTIVE 11** 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.

## OPERATIONAL HIGHLIGHTS

- ▶ The Department successfully moved from program budgeting to budgeting on an Output Group basis in the 1997-98 financial year.
- ▶ The Department operated within its budget and recorded a surplus of \$162,792 on recurrent expenses.
- ▶ Replacement of outmoded computer equipment and the utilisation of new software extended the technological capabilities of the Department.
- ▶ The use of the Legislation Document Management System and on-line Hansard in the Chamber, combined with developments in PARLYNET, have provided Members and departmental staff with unprecedented access to parliamentary information.
- ▶ The five Joint Investigatory Committees for which the Department is administratively responsible tabled 7 reports, conducted 85 public hearings, and undertook 21 inspections and visits in Australia and overseas.



*The shield used in the coat of arms is quartered. The lions in the first and fourth quarters represent England. Usage of the three lions dates from 1198 during the reign of Richard I.*

**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. The 1997-98 Act was presented in a different format to accord with government financial management and budget reforms. The main change entailed the provision of appropriations on an output group basis for current and capital purposes in place of the former recurrent, and works and services, classifications on a program basis. The appropriations were also provided on an output group basis (i.e., Legislative Council, Legislative Assembly, Parliamentary Library, Parliamentary Debates, Parliamentary and Electorate Support Services and Performance Audits) rather than on a "global" one-line basis. This presentation accords with the wishes of the Presiding Officers and ensures the necessary protection of the Legislative Council's budget.

The Legislative Council's funding was provided through Output Group 801 which, consistent with the introduction of output management into the public sector, sets targets to be met in delivering the outputs in return for the Department's budget resources. These outputs relate to 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. However, the determination of useful and meaningful targets has proven to be quite difficult given that the Department's primary function is to service the House whenever it meets. For example, targets based solely on the number of sittings or Bills processed have little meaning. Steps were therefore taken to refine the description of the outputs for the 1998-99 Budget so that quantity, quality and timeliness can be more accurately measured.

Funds for current purposes were provided to the Department for salaries and overtime, operating expenses, subsidiary expenses associated with the employment of personnel for 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.

No funds were included for capital purposes; however, it is intended that next year's budget will include such a provision.

The sources of the Council's budget for 1997-98 were —

*Special Appropriations*

▶ Members' salaries and allowances	\$4,552,000
▶ Parl. Contributory Superannuation Fund	\$2,699,730
▶ Clerk and expenses of the Leg. Council	\$100,000
▶ Clerk of the Parliaments	\$1,000
▶ Auditor-General's Office audit	\$5,000

*Parliament Appropriation Act*

▶ Legislative Council Output Group	\$2,098,000
------------------------------------	-------------

In addition, the Department was given approval to carry forward \$66,000 of unspent funds from 1996-97 pursuant to the *Financial Management Act 1994* to fund enhancement of the Council's computer operations.

The Special Appropriation for the Joint Investigatory Committees was \$3,900,000 of which the Council's share for the five committees serviced by the Department was \$1,636,889.

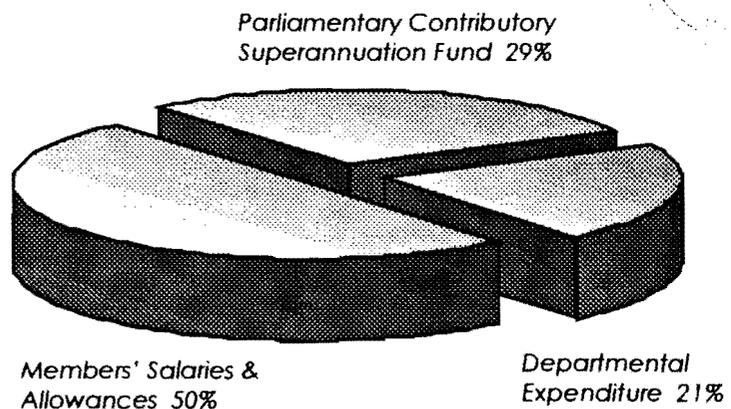
The budget for the Joint Committee Administration Office, which is jointly administered by both House departments, was \$593,787, and contains funds on behalf of all committees for rental payments for 35 Spring Street, Melbourne.

Some detailed figures for 1997-98 for both the Department and the committees appear in the financial statement in Appendix F to this report. A breakdown of expenditure for the Legislative Council on a percentage basis is depicted in the charts below (Figures 6 and 7).

**FIGURE 6**

Total Expenditure (%), Output Group 801 (Departmental and Members), 1997-1998

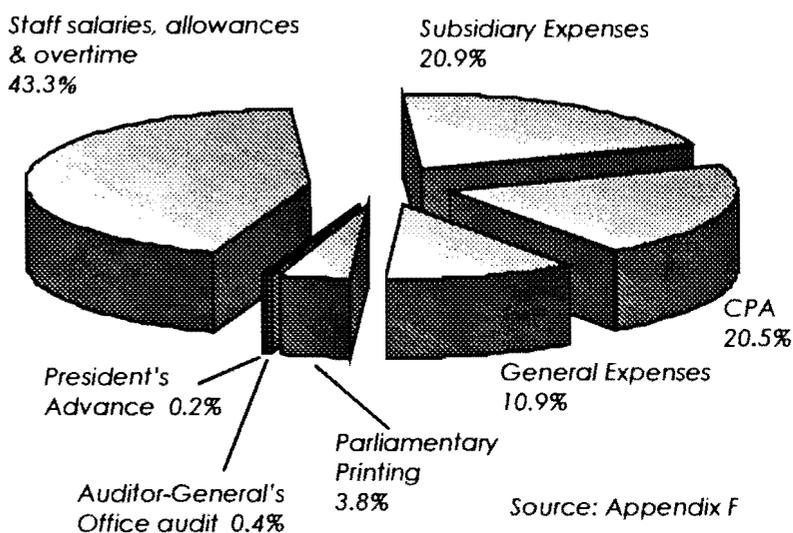
N = \$9,373,663



Source: Appendix F

**FIGURE 7**

Expenditure (%), Department of the Legislative Council,  
Output Group 801; N = \$2,005,975



In 1997-98 the Council again operated within its budget, due mainly to a surplus in parliamentary printing costs. A surplus of \$162,792 on recurrent expenses was achieved and approval has been sought to carry forward \$53,000 of unspent funds to 1998-99 to provide additional funds for projects to be undertaken in the next financial year. These include the refurbishment of several offices in the Department through the purchase of new furniture; further computer hardware upgrades (including the purchase of a new colour printer); and additional workstations and new equipment for the Legislative Council Committee Room through upgrading of the public address system and the purchase of new audio equipment.

