

**Department of the  
Legislative Assembly**

**Annual Report  
for the year  
1996-97**

### **The Mace**

The Mace is in the form of a staff, headpiece, and crown surmounted by an orb and Maltese cross. The symbols embrace the rose, the thistle, the harp, and the waratah, emblematical of England, Scotland, Ireland and Victoria respectively. On the headpiece is the fleur-de-lis, and, embossed in enamel, are the United Kingdom and Victorian Coats of Arms. Encircling the staff is a band upon which are engraved the names of the Speakers since 1856, the first year of responsible government.

The Mace currently in use in the Victorian Parliament was made in 1901. Modelled on the Mace from the House of Commons and made of silver with gold plating, it weighs over 8 kilos and is 1.52 metres in length.

Each sitting day begins with the Speaker's procession when the Speaker is escorted to the Chamber by the Serjeant-at-Arms carrying the Mace. When the House is sitting, the Mace rests on the table with the Orb and Cross pointing towards the Government side of the Chamber.

When the Speaker leaves the Chair and the Assembly is in Committee the Mace is placed on a bracket below the table. The Mace is present in the Chamber at all times when the House is sitting. Proceedings cannot take place unless the Mace is present.



LEGISLATIVE ASSEMBLY  
PARLIAMENT HOUSE  
MELBOURNE, VIC. 3002  
TELEPHONE: 9651 8911  
EXT:

28 October 1997

The Hon S. J. Plowman, MP  
Speaker of the Legislative Assembly  
Parliament House  
MELBOURNE 3002

Dear Mr Speaker,

I have pleasure in forwarding to you the Annual Report for the Department of the Legislative Assembly for the year 1996-97.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Philip J. Mithen".

Philip J. Mithen,  
Clerk of the Legislative Assembly.



LEGISLATIVE ASSEMBLY  
PARLIAMENT HOUSE  
WEST GARDENS, TORONTO, ONT.  
TELEPHONE: 964-8911

18 October 1987

The Hon. S. J. Brown, M.P.  
Speaker of the Legislative Assembly  
Parliament House  
MELOUBRNE 3002

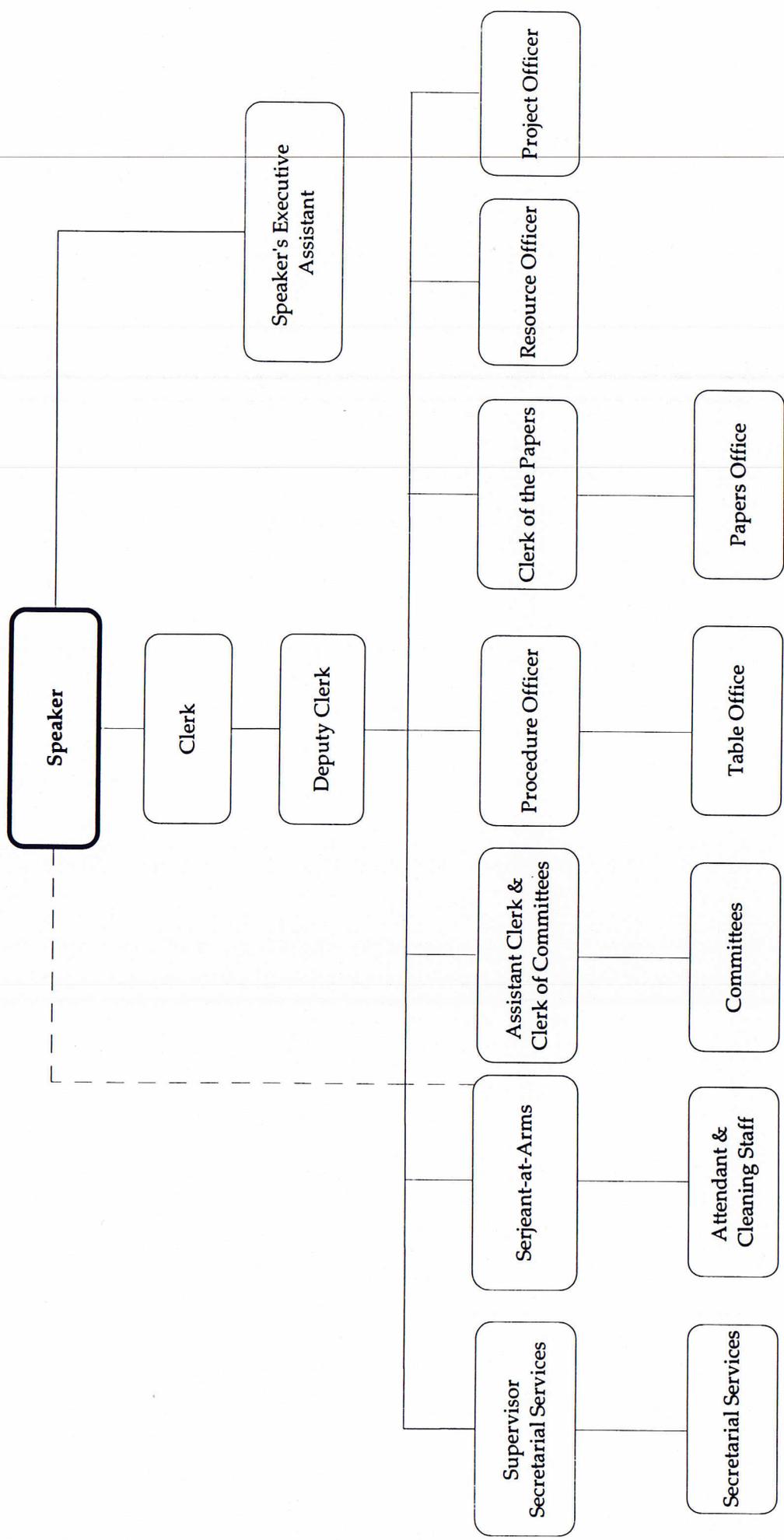
Dear Mr. Speaker,

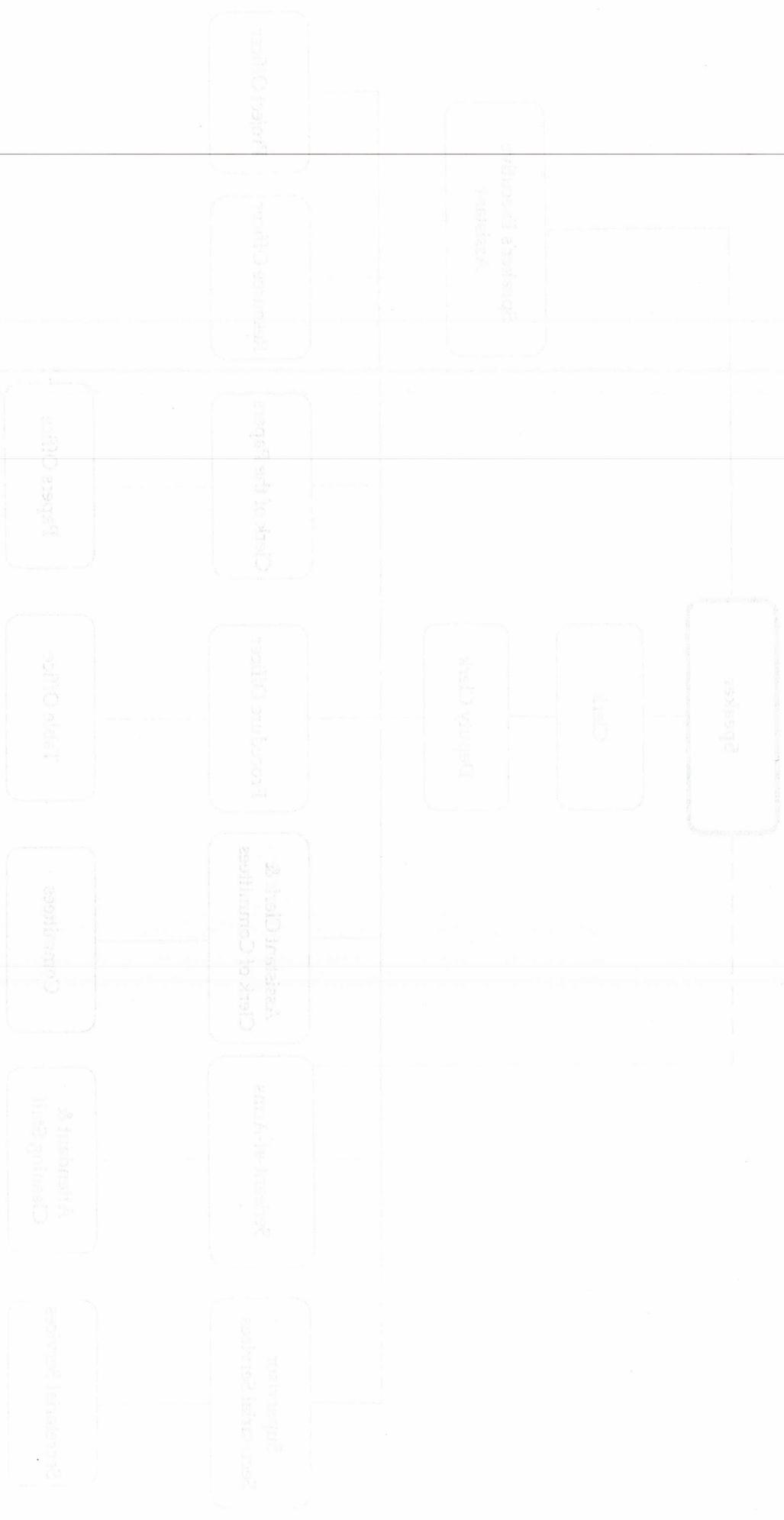
I have pleasure in forwarding to you the Annual Report for the Department of the Legislative Assembly for the year 1986-87.

Yours sincerely,

Philip J. Mitchell  
Clerk of the Legislative Assembly

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY





DESKRIPSI DAN PENYAKIT YANG TERDAPAT PADA DIABETES MELLITUS

# MISSION STATEMENT

The mission and objectives of the Department are:-

**To provide effective and impartial support and assistance to the Legislative Assembly in fulfilling its constitutional role and responsibilities as an arm of the legislature of Victoria**

## OBJECTIVES:

- To ensure that the business of the Legislative Assembly is conducted in accordance with constitutional and other statutory requirements, Standing and Sessional Orders, and adopted practices based on the Westminster system of Parliamentary government.
- To provide appropriate support services for the Legislative Assembly, Members and the Committees serviced by the Department, and to ensure that the resources of the Department are efficiently and effectively managed.
- To provide information and/or documents relating to the proceedings of the Legislative Assembly and to take such other measures as are necessary to promote public awareness and educate the community on the role, function and processes of the Legislative Assembly.
- To ensure the maintenance and security of the Legislative Assembly and Parliamentary precincts and assist in the management of Parliament House and surrounds.
- To regularly review the Corporate Plan, together with the operations, functions and organisational structure of the Department and effectively manage any changes resulting from such reviews.

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# 1996-97 - THE YEAR IN REVIEW

The year commenced on a frantic note with all staff planning and labouring towards a complete relocation of the Parliament to the Olderfleet Building by mid 1997.

With the relocation receiving top priority because of the very short lead time available, many of our normal tasks were delayed and all renovations and maintenance were deferred. In addition, computer upgrades were deferred on the assumption that all equipment would be relocated.

The Parliament repealed the Parliament House Completion Authority legislation in April and brought all plans for relocation to a complete standstill. From the Department's perspective, it is disappointing that the building is not to be completed. The staff put a lot of effort into compiling plans and briefs for the completion project. There was great enthusiasm for and anticipation of the benefits to be derived from the completion of the building. We hope that the project will be resumed in the future.

## NEW GOVERNOR

One significant event towards the end of the year was the appointment of the new Governor following the retirement of the Hon. Mr. Justice McGarvie in mid April.

His Excellency, The Honourable Sir James Gobbo, AC, became the twenty-fifth Governor of Victoria when he was sworn in on Thursday, 24 April 1997. The ceremony took place in Queen's Hall at Parliament House.

## PARLIAMENTARY OFFICERS ACT 1975

The Parliamentary Officers Act 1975 was further amended during the year by the Miscellaneous Acts (Omnibus No. 3) Act 1997.

The amendments changed the name of the Department of the House Committee to the Department of Parliamentary Services, with a number of consequential amendments, and inserted a new Part 3 - Electorate Officers, making provision for the employment of electorate officers and termination of employment.

## PERFORMANCE ASSESSMENT

The second assessment period ended on 30 June 1997 and now brings the assessment periods into line with financial years. Whilst this is a different time scale to that of employment agreements, it does suit operational requirements and blends well with the sitting patterns of the Parliament.

The Performance Assessment System is intended to provide information or "feedback" to both management and the staff member. The overall aim is to improve staff and work practices.

The current system has only very limited success in this regard. The system was introduced with no additional resources available. The time necessary to prepare and sign-off Key Result Areas (KRAs) for each staff member is enormous. The reality to date is that for both assessment periods, the KRA's have not been finalised until well into the assessment period.

With performance pay attached to the performance assessment and the Parliament's limited ability to provide funds for performance pay, staff reaction to the system has been sceptical at best.

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The system is very much directed at current duties and does very little, if anything, to prepare meaningfully for the future.

The system is currently being reviewed and the results should be available early in the new financial year.

Unless the system is adapted to include management/career planning for the future and assisting staff to develop skills necessary for the future, the Department will have to introduce additional measures to address this shortcoming.

As reported last year, the Department had planned its own Performance Management Assessment system which would not have been related to performance pay. When the current system was announced, it was hoped that it would fulfil our management needs. Sadly experience has shown this not to be the case.

### **DEPARTMENTAL ADMINISTRATION**

The small staff numbers and the specialist knowledge necessary for parliamentary officers, requires continuous attention to staff training, particularly in the procedural area.

With several staff members nearing the stage where they can think seriously about retirement, training has continued uppermost in our planning.

#### **Training Seminars:**

The Department has continued to run training seminars. This year four basic seminars were prepared and run, each for two days, to enable all staff of the various parliamentary departments - should they wish - to attend.

The seminars are entitled -

1. Preparing for the House and Recording Proceedings
2. Daily Program - A Day in the House
3. Passage of Legislation
4. Rules Governing Debate and Procedure

The Department has purchased a video camera and will prepare a tape of the seminar material which can then be available for staff to borrow.

It is planned to conduct these seminars annually along with any other seminars that may be of benefit.

#### **Job Rotation:**

In order to broaden our experience and individual skills, Paul Venosta was moved from Reader to Clerk of the Papers, Neville Holt was moved from Procedure Officer to Parliamentary Officer (Special Projects), Mark Roberts moved from Clerk of the Papers to Parliamentary Officer (Procedure), and Despina Babbage moved from Special Projects to Parliamentary Officer (Reader and Research).

Of these four staff members, only Mark Roberts has had previous experience in the latest area to which he has moved.

This rotation was also made to provide a change in duties, broaden procedural knowledge and just as importantly, allow us to proceed on a new and very important project.

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### **Legislative Assembly Practice (LA Prac):**

As mentioned earlier, several staff are at the stage where they can think seriously about retirement. Each of these officers has been with the Parliament in excess of thirty-five years.

In an endeavour to capture as much of this knowledge as possible, it was decided to document the current practices of the Legislative Assembly.

Accordingly, Neville Holt who has spent some thirty-five years working on procedure was a ready candidate to be involved in this project. He is one of the officers who would take a wealth of procedural knowledge with him when he retires.

The project has received some unexpected but much appreciated assistance. Mrs. Louise Somers is on a three month attachment from the Department of Justice and is doing important research work.

In addition, it is expected that Messrs. Richard Willis and Con Chara from the Economic Development Committee will be available to work on the project for a month or two until the Committee receives a new reference. Work is progressing steadily on this project and a valuable resource should result.

### **Fact Sheets:**

The series of Fact Sheets that were started last year has been expanded. Those available to date are:

1. A Typical Day in the House
2. Adjournment Motion
3. Reasoned Amendment
4. Parliamentary Terminology
5. Opportunities for Debate
6. Personal Explanation
7. Decorum in the House
8. Petitions

It is expected that there will be at least another two or three Fact Sheets completed during this year.

### **Training Officer:**

As reported last year, the initial appointment of a training officer was approved for a twelve month period. That period expired in March 1997.

Whilst it was agreed that the Parliament needed a full-time training officer, the position was not re-advertised until the end of the financial year due to financial constraints. It is expected that a new training officer will commence shortly. Again the appointment will be for an initial period of twelve months.

### **PRESIDING OFFICERS AND CLERKS CONFERENCE**

Mr. Speaker and the Clerk attended the twenty-seventh Conference which was held in Hobart from 15 - 18 July 1996.