#### **PUBLIC ACCOUNTS AND ESTIMATES COMMITTEE**

As reported last year, the Presiding Officers and Department heads gave evidence to the Public Accounts and Estimates Committee on 19 May 1997. The Committee's report on the 1997-98 Budget Estimates (Parliamentary Paper No. 58 of Session 1996-98) was Tabled in the Legislative Council on 3 December 1997 and the response to the Committee's recommendations was subsequently Tabled on 14 May 1998.

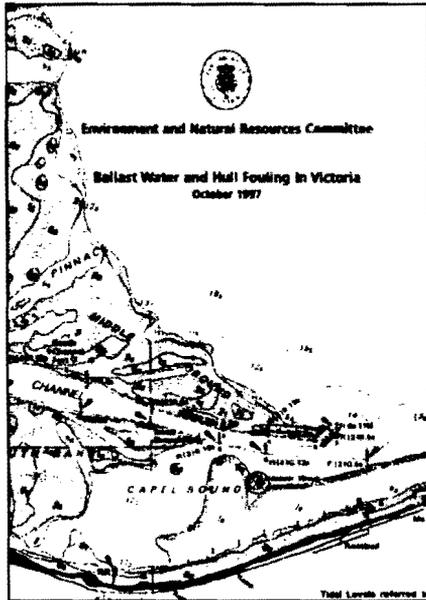
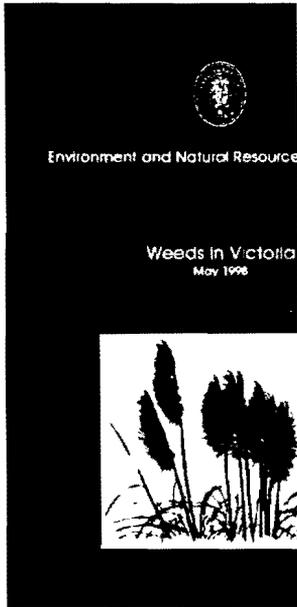
In the response to the Committee's recommendations it was indicated that the Parliamentary departments would refine existing corporate plans and develop business plans for 1998-99 and future years. It is intended that work in this area will proceed at the earliest opportunity.

#### **JOINT INVESTIGATORY COMMITTEES**

The Department is responsible for the administration of five joint investigatory committees — the Environment and

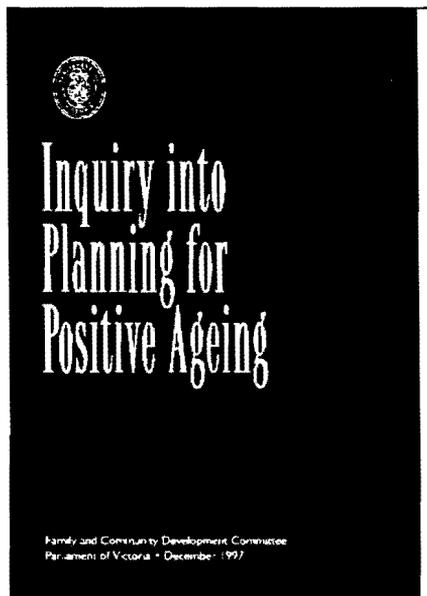
Natural Resources Committee, the Family and Community Development Committee, the Federal-State Relations Committee, the Law Reform Committee, and the Road Safety Committee.

### Environment and Natural Resources Committee



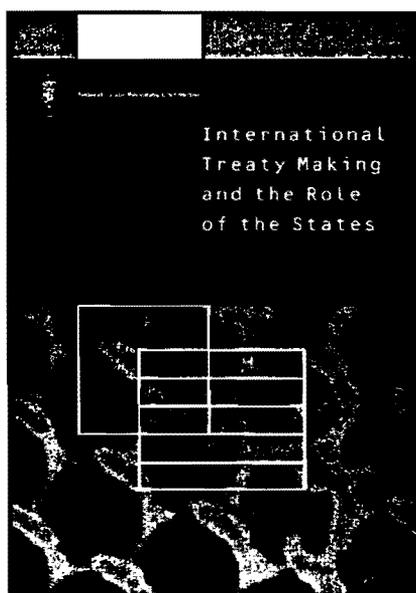
The Committee completed two inquiries in 1997-98. In October 1997 it tabled its report on *Ballast Water and Hull Fouling in Victoria*. In May 1998 the Committee tabled its report on *Weeds in Victoria*. Terms of Reference for two new inquiries — into the utilisation of Victorian native wildlife and flora, and into the contribution of older motor vehicles to air pollution — were received in October 1997. A sub-committee attended the 1997 Parliamentary Environment Committees Conference held in Brisbane.

### Family and Community Development Committee



In October 1997, the Committee tabled a report entitled *Inquiry into Planning for Positive Ageing*. The Committee continued work on its inquiry into "the effects of television and multimedia on children and families in Victoria"; a discussion paper bearing the same name was released in support of the inquiry. The Committee conducted an inspection at Kilvington Girls College, and attended the International Association of Gerontology World Congress in Adelaide (August 1997) and the Violence, Crime and Entertainment Media Conference in Sydney (1997).