Mr. Speaker presented a paper entitled 'Address in the Legislative Assembly to the Assembled Parliament by a Non-Member - A First for Victoria' on the drugs debate that took place in the House, following the Address on 31 May 1996 presented by Professor David Penington, A.C., Chairman of the Premier's Drug Advisory Council

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Other papers related to:

Ethics

Citizens Rights of Reply

Protection of Persons who provide Information to Members

Towards the Twenty-first Century - Some Recent Developments in the Parliament of  
Victoria (Mr. President)

Control of Precincts and Disturbances in the Chamber

The papers were distributed amongst staff for their information.

## **PROCEDURE**

At the completion of the 1997 Autumn Sitting, Mr. Speaker and the Clerk visited Adelaide and Perth to discuss and observe various procedures adopted in those Parliaments and which may prove beneficial if adopted in Victoria.

Mr. Speaker has demonstrated a preparedness to consider practices that will improve the operations of the House, particularly if they enhance the rights of Members.

Areas examined included -

Members Behaviour - Power of Speaker or Deputy to Suspend

Attendance of MPs during House sittings

Speaking Times - Ministers/Others

Speaking Rights of Independents

Opportunity for Private Members Business - Matters of Public Importance/Adjournment

Debate - Rules Criteria

Paging System - internal/external

Security

Management of, and resources, for Electorate Offices

Entitlement to a Payment of Electorate Office and Staff

Employment of Electorate Office staff

Setting and Presentation of Parliamentary Budget - Composition/Percentage of  
Budget/Productivity Requirements

## **STAFFING**

### **Retirement:**

During the year under review, Jack Thomas, Principal Attendant, announced his retirement. Jack worked for the Parliament for 21 years, spending 8 months in the Legislative Council before transferring to the Legislative Assembly in 1977, where he worked for a further 20 years.

Jack was a dedicated member of staff and worked in most positions within the Attendant area. After only 10 months as Principal Attendant, Jack retired.

We wish him a long and healthy retirement.

### **Resignations/Departures:**

Other staff members to leave our employ were Christine Simpson, Robyn Mudford and Shane Matthews. Each left of their own volition, with Robyn the longest serving with 6 years of service.

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As a result of Assembly Members being able to appoint a second electorate officer, a policy decision was taken to reduce the number working in Secretarial Services from four to two. The two part-time positions were abolished.

Subsequently, Jill McEwan and Jean Green ceased their employment with the Department in December 1996 and March 1997 respectively. Jean worked part-time with the Department for 7 years. Prior to her part-time employment, Jean had been a full-time employee with the Department for 38 years until she retired in 1990.

Following these various departures, a number of new staff have commenced and these are mentioned specifically under the Serjeant-at-Arms' Office.

#### **Attachment:**

Stephen Robertson has been on attachment to the Joint Investigatory Committees to work as their Computer Systems Officer. The Information Technology Unit has been promoting moves in this direction for each of the parliamentary departments for some years.

With the ongoing upgrade of computer hardware and software, the ever growing demand for information, and the unbelievable opportunities for accessing information, particularly via the Internet, the Department, either singularly or on a share basis, will need to allocate already scarce resources to accommodate this development and employ a computer systems person.

#### **WORK EXPERIENCE**

The Department again participated in the Work Experience Program for Students.

Work Experience is seen as a means of assisting students to identify possible careers when they finish school. Because of the nature of our work and the urgent demands on our time when the House is sitting, opportunities for work experience are very limited. In the past, nearly all requests have been approved.

As a result of a growing number of requests for work experience in the Department, it was suggested that all work experience requests should be directed to the Manager, Human Resources, Department of Parliamentary Services. The requests will then be considered in relation to experiences available within the Parliament.

Hopefully this will result in meaningful attachments that will help students to determine their chosen career.

#### **CPA CONFERENCE**

Victoria hosted the 24th Regional Conference of the Commonwealth Parliamentary Association from 16 - 20 June 1997.

The Legislative Assembly Chamber was the venue for the Conference which was attended by 41 delegates and secretaries together with a number of regional representatives and observers from 16 branches

The arrangements for the Conference were made by staff of the Legislative Council. During the actual Conference, Legislative Assembly staff assisted in providing administrative support.

#### **EDUCATION**

The Parliament was again the venue for the annual Youth Parliament (10th) organised by the YMCA and the Children's Parliament run in conjunction with the Education Department.

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The annual Open Day was conducted in September 1996. In addition, the building was open the following week-end as a part of the Government's Agenda 21 programme where a number of many public buildings was open for inspection.

The numbers attending the Parliament's annual Open Day were considerably lower than in the past. This has been attributed to the Agenda 21 programme which had been heavily promoted. As a result, it has been decided that the Parliament building will be open on only one week-end each year. This will be as part of the Agenda 21 programme.

These events are more fully covered in the section reporting on the Serjeant-at-Arms Office.

## **PARLIAMENTARY PRINTING**

The privatization of the Government Printing Office has caused the Department some problems. The printing of Bills has run extremely smoothly and the relationship with the private printer has been very amicable.

The printing of parliamentary papers, however, has not proceeded so smoothly. One suspects that much of the problem is caused by the Commonwealth Government selling the printing works component of the Australian Government Publishing Services (AGPS).

Much time and effort has been necessary to verify and certify the numerous accounts. Accounts were held for some time because of insufficient information to identify the print job.

It was necessary for AGPS officers from Canberra to meet with departmental officers to identify and resolve the problems. The accounts situation has improved but is still not trouble-free.

A number of printing orders were outside the AGPS contract and therefore incurred higher costs to the Parliament. Meetings will be held with the relevant authors in the near future to ensure that the Department's liability is limited to the base cost as provided by the contract. Any costs greater than this base price will be borne by the author.

## **APPRECIATION**

The year under review has seen a number of decisions and situations that have encroached on our normal roles and duties.

Again the staff has had to cope with less than a full complement for most of the year. The work has been done without hesitation and without complaint.

I take this opportunity to express my sincere appreciation to all staff for their efforts over the year, and particularly to Ray Purdey, Marcus Bromley and Shanthi Wickramasurya during my absence.



Philip J. Mithen  
Clerk of the Legislative Assembly.

# THE PARLIAMENTARY YEAR IN SUMMARY

Statistics relating to sittings of the Legislative Assembly and its proceedings are set out below:

<b>HOUSE SITTINGS</b>			
<b>1996-97</b>			
	<b>Spring</b>	<b>Autumn</b>	<b>Total</b>
Sitting weeks	7	7	14
Sitting days	22	22	44
Average duration of daily sitting (Hours)	10hrs 33m	11hrs 4m	10hrs 48m
Sitting after midnight	2	7	9
<b>1995-96</b>			
	<b>Spring</b>	<b>Autumn</b>	<b>Total</b>
Sitting weeks	7	4	11
Sitting days	21	13	34
Average duration of daily sitting (Hours)	8hrs 45m	8hrs 49m	8hrs 47m
Sitting after midnight	1	2	3
<b>BUSINESS OF THE HOUSE</b>			
	<b>1996-97</b>	<b>1995-96</b>	
Bills			
- Introduced in the Assembly	110	75	
- No. amended in the Assembly	27	22	
- Passed both Houses	109	69	
- Second reading reasoned amendment - negative	40	8	
Divisions			
- House	97	48	
- Committee	2	3	
Questions			
- On Notice	182	392	
- Without Notice	357	268	
Petitions presented	63	94	
Reports presented by Command	3	2	
Reports presented pursuant to Statute	499	667	
Reports presented by Parliamentary Committees	29	20	
Days on which			
- Grievances were debated	4	2	
- General Business motions debated	14	9	
Adjournment Motions pursuant to S.O.26	1	3	

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# OFFICE OF THE CLERK

## Staffing:

With the four Chamber Officers all having been appointed to their positions in the previous financial year, 1996-97 was thought to be one which would allow us all to settle into our new roles without major external influence.

Such was not to be the case. The demands on time in order to assist the Parliament House Completion Authority was substantial for each of us. The Serjeant-at-Arms spent virtually the first three months full-time on the completion project and was heavily involved in organising and supervising the seventeen user groups.

The Department of the House Committee was renamed following a dramatic overhaul of the administration of that Department. The overhaul started early in the year. In October 1996, Mr. Ray Purdey, Deputy Clerk of the Legislative Assembly, was asked to take responsibility for administration of the Department of the House Committee until an interim management team could be arranged, whilst final replacements were appointed.

Ray worked nearly all the non-sitting hours from mid October to late November with the Department of the House Committee and then went into the Chamber for the sittings of the House.

During this period, Ray clearly demonstrated his ability to move into and work effectively in an extremely difficult situation. The additional workload was accepted readily.

With the Deputy Clerk and the Serjeant-at-Arms involved so heavily on non-Assembly work, their Assembly duties were re-distributed amongst the other officers. The sought-after settling in period very quickly evaporated.

Now that the senior appointments have been made and the renamed Department of Parliamentary Services is back to full strength, we look forward, once again, to participating in a cohesive and corporate approach to the administration of the Parliament.

## LDMS:

The Legislative Document Management System (LDMS) was introduced last year. The LDMS allows a number of the Parliamentary documents to be made available on the internet via the Parliament's home page. Bills introduced into the Legislative Assembly are published on the internet shortly after Ministers move their second reading in the House. In addition Notice Papers and Votes and Proceedings are published on the internet shortly after the House rises each day. These documents can be accessed by the public early the next morning.

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With close to a year's operation, it has generally worked very well. There were only a handful of occasions where we experienced difficulties with the system at night and these were rectified early the next morning.

**Parlynet:**

Several Members have had to operate with less than a full set of Statutes. This is due to the high cost of providing a set (\$4500 - 5000) and the ongoing cost of maintaining the Statutes. The Statutes are now available in electronic form and completion of the Parlynet System will give Members quick access to the current Victorian legislation in the not too distant future. Members will then have immediate access to not just Statutes but to a wide range of Parliamentary documents and information.

**Overseas Attachment:**

During the year the Deputy Clerk, Ray Purdey embarked on an overseas attachment program. This program was arranged at the suggestion of Mr. Speaker.

Ray departed Australia on his attachment on 11 June this year. His program includes a 2 week attachment with the UK House of Commons, a 3 day attachment with the US National Congress and 2 day attachment with the US State Legislatures of Florida and Tennessee. The purpose of this trip is to develop Mr. Purdey's procedural knowledge and to allow him to study and compare the administrative structure of Parliaments and legislative procedures in other countries.

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# OFFICE OF THE SERJEANT-AT-ARMS

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## **Role:**

The Serjeant-at-Arms is the Speaker's Executive Officer and his primary role is to execute the orders of the Speaker and the House, provide policy advice to the Speaker and to be responsible for the security of the Legislative Assembly Chamber and Assembly precincts. The Serjeant-at-Arms is also responsible for arranging and co-ordinating ceremonial functions and formally escorts the Speaker during sittings of the House and on ceremonial occasions. He also performs Chamber duties and is responsible for Member's accommodation and travel requirements, supervision of the Assembly attendant and cleaning staff, the admittance and control of the public and the media to the Parliament, the tours program, works and services within the Assembly precincts and postal and large volume photocopying services for the Parliament.

The Serjeant-at-Arms, in conjunction with the Usher of the Black Rod has responsibility for the security and fire protection of the Parliament building and its environs, the issuing of security and identification passes, emergency evacuation procedures and supervision of the Protective Service Officers stationed at Parliament House.

## **Ceremonial Activities:**

The highlight of ceremonial activities during 1996-97 was the Inauguration on 24 April 1997 of Sir James Gobbo, AC as Governor. The official ceremony was conducted in Queen's Hall with the Chief Justice of Victoria, Mr Justice Phillips administering the Oath of Office in front of an audience of Members of Parliament, the Judiciary and community leaders. The proceedings were also televised on a large video monitor wall on the front steps of Parliament House so that members of the public could view the ceremony. This is the first time that such a ceremony was held in Queen's Hall as traditionally the inauguration of governors has been conducted in the Legislative

Council Chamber. At the conclusion of the function a Defence tri-service Guard of Honour was inspected by His Excellency.

The Inauguration Ceremony required a significant amount of planning and rehearsal involving the Usher of the Black Rod, the Serjeant-at-Arms, Governor's Office, the Protocol Branch of the Department of Premier and Cabinet and the Department of Defence.

The Ceremony was traditional and dignified and the Legislative Assembly attendant staff were heavily

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involved in all aspects of the proceedings and contributed to a highly successful result.

**Parliament House  
Completion Project:**

As mentioned in the last annual report the Serjeant-at-Arms and the Clerk of the Parliaments were the liaison between the Parliament and the Parliament House Completion Authority for the preparation of the design brief for the project. In particular the Serjeant-at-Arms co-ordinated the seventeen user groups representing all aspects of the operations and functions of the Parliament and each group was involved in very detailed planning for current and future requirements for the Parliament building. This detailed planning proceeded into the 1996-97 financial year when the design brief was completed and a firm of architects was then selected to undertake the detailed design stage of the building. This next stage involved further consultation and planning with both the Authority and the consultant architects.

Following a disagreement over the possible quarrying of stone for the building in the Grampians National Park, the Premier announced that the project would not proceed. Subsequently the Authority was disbanded and all contracts wound-up although the Premier indicated that legislation re-instating the project could be introduced in 1999.

**Serjeant-at-Arms  
Conference:**

In July 1996 the first Asian-Pacific Conference of Serjeant-at-Arms was held at Parliament House, Canberra. In attendance were the Serjeants-at-Arms or the heads of security from most Australian State and Territory Parliaments and the Parliaments of India, Singapore, New Guinea, Bangladesh, Solomon Islands and New Zealand. Also in attendance was the Serjeant-at-Arms from the House of Commons and hosting the conference was the Clerk and the Serjeant-at-Arms from the House of Representatives. Delegates received extensive briefings on security issues, building facilities and the general provision of services.

**Visiting Dignitaries:**

Mr Speaker received 31 official calls during the year from dignitaries and delegations, the majority being from diplomats of ambassadorial status.

During the year the following callers and delegations were received:

- Consul-General of Spain
- Ambassador of Japan
- Delegation from the Peoples Congress of Guandong Province
- Speaker from Ontario, Canada
- Speaker from Goa, India
- Ambassador of Vietnam
- Ambassador of Hungary

- Ambassador of Chile
- Ambassador of Switzerland
- High Commissioner for South Africa

**Functions - Queen's Hall:**

Queen's Hall is a much sought after venue for Parliamentary, State and private functions. Events include breakfasts, lunches, dinners, receptions, cocktail parties, conferences, and exhibitions. The most unusual event was a media launch for the staging of the first Sumo wrestling championships in Melbourne. This function was hosted by the Premier and included a demonstration of Sumo wrestling.

In 1996-97 there were sixty-five major functions held in Queen's Hall.

To facilitate the organising of most functions all arrangements are made through the Manager's Office of the Parliamentary Dining Rooms. This office co-ordinates the catering, equipment requirements and staffing. Virtually all functions require the assistance of Attendant and Cleaning staff from the Legislative Council and the Legislative Assembly.

**School Music Program:**

On most Tuesday evenings during the Parliamentary sittings school bands play in Queen's Hall. These performances are now an integral part of the evening dinner break and schools actively seek to participate in this program. In 1996-97 bands from the following schools performed:

- The Hills Primary School
- Broadmeadows East Primary School
- Monterey Secondary College
- Taradale Primary School
- Maffra Primary School
- Scoresby Secondary College
- McKinnon Secondary College
- Mill Park Primary School
- Doncaster Primary School
- The Macleod Secondary School
- Ballarat Secondary College

**Functions - Room K:**

Although Room K is traditionally the Government Party meeting room it is also used for Parliamentary Committee hearings, lunches and dinners, launches, briefings etc. Room K is one of two such rooms in the building available for multi-use and therefore demand is very high. Use of this room is controlled by Mr Speaker and Legislative Assembly Attendant and Cleaning staff are constantly involved in preparing this room for different functions.

In 1996-97 apart from party meetings there were 182 functions and events in Room K.

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**Youth Parliament:**

The tenth Youth Parliament was conducted in both the Legislative Council and the Legislative Assembly Chambers on 24 and 26 September 1996 with a training session on 23 September 1996. The Youth Parliament is auspiced by the Victorian Council of YMCA's and receives financial support from the Victorian Government. A Task Force of former Youth Parliamentarians co-ordinate the arrangements, assist teams in the selection of 'Bills' to debate and train these teams in debating techniques, Parliamentary practice and procedure. Twenty-two teams participated and the ages of team members must be between fifteen and twenty-five. Virtually all are secondary school students and because of growing demand each participant is limited to attending two Youth Parliaments.

The Youth Parliament program is a fixture of the Parliamentary calendar and receives significant support from the Presiding Officers and Parliamentary staff. The proceedings replicate the Parliament starting with an Official Opening in the Legislative Council with the Youth Governor in attendance. Members of the Youth Legislative Assembly are summoned by the Usher of the Black Rod to attend the Opening and, after the Youth Governor's speech the Youth Parliament is declared open.