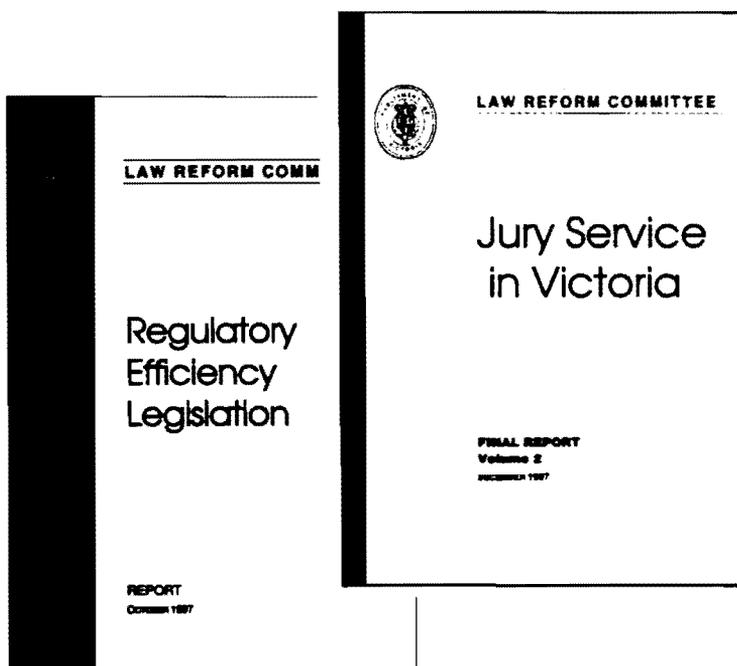
## Federal-State Relations Committee



The first report of the Federal-State Relations Committee — *International Treaty Making and the Role of the States* — was tabled in October 1997. Work continued on the inquiry into “overlap and duplication of roles and responsibilities between the Commonwealth and the States; and areas of responsibility for which the Commonwealth should have an enhanced role for the benefit of the federation”. Briefing papers entitled *Comments on the Commonwealth Joint Standing Committee on Treaties on the*

*subject of their inquiries into the Multilateral Agreement on Investment and High Court Excise Decision* were also released. The Committee gathered evidence in Darwin (August 1997), Canberra and Sydney (May 1998), and in Canada, the United States, Europe and the United Kingdom (June 1998).

## Law Reform Committee

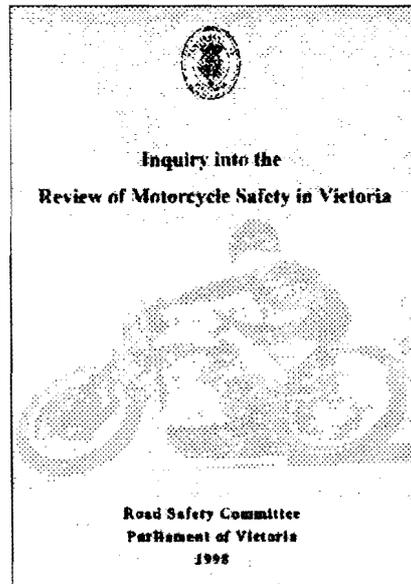


The Committee tabled reports on *Regulatory Efficiency Legislation* and on *Jury Service in Victoria, Volumes 2 and 3*. The Committee commenced inquiries into “technology and the law”, into “the *Fences Act 1968*”, and into “criminal liability for actions performed while in a state of self-induced intoxication”. Public hearings were held in Melbourne (December 1997; Technology and Law Inquiry), and in Horsham and Echuca (May 1998; *Fences Act Inquiry*). Evidence was taken in Melbourne (February, March and April 1998; Technology and the Law

*Inquiry; Fences Act Inquiry*). The Committee undertook study tours to Sydney (February and May 1998), Brisbane (February 1998) Canberra (March 1998), Perth and Adelaide

(April 1998). The Committee hosted the Australian Law Reform Agencies Conference (September 1997) and was represented at the 7<sup>th</sup> annual National Medico-Legal Congress (February 1998) and the Technology for Justice Conference (March 1998).

### Road Safety Committee



In February 1998, the Committee tabled its report on *The Review of Motorcycle Safety in Victoria*. In November 1997, the Committee commenced an inquiry into "the incidence and prevention of pedestrian accidents". In support of its work, the Committee met with a South African delegation concerned with road safety issues in July 1997. Inspections were held in the cities of Darebin (March 1998) and Stonnington (April 1998), in Sydney and Canberra (May 1998), and in Adelaide (June 1998). The

Committee was represented at the International Conference on Road Safety and Traffic Enforcement (Melbourne, August 1997); the 14<sup>th</sup> International Conference on Alcohol, Drugs and Traffic Safety (Annecy, France, September 1997), at which the Chairman presented a paper; the National Road Safety Research and Enforcement Conference (Hobart, November 1997); the Developments in Safer Motor Vehicles Conference (Sydney, March 1998), and the Conference on Pedestrian Safety, which it co-hosted (Melbourne, June 1998).

### Joint Committee Administration Office

In 1997-98 the Joint Committee Administration Office assisted the Joint Investigatory Committees in meeting their inquiry and reporting obligations. Computer hardware and software upgrades were completed and, as part of the PARLYNET project, a laser link between Parliament House and 35 Spring Street was installed. Photocopiers were upgraded and a portable public address system purchased for use by Committees. Due to the demand for meeting rooms, two small rooms were converted into one large meeting room.

### Inquiry Budget Arrangements

The total budget for the Joint Investigatory Committees in 1997-98 was \$3.9 million. This funding was provided by way of Special Appropriations and compares with total expenditure of \$3.2 million. Reference was made in last

year's annual report to the new arrangements being sought by the Presiding Officers regarding the funding of new inquiries. In January 1998 the Minister for Finance indicated that the Treasurer had agreed that, in future years, the budget appropriation for the committees would include an amount dedicated to anticipated new inquiries. This amount would represent a realistic estimate of the cost of new inquiries and would be subject to negotiation each year in the context of the annual Budget, with any proposed expenditure beyond the agreed amount being subject to the Treasurer's approval.

The total Special Appropriation for the committees for 1998-99 of \$4.157 million therefore included an amount of \$200,000 to be allocated by the Presiding Officers for new inquiries. The Presiding Officers have foreshadowed to the Treasurer that it may be necessary to seek additional supplementation should these funds prove to be inadequate.

#### **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 and 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. The report following the review was under consideration by the Presiding Officers as at the end of the reporting period.

#### **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. During the year the Panel met on one occasion in May 1998 and considered a number of issues, including budgets and the staffing review referred to earlier.

### **INTER-DEPARTMENTAL COMMITTEES**

As has been indicated in previous reports, there is a high degree of co-operation between the Parliamentary

Departments in Victoria, particularly the two "House" departments — the Department of the Legislative Council and the Department of the Legislative Assembly. This co-operation is reflected at many levels and is particularly evident in the case of inter-departmental committees whose charter impinges on all Parliamentary departments.