This year the following 'Bills' were debated in the Legislative Assembly:

- Protection of Natural Heritage Areas Bill
- Lowering the Age of Sexual Consent Laws for Homosexuals Bill
- Restrictions on the Placement of Children into Foster Care Bill
- Dangerous Dogs Bill
- Provisional Licences Bill
- Youth Homelessness Bill
- Compulsory Teacher Retraining Bill
- Abolishment of Vivisection in Medical Research Bill
- Improvement of Public Transport Bill
- Compulsory Immunisation of Children Bill
- Compulsory Public Facilities Recycling Bill
- Reintroduction of Capital Punishment Bill

A feature of the 'Bills' is that they are issues of current community concern. The level of debate was extremely high and reflected the obvious interest and research in these topics by the participants. The 'Bills' are debated through the various stages and are often decided by the calling of a division.

The Youth Parliament is conducted in accordance with Parliamentary procedure and presided over by the

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Speaker or by a temporary Chairman of Committees. Participants are formed into 'Government' and 'Opposition' Teams with a Premier, Deputy Premier, Leader and Deputy Leader of the Opposition. The Serjeant-at-Arms performs the duties of Clerk of the Youth Parliament and is assisted at the Table by other Officers of the Legislative Assembly.

At the conclusion of the Youth Parliament, the Youth Governor presented the 'Bills' that had been passed by the Youth Parliament to the Minister for Youth Affairs for consideration by the Government.

**Open Days:**

Traditionally the Open Day is held in March each year as part of the Moomba Festival. However because of the State Election in March 1996 the Open Day was postponed until Sunday, 29 September 1996. A planning committee under the chairmanship of the Speaker organised all aspects of the open day and visitors were able to inspect both Chambers, Queen's Hall, the Library and the gardens. As well visitors could purchase refreshments in the Member's Dining Room and the State Concert Orchestra performed in the gardens. Another feature of the open day was a large display model in Queen's Hall of the proposed completion of Parliament House. In excess of five thousand visitors inspected the building.

In July 1996 the Government announced that an 'open for the weekend' event would occur on 5th and 6th October 1996. Sixteen major building and development projects and historic sites including Parliament House, would be open for public inspection. Again the Chambers, Queen's Hall, Library and the gardens were open and in excess of fifteen thousand visitors inspected the building.

A significant number of Parliamentary staff were required to work both weekends to ensure the huge public success of these open days.

**Children's Parliament:**

The Children's Parliament was conducted in both the Legislative Council and the Legislative Assembly Chambers on 25 October 1996 and involved students in years seven to nine from thirty-four independent and Government schools. The theme for this years debate was 'a caring world shares' and topics debated ranged from greenhouse gas emissions to lifting tariffs.

The Children's Parliament is co-ordinated by the Education Officer and the Serjeant-at-Arms and other Parliamentary staff are involved in the event. A limited form of Parliamentary practice is used by the students and Members of Parliament act as Speaker for the Children's Parliament.

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**Tours:**

The Parliament building remains one of Melbourne's most popular venues for visitors. Including Senior Citizen Week, over 80,000 people visited the Parliament in 1996-97. Many of the visitors attend through arranged tours for schools, service clubs, social clubs, etc. whilst a significant number visit the building on an ad-hoc basis and take advantage of the tours conducted on non-sitting days. The Legislative Assembly provides tour guides from the Attendant staff.

**Army Reserve Training:**

The Presiding Officers approved a request from the 4th Combat Engineer Regiment of the Royal Australian Engineers for Army Reserve members to undertake bomb location training at Parliament House in August 1996. Parliament House was one of several sites chosen to provide realism for this training with other sites including the Melbourne Cricket Ground, the David Jones store, Polly Woodside Maritime Museum and a major city railway station. The training exercise was very successful and will be repeated in future.

**Use of Assembly Chamber:**

During the year the Assembly Chamber was used on two occasions for debating championships. The first was organised by the Debaters Association and was part of an international schools debating championship. Teams from Wales and Ireland met in the Chamber in August prior to the finals being held in Canberra. The second is an annual championship competition organised by the rotary Club of Keilor and involves secondary colleges in the Keilor area. This championship was held in June and is a highly sought after event.

In August a 'Mock Parliament' was conducted by members of the Young Liberals, Young Labour and Young Nationals. This is an annual and popular event.

In May the Chamber was used to re-enact the passing of the *Education Act* in 1872. Students from Sandringham Secondary College and Alberton Primary School were the cast for the event and the re-enactment received considerable media coverage.

On all occasions staff from the Department were involved in assisting these functions.

**Security:**

The provision of appropriate levels of security to the Parliament is vital with the focus on providing a safe and secure working environment and the protection of the building and assets.

In recent years there has been significant improvements in all aspects of the security systems and long-term planning included a comprehensive

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range of enhancements and additions especially involving the electronic security programs. However, because of the Parliament House completion project all proposed works were suspended pending their inclusion in the overall security design for the project.

With the cancellation of the project these security enhancements are now being scheduled and costed for implementation in the 1997-98 financial year. These enhancements include a computerised photographic ID system, additional duress alarms and infra-red detectors, increased monitoring of the electronic security system and improved after hours surveillance of the perimeter of the building and the trade centre.

As part of the security training for attendant staff, officers from the Protective Security Group provided on-site training in the use of the x-ray mail scanner and identifying suspect mail items including explosive devices. As well, in conjunction with the Police Psychologist, attendants received training in dealing with difficult and disturbed people.

**Fire Protection:**

The Fire Protection Committee (chaired by the Serjeant-at-Arms) plans and oversees the development and enhancement of fire protection measures within Parliament House. The Committee comprises staff from the Legislative Council, Legislative Assembly and the Parliamentary Service departments. The Committee is assisted by a consultant architect. There have been a significant number of fire protection works completed in recent years and, in a similar manner to the security system, proposals for additional works were suspended pending inclusion in the planning for fire services in the building completion project.

With the cancellation of the building completion project, planning and costing for various fire service improvements are underway with completion scheduled in the 1997-98 financial year. The major project will be the installation of gas fire suppression equipment in the computer file server rooms and the upgrading of heat and moisture sensing devices.

**Occupational Health and Safety:**

The Serjeant-at-Arms represents the Department on the Occupational Health and Safety Committee and Michael Gigliotti is the staff representative.

In September 1996 a number of staff from all departments undertook first aid training conducted by St John's Ambulance including training in advanced resuscitation techniques. Two oxygen resuscitation sets were purchased with one unit permanently located in the Vestibule and the other unit located in

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the Parliamentary Annex. The enthusiasm of staff who volunteered for this training is very rewarding and their skills have been required on several occasions tending to minor medical emergencies.

The Presiding Officers had previously endorsed the development of a smoke-free policy for the Parliament building and additional 'no-smoking' signs have been placed throughout the building.

A major component of the overall occupational health and safety policy for the Parliament is the training of the building occupants in emergency evacuation drills. A large number of staff volunteered to train as area and door wardens and each is responsible for a designated area of the building. The Serjeant-at-Arms and the Usher of the Black Rod are joint emergency controllers. On 13 June 1996 a full-scale evacuation drill was held and the Parliament building was evacuated of all occupants within six minutes of the alarm being sounded. Independent observers from the Protective Services Group appraised the exercise and tested the training of wardens. Following the drill a de-briefing session was held and the exercise was deemed very successful by these independent observers.

The update of the emergency procedures manual will also be completed in the 1997-98 financial year to reflect the changes to the fire protection and security systems that have occurred in recent years.

**Post Office:**

The Post Office provides postal, photocopying, binding and facsimile services to Members, staff and the Parliamentary Committees. The volume of photocopying is significant with over 1.68 million copies made in 1996-97. This volume rivals small to medium commercial operations.

The volume of Australia Post business transacted through the Post Office continues to grow with the sale of traditional postal items and a very large range of bill paying facilities.

**Staffing:**

There occurred during the year several significant changes.

On 28 February 1997 Jack Thomas retired as Principal Attendant after a Parliamentary career of over twenty-one years. Jack commenced as an attendant in the Legislative Council in 1976 and transferred to the Legislative Assembly in 1977. During his career in the Department Jack held various positions and was appointed principal Attendant in January 1996. Jack possessed a very good knowledge of the operations of the parliament and carried out his

duties in a very professional and competent manner. The Department wishes Jack a very happy retirement and places on record its appreciation of his services to the Parliament.

Subsequent upon Jack's retirement, the Senior Parliamentary Attendant, Warren Smith, was appointed Acting Principal Attendant.

Christine Simpson was Secretary to the Serjeant-at-Arms and resigned on 24 January 1997 to take up a position in the private sector. As Secretary, Christine managed the Serjeant-at-Arms Office and carried-out a large array of duties. Christine performed her work in a highly efficient and cheerful manner and the Department wishes her every success.

On 26 March 1997 Helen Dorian was appointed to the position of personal assistant and secretary to the Serjeant-at-Arms. Prior to her appointment, Helen was the associate to the Chief Commission Administration Officer of the Employee Relations Commission of Victoria.

During the year Ray Davis and Geoff Tapper were both promoted to Parliamentary Attendant Grade 3 and David Roberston, Baron Campbell-Tenant and Sami Sir commenced employment as Parliamentary Attendants Grade 1. Staff departures were Ian Crichton who retired as Parliamentary Attendant Grade 1 and Shane Matthews who resigned as Post Office Attendant.

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## TABLE OFFICE

### **Role:**

It is the responsibility of the Table Office to prepare, check and co-ordinate the working documents and official records of the Legislative Assembly, as well as Acts for Assent on behalf of the Clerk of the Parliaments. The Office also provides advice in relation to procedural and operational activities of the Legislative Assembly in particular and the Parliament in general.

### **Activities During Year:**

The office produced camera-ready copy for the production of the Notice Papers and Votes and Proceedings for 45 sitting days, as well as enquiries concerning Act proclamations and requirements for tabling documents in the Legislative Assembly.

The Table Office completed a reprinting of the Standing Orders of the Legislative Assembly. This project required a considerable amount of time as the document had to be retyped and proof read and all amendments up to 30 June 1996 incorporated. It now means that future editions can be produced in-house.

Procedure manuals for the production of the Notice Paper and Votes and Proceedings were revised to include new procedures. These manuals proved of benefit with the rotation of staff through the Table Office.

The 1996 Spring Sitting saw an increase in the volume of legislation dealt with by the Parliament. This increase stretched the resources of the Table Office towards the end of 1996 in relation to Act reading. Additional reading support was sought from Parliamentary Counsel and as a result the Act reading was completed in a timely manner.

This year a number of the parliamentary documents have been made available in electronic form. The Notice Paper, Question Paper, Votes and Proceedings and the Bill List were published on the Internet. These documents were available early the following morning and could be accessed via the Parliament's home page.

During the year, the Table Office staff also read and sealed 109 Acts that were presented by the Clerk of the Parliaments to His Excellency the Governor for Royal Assent.

In January, the Reader visited the New South Wales Parliament and spent two days meeting with various members of staff within the organisation.

Time was spent in the Papers Office, Assistant Clerk's Office and the Serjeant-at-Arms Office looking at issues such as supply of legislation to Members of Parliament, tabling of Reports, and the procedures used in the production of House documents. Of particular interest was the structure of the Papers and Tables Office within the Legislative Assembly, which performs a combined function, in an area of the building with members and staff access only.

Whilst on the attachment time was also spent inspecting the services provided by the Library, and the Parliamentary Committees.

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# PAPERS OFFICE

## **Role:**

The Papers Office continues to perform an important range of functions associated with the tabling of reports presented to the Victorian Parliament, and with the dissemination of information to Members and others relating to the progress of legislation before the Legislative Assembly. As one of the principal public offices of the Parliament, the Papers Office provides both a personal and telephone information service on a great number of queries relating to both current and prospective business before the House.

The Papers Office also administers the Legislative Assembly component of the Parliamentary Printing budget which, in the 1996-97 financial year was approximately \$700,000. The Clerk of the Papers is responsible for processing all accounts for payment by the Department. This is additional to processing all printing accounts for reports of the Assembly, the Council and the Joint Investigatory Committees, as well as the majority of accounts for legislation introduced into the Legislative Assembly.

## **Staffing:**

Parliamentary Committee staff continued to work in the Papers Office during the sitting period enabling the Department to broaden its pool of officers experienced in the work of the Papers Office.

Mid-way through the 1997 Autumn Sitting, Mark Roberts, Clerk of the Papers, transferred to the Table Office as Parliamentary Officer (Procedure). This was in lieu of Neville Holt (formerly Procedure Officer) who was assigned the task of preparing an extensive document relating to Legislative Assembly practice, in addition to providing procedural advice to the officers of the Table Office. Paul Venosta, formerly Reader and Clerk of the Record, Table Office became Clerk of the Papers. This change occurred during a Sitting period. Despite this timing, the staff adapted and the services provided by the Papers Office were maintained at a high level.

Michelle Gutauskas, Administrative Officer successfully completed a training course in Introduction to EXCEL 5.0. Michelle also assisted the Joint Committee Administration Office during their move to 35 Spring Street.

## **Annual Summary of Legislation:**

The Annual Summary of Legislation provides a synopsis of the progress of legislation before the House covering the Autumn and Spring sittings. It also provides an index of both bills and reports tabled

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during the same period together with a consolidated guide to legislation passed during the Autumn and Spring sittings every year. The Annual Summary of Legislation is prepared jointly by the Papers Offices of the Legislative Assembly and Legislative Council.

### **Parliamentary Papers**

#### **Storage:**

A considerable amount of work continued to be undertaken towards the rationalization of the storage of Parliamentary Papers, with particular attention given to the bound Parliamentary volumes. As a result the historical holdings have been reduced to one complete set of Hansard, Votes and Proceedings and Parliamentary Papers, Legislative Council Minutes, Bills introduced, Acts of Parliament, Notice Papers, Question Papers and Statutory Rules. There are additional working sets located within the Department.

#### **Archives:**

The Legislative Assembly has an archive holding stored at Parliament House and the Public Record Office, Laverton. The department is receiving a growing number of enquiries each year seeking access to our original records. This year these enquiries were diverse, ranging from details on Mud Island (Port Phillip Bay) to a Castlemaine Chinese miners' petition. One request was granted to inspect 111 boxes of archive material at Laverton.

During the year the room used for archival work had to be vacated and all archive material went into temporary storage until an alternative location was made available. Due to a shortage of suitable accommodation, an area near the compactus has been identified and will be suitably modified in the new financial year.

The contract archivist completed the archiving of all the remaining Joint Select Committee records held by the Legislative Assembly from 1856 to 1982. The archiving of former Speaker Coghill's papers was also completed.

As a result of the work performed by the contract archivist, all joint select committee records have been properly archived together with original papers of the Legislative Assembly Committees. This material is currently being relocated to the Public Record Office at Laverton.

#### **Printing and Distribution:**

Over twelve months ago contracts were awarded to Pink Panther and AGPS. Pink Panther provide printing services for House documents and AGPS print reports ordered to be printed and provide the distribution system for all parliamentary documents. The service provided by Pink Panther has been most

efficient and reliable. There has been some difficulty with the AGPS invoicing system and we are currently working with that organisation to rectify the problem.

**On Going Work:**

During the year the office Procedure Manual was updated. Following the change in personnel in the Papers Office, the procedure manual has proved extremely valuable. The Legislative Assembly has an extensive number of message precedents. During the year these precedents were updated and converted to electronic form.

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# LEGISLATIVE ASSEMBLY OF VICTORIA (LA PRAC)

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## **Role:**

There have been many changes to Legislative Assembly practice over the last twenty years. The current Clerk of the Legislative Assembly recognised the need for comprehensive resource embodying present practice and to assist those with a vested interest in it, i.e., parliamentary officers, Presiding Officers and Members of the Legislative Assembly. The decision was taken to prepare a procedure resource which would fulfil that need.

Mr Neville Holt, Procedure Officer of the Legislative Assembly and Ms Despina Babbage, Project Officer of the Legislative Assembly were asked to prepare a draft Chapter outline, being based on the style of the Commonwealth House of Representatives Practice. An outline comprising 21 Chapters was presented and agreed to in principle by the Clerk on 5 March 1997.

Mr Neville Holt as Special Projects Officer of the Legislative Assembly, commenced duties as compiler of the Project and as procedural adviser to the Table Office on 14 April 1997. Investigations by the Compiler into the depth, style and form of the project and the present procedural resources of the Assembly continued.

## **Editorial Steering Committee:**

On 11 June 1997 an Editorial Steering Committee met comprising the Clerk of the Legislative Assembly, the Assistant Clerk and Clerk of Committees, Special Projects Officer and the Parliamentary Officer (Reader and Research).

A draft mission statement concerning the project was presented by the Compiler to the meeting and accepted. The mission statement reads

*That a computer data resource be prepared embodying the authorities, practice and procedure of the Legislative Assembly of Victoria which would-*

- *be the authoritative reference guide for officers and presiding officers*
- *provide a record of important precedents*
- *provide a source of procedural solution where there is no precedent*
- *be the source of authoritative procedure handbooks, fact sheets and other procedural documents from this source.*

*That the resource be constructed and maintained -*

- *firstly, by preparing a structured, all*

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encompassing resource text of *Legislative Assembly of Victoria Practice*, to be divided into chapters, each chapter to be supported with relevant procedure precedent summaries and Bibliography

- **secondly, by updating the resource text, procedure precedent summaries and Bibliography, at least bi-annually after the end of each of the sittings**
- **thirdly, by preparing a possible procedural solutions in the text, where there are no precedents for procedures.**

A decision was taken that certain members of the staff would be co-opted to contribute with research and the writing of certain sections. It was also decided that the Compiler provide a template draft of Chapter 1 and a template 'supporting notes document' to the other members of the Committee for consideration and comment - the aim of this document was to provide information about the proposed depth, style and form of the project to other contributors.