In addition, there are also regular meetings of the heads of the Parliamentary departments. As has been the case in recent years, there were several of those meetings during 1997-98, held for the purpose of discussing a wide range of matters and arriving at a consensus on issues of common interest across departments. The Department heads also continued to meet as required with the Presiding Officers.

The Inter-Departmental Committees on which the Department is represented include the following:

#### **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 five occasions during the year and made recommendations to the Department Heads regarding a review of allowances and clarification of the industrial relations jurisdiction for Parliamentary staff.

#### **Grievance Review Committee**

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

It was not necessary for the Committee to meet during 1997-98.

#### **Staff Development Committee**

Until August 1997 the Staff Development Committee, which was first established in March 1994, consisted of a senior officer from each department with personnel management responsibilities, together with the Staff Training and Development Officer. Since its establishment the Committee

has been responsible to the Department heads for the overall supervision of the Parliament's training and development program and Mr. Wayne Tunnecliffe has been our representative.

In August 1997 the arrangements for the management of the training program underwent significant change. A new Training and Development Officer was appointed and now reports to the Secretary, Department of Parliamentary Services, who chairs the Committee.

The main activity undertaken by the Committee during 1997-98 was a review of the Performance Management System carried out by a sub-committee of the Committee chaired by the Deputy Clerk of the Legislative Assembly. The Committee met on 8 occasions in relation to the review and on 5 other occasions during the year.

### **COMPUTERIZATION IN THE DEPARTMENT**

Laptop computers continue to be utilized at the Chamber Table for recording the Minutes of the Proceedings and 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 Minutes of the Proceedings, Notice Paper and Questions on Notice on the Internet now occurs.

The use by Members of the computer terminals in the Chamber during sittings for online access to Hansard continues to increase. During the reporting period those computers were upgraded to also enable Members to access The Law Today and The Statute Book.

As the Parliament moves towards the introduction of PARLYNET, additional modules will be added to those computers so that Members will be able to access Parliamentary documents and parliamentary committee materials, as well as Government departments' home sites.

As foreshadowed in the last annual report, the Department replaced most of its computer hardware and software just prior to the Autumn 1998 Sitting. This was necessary as the equipment and operating system was dated and it was also desirable to achieve compatibility and enhance connectivity across the Parliament-wide network.

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**

The Victoria Branch of the Commonwealth Parliamentary Association again experienced a busy year. In addition to the day to day activities of the Branch, including administration of the Study Tour Scheme, considerable work was undertaken in preparing for the Australian and Pacific regional Seminar which was to be jointly hosted by the Branch in July 1998.

The activities of the Branch are the subject of a separate report to Members at its annual meeting.

#### **AUSTRALASIAN STUDY OF PARLIAMENT GROUP**

The Department provided logistical support to the Australasian Study of Parliament Group — Victoria Chapter. Dr. Ray Wright of the Department acts as Honorary Secretary.





# WORKPLACE ENVIRONMENT

**PRINCIPAL OBJECTIVE 111** 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.

## OPERATIONAL HIGHLIGHTS

- ▶ Changes to the Performance Management System were successfully introduced in the Department. The modified system saw the abolition of performance pay based on variable percentage increases and the adoption of a policy whereby pre-determined performance pay is passed on to staff subject to the attainment of an assessment of "competent" or better.
- ▶ A new salary offer was made to staff. Those signing new workplace contracts will receive staged salary increases which accord with Government policy.



*The shield used in the coat of arms is quartered. The lion in the second quarter represents Scotland. It has been used as the royal arms of Scotland since the days of William the Lion (1143-1214) and Alexander II (1198-1249).*

## **STAFF**

Mr Simon Dinsbergs, seconded from the Joint Committee Administration Office, filled the position of Parliamentary Officer (Administrative Support) in the absence of Ms Andrea Agosta who was on 12 months' maternity leave. Ms Agosta resigned on 19 August 1997. On 1 September 1998, Mr Dinsbergs was appointed Assistant Executive Officer of the Scrutiny of Acts and Regulations Committee.

On 13 October 1997, Ms Felicity Murphy (née Ryan) was appointed to the position of Parliamentary Officer (Administrative Support), in the Papers Office.

A listing of all departmental officers appears in Appendix B.

## **PERFORMANCE MANAGEMENT SYSTEM**

In last year's annual report reference was made to the review of the Parliament's Performance Management System to be undertaken following the completion of the second round of performance assessments in June 1997.

The review was undertaken by the Staff Development Committee from July to September 1997 with the committee's report being delivered to the Department heads on 29 September. In view of the terms of a new Government pay offer tied to performance pay the recommendations were also considered in the context of a requirement that at least part of the offer be performance based. On 7 April 1998 staff were advised of the proposed changes. The most significant change to the system concerned the abolition of variable percentage increases in performance pay in favour of the full Government pay offer being passed on to staff attaining a competent or better rating. Concurrently, new arrangements were introduced for the payment of bonuses, including guidelines under which bonuses may 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. The new plans will not be used until the 1998-99 assessment period beginning in July 1998.

## **STAFF SALARY INCREASE**

In line with moves in the public service approval was given in early 1998 by the Minister for Finance for a new salary offer to be made to parliamentary staff. This offer provided for an increase on the signing of a new contract of 3 per cent, followed by further increases of 2.25 per cent from 1 July 1998 and 2.25 per cent from 1 July 1999. The total increase of 7.5 per cent provided under the new contract will cover the period to 30 June 2000. Unlike previous salary offers no retrospective payment was available.

Details of the new offer were announced to staff on 24 February 1998 and briefings were held on 27 February to distribute and explain the new common law employment

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contract. The new common law contract replaced employment agreements under the Employee Relations Act.

Parliamentary staff do not have ready access to an industrial relations jurisdiction and at the end of the review period the question as to what arrangements might apply to them was under consideration.

#### **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 five 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, first-aid training for staff, the purchase of first aid equipment, and emergency procedures and disaster plans.



# INFORMATION & EDUCATION

**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.

## 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 1997 and October 1997, respectively.
- ▶ 15,200 people visited Parliament House at the Open Days on 4 and 5 October 1997.
- ▶ Departmental staff participated in Parliament Week, conducted at the Royal Agricultural Show held in September 1997.
- ▶ The Clerk-Assistant conducted a training and equipment needs survey for the Parliament of Samoa.
- ▶ In 1997-98, the Department hosted 13 visits from distinguished visitors and official delegations; 11 official calls; 14 major functions; and major uses of the Legislative Council Committee Room.



*The shield used in the coat of arms is quartered. The harp in the third quarter represents Ireland. Based on a Tudor badge, the harp was used on the Royal Coat of Arms from the reign of James I (1566-1625).*

**YMCA YOUTH PARLIAMENT AND CHILDREN'S PARLIAMENT**

The Eleventh YMCA Youth Parliament was again staged at Parliament House on 23 and 25 September 1997.

The "Opening Ceremony" was held in the Legislative Council Chamber at which the "Youth Governor", Miss Serin Werner, officially declared open the Youth Parliament. Both the Hon. J.G. Kennett, M.P., Premier of Victoria and Mr. J.M. Brumby, M.P., Leader of the Opposition, addressed the participants in this ceremony.

The Youth Parliament conducted its business in the Legislative Council and the Legislative Assembly Chambers. It was presided over for most 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 banning of smoking where food is served and consumed, the age of sexual consent, wild animal acts in circuses, abolition of the Legislative Council, creation of a statewide child sex offender register and the introduction of a youth services card.

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" were presented to the Hon. Dr D.V. Naphine, 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

On 21 and 24 October 1997, the Children's Parliament was once again held in the Legislative Council and Assembly Chambers. A total of 34 schools participated with students ranging from years 7 to 9. The Hons. M.M. Gould, A.R. Brideson, 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 gambling, the VCE, drought in rural Victoria, support for families in crisis, unemployment among young people, One Nation policies and private health cover.

**OPEN DAYS**

The Parliament building and its environs were opened to the public on 4 and 5 October 1997 as part of the Victorian Government's *Access 2001 - Victoria's Open Weekend* event which also involved the opening of 12 other Victorian major historic buildings, cultural institutions and development projects. 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 15,200 people visited the building during this weekend.

## PARLIAMENT WEEK

As in 1997-98, Parliament Week was conducted at the Royal Agricultural Show from 18 to 28 September 1997. Its aims were three-fold:

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

The theme of the Parliament of Victoria stand was "Knowing Your Members" and to assist the public a computerized touchscreen monitor was utilized. All Parliamentary departments participated and a large number of parliamentary staff were involved in the setting up and staffing of the stand. It was also gratifying to see many Members of Parliament in attendance at the stand to talk about their work to the public.

Competitions were held encouraging members of the public to correctly identify their three State Members, their electorate and their province. Calligraphers were also engaged to provide children with certificates bearing their names.

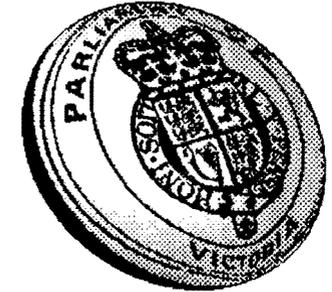
## FUNCTIONS

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, all of which required some support and a staffing presence from departmental staff.

## FUNCTIONS, 1997-98

- ▶ Reception to welcome participants in the National Australian Local Government Women's Association Annual Conference.
- ▶ Reception to mark the occasion of the Jubilee year celebrations of the Australian National Antarctic Research Expedition.
- ▶ Reception to welcome the Victorian members of the Australian Team for the 1998 World Swimming Championships.
- ▶ Reception in honour of Mr Michael Doohan, AM, 500cc Motorcycle World Champion, 1994, 1995, 1996 and 1997.
- ▶ Opening Ceremony to mark the Australian and New Zealand Academy of Management Annual Conference.
- ▶ Reception to mark the occasion of the Order of Australia Association's 1998 annual national meeting.
- ▶ Reception to welcome delegates to the 1997 Interact Asia and Pacific Multimedia Festival.
- ▶ Reception to mark the visit of the General Secretary of the World Scout Bureau.
- ▶ Reception to mark the St John Ambulance Australia 1998 Priory Meetings.
- ▶ Reception to welcome the 30<sup>th</sup> International Chemistry Olympiad.
- ▶ 1997 Excellence in Agriculture and Resources Science Awards.
- ▶ Melbourne Constitutional Centenary Convention.
- ▶ 1997 Religion and Cultural Diversity Conference.
- ▶ Australia Day 1998 Flag Raising Ceremony.



## DISTINGUISHED VISITORS AND OFFICIAL DELEGATIONS, 1997-98

- ▶ H.E. Mr Apostolos Kaklamanis, President of the Parliament of Greece.
- ▶ Rt. Hon. Betty Boothroyd, MP, Speaker of the UK House of Commons.
- ▶ Chinese Association for International Understanding Delegation.
- ▶ USA National Conference of State Legislatures Delegation.
- ▶ H.E. Salvatore de Giorgi, Archbishop of Palermo.
- ▶ Rt. Hon. Sir Roger Cork, Lord Mayor of London.
- ▶ Aichi Prefectural Assembly Delegation.
- ▶ Parliament of Papua New Guinea.
- ▶ Parliament of Bangladesh.
- ▶ Senate of Poland
- ▶ Parliament of Germany
- ▶ Parliament of Pakistan.
- ▶ National Assembly of Vietnam.

## OFFICIAL CALLS, 1997-98

- ▶ Ambassador of Italy.
- ▶ Ambassador of Poland.
- ▶ Ambassador of Uruguay.
- ▶ Ambassador of Myanmar.
- ▶ Ambassador of Saudi Arabia.
- ▶ High Commissioner for Britain.
- ▶ High Commissioner for Pakistan.
- ▶ High Commissioner for Malaysia.

## COUNCIL COMMITTEE ROOM USERS, 1997-98 (EXCLUDING VICTORIAN USERS)

- ▶ Senate Select Committee on Superannuation.
- ▶ Australian Law Reform Agencies Conference.
- ▶ Senate Community Affairs References Committee.
- ▶ Australian Parliamentarians for Drug Law Reform.
- ▶ Senate Select Committee on Information Technologies.
- ▶ Parliament of Australia Joint Standing Committee on Treaties.
- ▶ House of Representatives Standing Committee on Legal and Constitutional Affairs.
- ▶ Senate Environment, Recreation, Communications & the Arts References Committee.
- ▶ House of Representatives Standing Committee on Family and Community Affairs.
- ▶ Parliament of Australia Joint Committee on Native Title and the Aboriginal and Torres Strait Islander Land Fund.
- ▶ High Commissioner for Eritrea.
- ▶ Ambassador of the United Arab Emirates.