Template chapter 1 and notes have been provided to the Editorial Steering Committee for consideration. On 2 June 1997 Mrs Louise Somers commenced a 3 month attachment to assist in research.

As at 30 June 1997 -

- Chapter 2 draft has been completed
- certain research tasks relating to Chapter 3 were allocated to staff
- the detailed outline for Chapter 3 was commenced.

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# PROJECT OFFICE

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## **Fact Sheets:**

To date, eight *Fact Sheets* have been researched and produced by the Project Officer. The *Fact Sheets* are intended to provide an introduction and overview to the topic. The aim of the *Fact Sheets* is to provide a plain English explanation of procedural terms and practices of the Legislative Assembly. The following *Fact Sheets* have been produced and are available from the Assembly Papers Office:

- A Typical Day in the House
- Adjournment Motion
- Reasoned Amendment
- Parliamentary Terminology
- Opportunities for Debate
- Personal Explanation
- Decorum in the House
- Petitions

## **Open Day:**

The Project Officer again assisted with the planning for the Parliament of Victoria Open Day which was held on Sunday 29 September 1996. As has been the case over recent years, the opportunity to view the Parliament proved very popular with visitors.

## **Parliament of Victoria Calendar:**

The Project Officer developed the proposal to produce a 1997 pictorial calendar of the Parliament of Victoria. A black and white, art-house quality calendar was produced for purchase by Members and visitors. Although competitively priced, the Calendar did not sell well and will therefore not be produced in 1998.

## **Research Projects/ Briefing Papers:**

The Project Officer undertook initial research into a possible structure for the scope of the Legislative Practice and Procedure Manual. It is envisaged that the design, research and production of the Manual will involve a large number of the Assembly staff over an extended period. In the course of the year, a number of background papers/briefing notes were prepared by the Project Officer relating to various administrative and policy issues. The most recent canvassed a background briefing and estimate for a departmental computer upgrade.

## **Staff Rotation:**

In April 1997, as part of a wider staff rotation involving four Assembly staff, the Project Officer moved to the role of Parliamentary Officer (Reader and Research) in the Table Office.

# RESOURCE OFFICE

**Role:** The Resource Office provides personnel services, manages and maintains the Department's records and assists with the administration of the Department's physical resources.

**Staffing:** Stephen Robertson was attached to the Committee Office for most of the year - most recently as their Computer Systems Officer. Throughout the year the Office role has been limited to personnel duties which have been performed by Sorrel D'Silva.

**Personnel:** There were 32 staff changes during the financial year 1996-97 compared to 19 changes in the financial year of 1995-96. The reason for the changes are outlined below with the 1995-96 figures for comparison:

	1996-97	1995-96
Appointments	11	2
Resignation (incl. contract expiring)	9	6
Secondment	5	1
Transfer or promotion	5	7
Retirement	2	3

The following Table sets out the length of service in Parliamentary/Public Service employment of departmental and committee staff as at 30 June 1997.

## Years of Service:

Years of Service	Departmental		Committees	
	Male	Female	Male	Female
Over 40 years	1			
31-40 years	2			
26-30 years	3			
21-25 years	2	1		
16-20 years	3	4		1
11-15 years	4	4		2
6-10 years	4	3	1	1
1-5 years	4	1	3	3
less than 1 year	2		1	3
Total	25	13	5	10

**Leave Liability:**

**RESOURCE OFFICE**

	<b>Annual Leave \$</b>	<b>Long Service \$</b>	<b>Total \$</b>
<b>Current Liability</b>	92,219	33,251	125,470
<b>Non-current Liability</b>		631,776	631,776
<b>Total</b>	92,219	665,027	757,246

There were 32 staff changes during the financial year 1996-97 compared to 19 changes in the financial year of 1995-96. The reason for the changes are outlined below with the 1995-96 figures for comparison:

	1995-96	1996-97
Appointments	11	2
Resignation (incl. contract expiring)	9	6
Secondment	5	1
Transfer or promotion	5	7
Retirement	2	3

The following table sets out the length of service in Parliamentary/Tribunal Service employment of departmental and committee staff as at 30 June 1997.

Years of Service	Departmental		Committee	
	Male	Female	Male	Female
Over 40 years	1			
31-40 years	2			
26-30 years	3			
21-25 years	2	1		
16-20 years	3	4		1
11-15 years	4	4		2
6-10 years	4	3	1	1
1-5 years	4	1	2	2
less than 1 year	2		1	2
<b>Total</b>	22	18	3	10

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# SECRETARIAL SERVICES

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**Role:** The prime role of Secretarial Services is to provide secretarial assistance to Members of both Houses of Parliament by providing shorthand/typing resources, the processing of audio tapes and written work.

**Activities During Year:** Members utilise the service all year round and many have expressed gratitude for the high standard of work produced. At busy times in the electorate office, some Members bring overflow work into Secretarial Services for processing.

From time to time, the Service is utilised by other Parliamentary Departments. Relief assistance is provided to the President of the Legislative Council when his secretary is on leave. Two special projects were undertaken during the year. Firstly, in providing secretarial assistance to the Staff Development Officer with appraisal practices documents and secondly, the compilation of a "Procedure Manual for the Manager - Accounting Services" for the previous Accountant of the House Committee prior to his taking up a promotion to another Government Department.

Written work is still submitted regularly but micro cassette tapes presented for transcription remains the most popular mode of work, with shorthand and dictation straight to screen closely following. Work handed in on disk for updating, editing and addition is becoming more frequent as is Members' requests to place completed work on to their personal disks. A computer is available in the Correspondence Box for virus check of disks being introduced into the Parliamentary computer network.

As usual, Sitting times are the busiest for Secretarial Services as some Members rely heavily on the convenience of the service. A secretary is rostered until 6.30 pm each Sitting night on which both Houses sit.

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## 23 COMMITTEE OFFICE

**Role:** The Committee Office continues to provide administrative and research support and procedural advice to Members of the Standing and Joint Investigatory Committees administered by the Legislative Assembly.

There have been no select committees established to date in the current Parliament. Under the direction of the Speaker, the Assistant Clerk and Clerk of Committees oversees and assists committee staff in providing support to the Committees.

**Administration of Committees:** The Speaker is responsible for the operations of the following Joint Investigatory Committees -

- Drugs and Crime Prevention Committee
- Economic Development Committee
- Public Accounts and Estimates Committee
- Scrutiny of Acts and Regulations Committee

and the Joint Committee Administration Office.

As part of this responsibility the Speaker, jointly with the President, determines policy issues. In addition, the Speaker authorises expenditure and approves budgets, staff appointments, travel arrangements, consultants and major purchases.

**Relocation:** On 1 September 1996 the Joint Investigatory Committees relocated from Nauru House to Level 8, 35 Spring Street.

This relocation required a great deal of planning and preparation by the Committee Office in conjunction with the Committees. The relocation went smoothly and all Committees were fully operational within hours and all associated with the move are commended for their efforts. This was the first time since the establishment of the Joint Investigatory Committees in 1982 that the Committees have had accommodation specifically tailored to their requirements, especially with meeting and hearing rooms.

The new premises have four large and three small meeting rooms with each Committee having its own defined area, including enclosed offices for each executive Officer and open plan for the remainder of the staff.

As part of the relocation the Committee Office took the opportunity to change the Committees from the Apple Macintosh system to the Dos-based system, in line

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with Parliament House. The Committees changed to the Microsoft Windows NT environment in late 1996 and all staff underwent training in the new software.

**Drugs And Crime  
Prevention Committee:**

On 25 June 1996, the Committee received a reference from the Governor in Council to inquire into, consider, and report to the Parliament on the implementation of the Government's Drug Reform Strategy, and in particular to:

1. Monitor the implementation, and evaluate the effectiveness, of the comprehensive drug reform strategy announced in response to the report of the Premier's Drug Advisory Council in the document "Turning the Tide".
2. Investigate and evaluate national and international experience in the drug area. This will include undertaking an evaluation of differing approaches to the drug problem in other states, particularly South Australia and the ACT, and international jurisdictions.
3. Monitor and evaluate two research projects which will be commissioned by the Government. The first will further investigate any linkage between marijuana use and the onset of schizophrenia and other mental illness. The second will investigate the effects of marijuana use on driving and support expanded work on the development and commissioning of a roadside testing mechanism for marijuana.