## TABLE 1

Provision of services  
Legislative Council, 1997-98

**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 1997-98.

**Officers from other Parliaments**

During the year Mrs Moka Tano-Puleosi, Clerk of the Legislative Assembly, Parliament of Niue, completed a short training attachment with the Parliament.

**Other Visitors**

Other visitors to the Parliament during the year included the Hon. Tim Fischer, MP, Deputy Prime Minister; the New Zealand House of Representatives' Health Committee; Mr P.M. Miller, MEC, Minister for Local Government and Housing, South Africa; Senator R. Chafee, U.S.A. Senate; 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 11th YMCA Youth Parliament and the Children's Parliament.

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.

### **SAMOA PARLIAMENT TRAINING AND EQUIPMENT NEEDS SURVEY**

At the end of May 1998 the Clerk-Assistant spent a week at the Parliament of Samoa as part of a program organized through the Commonwealth Parliamentary Association Education Trust Fund. Amongst other things, the program involves representatives from Australian Parliaments visiting South Pacific Parliaments and assessing their needs in terms of training and equipment. Upon his return the Clerk-Assistant submitted a report to the Fund's Trustees who can now consider how best the Samoan Parliament can be assisted. The recommendations covered possible attachments for Samoan staff with Australian Parliaments and new photocopying, printing, computer and audio equipment.

### **CLERKS OF COMMITTEES MEETING**

The Clerk-Assistant attended a meeting of Clerks with responsibility for the management of committees held at Parliament House in Canberra on 2 and 3 November 1997 and presented a paper on the funding of Committee inquiries. Other topics discussed at the conference included recent privilege issues in the New South Wales Legislative Council, the reorganization of Parliamentary administration in New Zealand, the media and committees, consultancies and staff secondments from the executive, and access by Committees to contracts and commercially confidential information.

### **DISTRIBUTION OF PARLIAMENTARY PUBLICATIONS**

The Department co-ordinated a review and rearrangement of the distribution arrangements for parliamentary documents. This review, which commenced in January 1998, was necessitated by the expiry on 6 March 1998 of the Parliament's contracts with the Australian Government Publishing Service for the provision of some services.

This was the first comprehensive review of free and paid circulation lists for loose documents. The original circulation list was found to include many duplications and it has now been reduced to 400 entries. In addition, the original list of subscribers has been reduced to 43.

All distribution information is now stored on a consolidated database which is, for the first time, maintained by the relevant Parliamentary departments. Previously this data had been maintained and held by the Victorian Government Printing Office or, in recent years, AGPS.

In addition, arrangements were entered into with various suppliers to prepare, package and distribute documents. The new arrangements, will ensure cheaper delivery and postage rates.

## PARLIAMENTARY PUBLICATIONS

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

### Members' Guide



The Department co-ordinated the revision of the *Members' Guide*.

This involved making changes and additions to eight of the ten chapters of the *Guide*. In December 1997, updated pages, published in loose-leaf format, were distributed to Members of Parliament, parliamentary departments and Australasian parliaments

### Victorian Government Directory

The Department co-ordinated the Parliament of Victoria's entries for the 1998-99 *Victorian Government Directory*.

### Notice Papers, Minutes of Proceedings and Divisions in Committee

These publications are directly related to the sittings of the House. During the year under review the following publications were issued:

Notice Papers (daily) .....	35
Minutes (weekly) .....	15
Divisions in Committee .....	7
Unanswered Questions on Notice .....	7

### List of Members

In the reporting period, a list of Members of the Legislative Council was issued in November 1997.

### Progress on Investigations and Ministerial Responses

On behalf of the Parliament the Department produces the monthly report of progress on the investigations of Joint Investigatory Committees and the half-yearly summary of ministerial responses to reports of those Committees. During the period under review 10 editions of Progress on Investigations and two editions of Ministerial Responses were produced and circulated.

### Register of Members' Interests

As Clerk of the Parliaments, the present Clerk of the Legislative Council maintains the Register of Members' Interests and produces the regular summaries, which are

presented to the Parliament. During 1997-98 the Summary of Returns for the 1996-97 return period was tabled and three summaries of variations were prepared and tabled in both Houses. A cumulative summary of returns as at September 1997 was tabled in this period.

#### **Bound Volumes**

The Department also produces on a sessional basis bound volumes of the Minutes of the Proceedings and Bills introduced into the Legislative Council. Bills volumes for 1992-94 and 1994-96 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 & 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 collections.

## OPERATIONAL HIGHLIGHTS

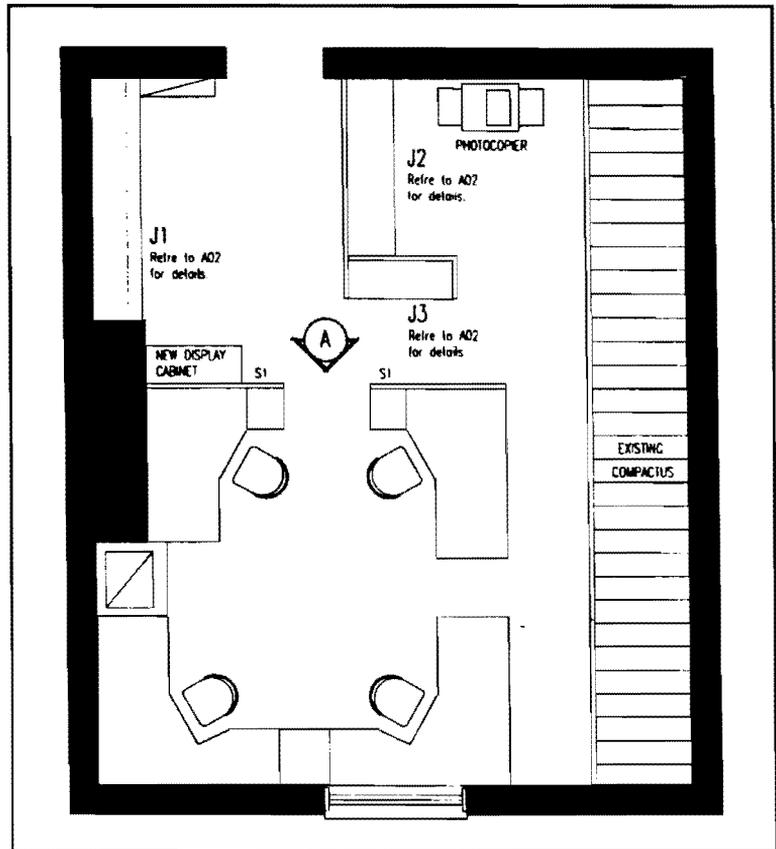
- ▶ In September 1997, the Legislative Council Papers Office was repainted and refurbished.
- ▶ Under the direction of the Fire Protection Committee, work commenced on the installation of fire suppression equipment, and temperature and moisture alarms, in the various computer file server rooms.
- ▶ Security enhancing devices were installed in various parts of the building and security related systems were improved
- ▶ The Fire Detection Panel was modified.



*The garter encircling the shield bears the words "Honi Soit Qui Mal Y Pense" or "Shamed be he who thinks evil of it". This is the motto of the Order of the Garter.*

**WORKS**

In September 1997, major repainting and refurbishment of the Council Papers Office was undertaken with the assistance of the maintenance and engineering staff of the Parliament and FFPV Pty Ltd. The works have resulted in making the Papers Office a more open and efficient working environment for Members, departmental staff and visitors.

**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 eighteen area wardens, ten door wardens, five "first-aiders" and two 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.

During the period under review works commenced and were expected to be completed in 1998-99 on the following:

- ▶ installation of fire suppression equipment and temperature and moisture alarms in the various computer file server rooms;
- ▶ the installation of additional security enhancing devices in various parts of the building and various improvements to other security related systems; and
- ▶ modifications to the Fire Detection Panel.

Other major works to commence in 1998-99 will be the construction of external fire escape stairs to improve egress from the third floor area of the building which currently houses 17 Members of the Legislative Assembly. Other associated works will include smoke isolation of staircases and modification of existing exit doors.

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.

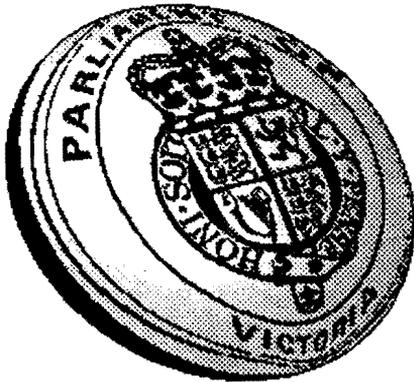


# ISSUES IN THE YEAR AHEAD

## THE YEAR AHEAD

Issues to be addressed in 1998-99 include —

- ▶ The need to bed down new arrangements in relation to the printing and distribution of Parliamentary documents, including management of the subscription lists.
- ▶ In conjunction with the Presiding Officers and the other Department heads, the preparation of fresh Corporate Plans and development of appropriate Business Plans.
- ▶ Implementation of arrangements for the hosting of the 13<sup>th</sup> Regional Seminar of the Commonwealth Parliamentary Association.
- ▶ Fine tuning and adaptation of arrangements in relation to accrual accounting to meet the Department's requirements.



*On the accession of James I (1566-1625) to the English throne, the royal heraldry of Scotland was combined with that of England in the Sovereign's achievement. At the same time, the arms of Ireland were introduced, thereby creating the royal shield.*



# APPENDICES

- ▶ A ROLE OF LEGISLATIVE COUNCIL STAFF
- ▶ B STAFF EMPLOYED DURING 1997-98
- ▶ C MEMBERS OF THE LEGISLATIVE COUNCIL, 53<sup>RD</sup> PARLIAMENT OF VICTORIA
- ▶ D SELECT STATISTICS RELATING TO SITTINGS OF THE LEGISLATIVE COUNCIL, 1997-98
- ▶ E STATISTICS RELATING TO COMMITTEES ADMINISTERED BY THE DEPARTMENT OF THE LEGISLATIVE COUNCIL
- ▶ F FINANCIAL INFORMATION 1997-98
- ▶ G SUPPLEMENTARY INFORMATION AS AT 30 JUNE 1998
- ▶ 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. Back-up support in her absence is provided by arrangement with the Department of the Legislative Assembly. Mr. President 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 1997-1998

#### DEPARTMENT OF THE LEGISLATIVE COUNCIL *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)
ANDREA AGOSTA	Parliamentary Officer (Administrative Support) <i>(until 19 August 1997)</i>
SIMON DINSBERGS	Temporary Parliamentary Officer (Administrative Support) <i>(until 31 August 1997)</i>
FELICITY MURPHY	Parliamentary Officer (Administrative Support) <i>(from 13 October 1997)</i>
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 35 Spring Street, Melbourne***ENVIRONMENT AND NATURAL RESOURCES COMMITTEE**

SARAH WALTERS Executive Officer (*until 12 June 1998*)

JULIE CURREY Office Manager

**FAMILY AND COMMUNITY DEVELOPMENT COMMITTEE**

MARK COWIE Executive Officer

PAUL BOURKE Research Officer

KRISTEN MURRAY Research Officer (*until 10 October 1997*)

JULIE BURNS Office Manager

**FEDERAL-STATE RELATIONS COMMITTEE**

LILIAN TOPIC Executive Officer

SEAN BAKER Research Officer

PATRICK EMERTON Research Officer

NICOLE PAPAL Office Manager

**LAW REFORM COMMITTEE**

DOUGLAS TRAPNELL Executive Officer

PADMA RAMAN Research Officer

REBECCA WAECHTER Research Officer (*until 19 November 1997*)

BEVERLEY KENNEDY Research Officer (*from 27 January 1998*)

ANGELICA VERGARA Office Manager (*from 11 August 1997*)

**ROAD SAFETY COMMITTEE**

BARRY AITKEN Executive Officer

LOIS GROGAN Office Manager

**JOINT COMMITTEE ADMINISTRATION OFFICE**

SONIA KESTLE Administrative Officer

LISA CLAYWORTH Administrative Officer (*from 17 November 1997*)

## APPENDIX C

### MEMBERS OF THE LEGISLATIVE COUNCIL, 53<sup>RD</sup> 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. Craigie	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

<b>PROVINCE</b>	<b>NAME</b>	<b>PARTY</b>
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, 1992-93 TO 1997-98

	1993-94	1994-95	1995-96	1996-97	1997-98
Number of days House met	41	42	27	34	36
Number of hours House met	357.31	377.75	279.30	338.45	370.07
Average number of hours per sitting	8.70	9.00	10.21	9.58	10.17
<b>Bills dealt with</b>					
Initiated in L.C.	3	5	8	1	4
Initiated in L.A.	127	132	75	110	111
Passed without amendment	115	117	65	95	106
Passed with amendments	15	6	5	14	5
Defeated	0	0	0	0	0
Lapsed	0	0	0	0	0
Withdrawn	0	0	2	1	0
Ruled out of Order	0	0	0	0	0
<b>Sets of amendments circulated</b>					
	34	33	15	46	34
<b>Questions on notice processed</b>					
	218	351	623	2068	2023
<b>Petitions tabled</b>					
	21	43	15	4	14
<b>Papers tabled (total)</b>					
Annual reports	621	424	440	454	360
Statutory Rules (incl. attachments)	414	449	256	157	322
Planning schemes & amendments	735	903	838	731	619
Proclamations	58	75	81	45	62
Other (including special reports, Parliamentary Committee reports etc)	104	244	99	66	68

**NOTE:** The above data provide an indication of the workload undertaken by the Department in meeting its House responsibilities. The preparation of Questions on Notice and of documentation to facilitate the tabling of papers is particularly labour and time intensive.

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

	<b>ENRC</b>	<b>FCDC</b>	<b>FSRC</b>	<b>LRC</b>	<b>RSC</b>
<b>Deliberative Meetings</b>					
Full committee	22	45	20	9	19
Sub committee	1	—	3	25	—
<b>Public Hearings</b>					
Full committee	—	70	2	8	5
Sub committee	—	—	—	—	—
<b>Visits/Inspections</b>					
Full committee	—	1	12	4	4
Sub committee	—	—	—	—	—
<b>Reports Presented</b>	2	1	1	2	1
<b>Discussion Papers Produced</b>	—	1	2	—	—

**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 INFORMATION, 1997-98

1996-97 Actual	EXPENDITURE	1997-98 Budget	1997-98 Actual
<b>OUTPUT GROUP 801 - DEPARTMENTAL - Recurrent Appropriation (also includes \$101,000 Special Appropriations)</b>			
855,372	STAFF SALARIES, ALLOWANCES AND OVERTIME	871,000	868,948
467,382	SUBSIDIARY EXPENSES (1)	554,000	418,288
123,078	GENERAL EXPENSES (2)	179,000	220,285
60,924	PARLIAMENTARY PRINTING	200,000	75,329
123,821	COMMONWEALTH PARLIAMENTARY ASSOCIATION	411,000	411,000
-	EXPENSES OF SELECT COMMITTEES	25,000	-
-	AUDITOR-GENERAL'S OFFICE AUDIT	5,000	5,000
3,113	PRESIDENT'S ADVANCE	25,000	7,125
<b>1,801,766</b>	<b>TOTAL — DEPARTMENTAL</b>	<b>2,270,000</b>	<b>2,005,975</b>
<b>OUTPUT GROUP 801 - MEMBERS - Special Appropriations</b>			
4,740,894	MEMBERS SALARIES AND ALLOWANCES	4,552,000	4,667,958
2,783,054	PARLIAMENTARY CONTRIBUTORY SUPERANNUATION FUND	2,699,730	2,699,730
<b>7,523,948</b>	<b>TOTAL — MEMBERS</b>	<b>7,251,730</b>	<b>7,367,688</b>
<b>9,325,714</b>	<b>TOTAL</b>	<b>9,521,730</b>	<b>9,373,663</b>

**NOTES:**

1. Subsidiary expenses include long service leave payments, payroll tax, superannuation levy and SERBS contributions.
2. General expenses include \$66,000 carryover from 1996-97.

## JOINT INVESTIGATORY COMMITTEES

1996-97 Actual	EXPENDITURE	1997-98 Budget	1997-98 Actual
214,801	Drugs and Crime Prevention Committee	481,862	374,381
221,615	Economic Development Committee	252,000	185,856
244,799	Environment & Natural Resources Committee	262,905	193,406
260,081	Family & Community Development Committee	388,840	262,446
247,596	Federal-State Relations Committee	338,833	309,377
415,577	Law Reform Committee	430,232	424,965
248,575	Public Accounts and Estimates Committee	435,402	349,629
259,796	Road Safety Committee	216,079	178,097
381,916	Scrutiny of Acts and Regulations Committee	500,060	351,416
619,695	Joint Committee Administration Office	593,787	572,535
<b>3,114,451</b>	<b>TOTAL</b>	<b>3,900,000</b>	<b>3,202,108</b>

## 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 rental payments for 35 Spring Street on behalf of all committees.

## **APPENDIX G**

### **SUPPLEMENTARY INFORMATION AS AT 30 JUNE 1998**

#### **GENERAL STORES ON HAND**

As at 30 June 1998 the Papers Office had the following stores on hand which were valued at cost:

Letterhead paper	\$6085.80
Envelopes	\$7847.30
Other Stores incl. Pads, With Compliments Slips	\$2412.91

#### **CREDITORS**

As at 30 June 1998, the Department had outstanding employee benefits including:

Annual Leave	\$105,433
Long Service Leave	\$332,066

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## APPENDIX H

### NON-CURRENT PHYSICAL ASSETS

#### THE BLACK ROD

<b>FURNITURE AND FITTINGS</b>	Includes desks, credenzas, filing cabinets, chairs, refrigerators, hall stands, bookcases, billiard table, wardrobes, works of art, safes, desk lamps and crockery.
<b>OFFICE EQUIPMENT</b>	Photocopiers, television set, video recorder etc.
<b>COMMUNICATIONS</b>	Telephones, two-way radios, facsimile machines, audio systems, etc.
<b>MOTOR VEHICLES</b>	One Ministerial motor vehicle. Two Departmental motor vehicles
<b>WORD PROCESSING AND COMPUTER EQUIPMENT</b>	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*