The Committee will provide two (2) reports:

- a) A preliminary report focusing on the extent to which implementation of initiatives has been achieved will be required to be tabled in the Parliament no later than December 1997.
- b) A report providing a clear indication of the extent to which the use and abuse of drugs and the physical, emotional and social harm that results has been reduced will be required to be tabled in the Parliament no later than June 1999. This report will take into account the results of the research projects considered by the Committee and the evaluation of national and international experience.

During 1996-97 the Committee has focused on part two (2) of their terms of reference with Members undertaking investigatory study tours to Western Australia, South Australia, New South Wales and the ACT, consulting with government and non-government officials and organisations. An international study tour of Europe including Netherlands, Switzerland, Sweden and United

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Kingdom was undertaken in June 1997. Individual Members also conducted private research in United States of America, United Kingdom, Norway and Scotland. Members have attended relevant conferences in Darwin, Melbourne and Paris.

In addition to study tours and conferences, the Committee has monitored implementation programs and acquired information via a public submission process, the internet, site visits to local and regional projects and the quarterly reports from the Senior Officers Co-ordinating Committee.

Whilst it is recognised that strategy development is still in its formative stages, emphasis is currently being placed on writing a preliminary status report that will provide a "snapshot" of implementation progress to date and highlight a range of complex issues that the Committee has isolated from its research, local observations and study tours. These issues will be further developed in the second report. As a major part of its longer term investigatory brief the Committee has resolved to establish an evaluation framework, including outcome criteria, key performance indicators and baseline information that is appropriate to provide effective ongoing assessment of the Drug Reform Strategy and its component parts.

The Committee's work to date has revealed that Victoria is well respected locally and internationally as an innovative leader in drug reform strategies, and the Committee has gained the impression that there is significant interest in the outcomes of the inquiry.

### **Economic Development Committee:**

The Committee's activities during the past twelve months centred on an Inquiry into Medical and Public Health Research in Victoria.

Throughout the latter half of 1996, the Committee carried out a series of meetings at Parliament House as well as a significant number of on-site visits to leading medical and public health research institutes, hospitals, pharmaceutical companies and key individuals in the medical and health profession. The Committee also travelled to Brisbane in August 1996, to meet with various medical research institutes, medical practitioners and relevant government departments. A select number of public hearings were held in September 1996 and April 1997.

The information obtained from these meetings, together with formal evidence, enabled the Committee to table an Interim Report in December 1996. The Report contained a number of draft findings and recommendations and which allowed the medical research community an opportunity to provide

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important feedback on the direction of the Committee's Inquiry.

Prior to release of the Interim Report the Committee had received 67 written submissions; a further 58 submissions were received in response to the Interim Report which greatly assisted the Committee in its final deliberations.

The Committee's Final Report was tabled in May 1997. One of the key findings from the Committee's Report is that the State Government must increase the levels of funding directed to research into population based disease prevention and health delivery. The Committee found this would have the greatest health and economic benefit to Victoria. Other key issues included a better allocation of medical research infrastructure grants by the State Government, the need for the Government to capitalise on our world class medical research, and the need for a comprehensive, external review of the activities and funding allocation of the Victorian Health Promotion Foundation. The Minister for Health is expected to table a formal response to the Report during the 1997 Spring Sitting of Parliament.

During the year, the Committee held 34 meetings, comprising 22 deliberative meetings and 12 consultative meetings.

The Committee has been pursuing new Terms of Reference since the tabling of the Medical Research Report in May.

### **Public Accounts And Estimates Committee:**

The major thrust of the Public Accounts and Estimates Committee's work during the year was to improve the financial reporting and accountability framework in the public sector. The Committee has sought to do this by adopting the following strategies:

- examining significant public sector financial and management issues;
- promoting reforms necessary to improve accountability;
- ensuring that services provided by government reflect value for money; and
- producing reports that contribute to public sector reforms.

During the year the Committee made significant progress towards achieving these goals by concentrating on three key areas:

- regular meetings with the Auditor-General to keep abreast of and improve the Committee's knowledge of the public sector and its operations;
- improved communication with parliamentarians, government agencies and community groups by:

providing a seminar program for members of the parliament and their staff on issues relating to the financial management reform process;

developing the use of technology via a home page on the Internet to increase public access to and awareness of the Committee's activities; disseminating information about the Committee's inquiries in targeted and innovative ways; communicating with public sector agencies about the requirements of the committee; and

- better focused reports with 90 recommendations to provide for a more effective, efficient, responsive and accountable public sector.

The year was an extremely busy one for the Public Accounts and Estimates Committee. In total the full Committee and its four sub-committees held 39 meetings, received 334 submissions and took evidence from 117 witnesses. Four reports were tabled or prepared and another six inquiries were in progress. Over a thousand copies of the issues paper relating to the Inquiry into Commercial in Confidence Material and the Public Interest was distributed.

The reports tabled covered a broad range of subjects: a review of the Public Record Office (Report No 18), an examination of the 1996-97 Budget Estimates and the 1995-96 Budget Outcomes (Report No 19) and recommending the appointment of an auditor to conduct a financial audit of the Victorian Auditor-General's Office (Report No 20). A report on outstanding fines and unexecuted warrants was also prepared and will be tabled during the Spring Sitting of the Parliament.

The Committee started its program of reviewing reports prepared by the Auditor-General. Two enquiries were initiated as a result of matters raised by the Auditor-General in the 1996 Report on Ministerial Portfolios. Additional information was sought on issues raised in two performance audit reports relating to the Community Support Fund and the Marketing of Government Services.

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Progress was made with the Committee's inquiries into contracting out of government services, commercial confidentiality and the public interest and reviewing the estimates of expenditure for 1997-98. In addition, the PAEC:

- held 14 public hearings to review the estimates of expenditure for nine ministerial portfolios and the Parliamentary departments;
- agreed to undertake an inquiry into environmental accounting and reporting;
- met with officials from Department of Treasury and Finance and the Victorian Auditor General's Office to discuss the whole of government accrual based financial report, and prepared a submission to the Minister for Finance suggesting changes to the format;
- examined Performance Audit Reports Nos. 38 to 41 presented by the Auditor-General;
- attended the Fourth Biennial Conference of the Australasian Council of Public Accounts Committees in Sydney on 10 February 1997. Issues discussed at the conference included accountability of grants, minimum requirements for the independence of the Auditor-General and guidelines for the ideal Public Accounts Committee; and
- participated in or attended various conferences and seminars on issues relating to public sector management.

#### **Scrutiny of Acts and Regulations Committee:**

The Committee continued to work in the following three main areas:

- the scrutiny of bills;
- the scrutiny of subordinate legislation; and
- the ongoing review of Redundant Legislation pursuant to a reference referred to it by the Governor in Council.

The Committee also tabled its final report on the review of the *Evidence Act 1958* in October 1996.

The Committee published the following reports:

- Reports to Parliament - The 53rd Parliament - Alert Digests Nos. 1 to 10 of 1996, March 1996;
- Review of the Evidence Act 1958, October, 1996;
- Third Annual Report, November, 1996;
- Review of the Hire Purchase Act 1959, December, 1996;

- Unlawful Assemblies and Processions Act 1958 Issues Paper, December, 1996;
- Abalone - Taking Stock - Information Paper, Review of the Fisheries (Abalone) Regulations 1996, December 1996;
- Fourth Annual Report, April, 1997;
- Ninth Report to Parliament on Subordinate Legislation, Annual Report concerning Statutory rules Series 1995 and 1996, May, 1997.

Representatives of the Committee attended the Fourth Commonwealth Conference on Delegated Legislation in Wellington, New Zealand from 10 to 13 February 1997.

**Joint Committee Administration Office:**

In September last year, the Joint Investigatory Committee relocated to new premises at 35 Spring Street.

The arduous task of moving was met commendably by the *Joint Committee Administration Office* staff. Committees were assisted in preparation for the move and then were assisted to become operational immediately.

The Committees changed to the Microsoft Windows NT environment towards the end of 1996 and this resulted in all staff undergoing training in the new software.

The new position of Computer Systems Officer was created and Stephen Robertson commenced with the Office in November 1996. This position has been invaluable to the functioning of the Committees.

The *Office* experienced many changes with staff as a result of assistance being given to individual Committees which were without Office Managers.

Once again all demands were dealt with professionally and the services provided by the *Joint Committee Administration Office* were maintained.

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## FINANCE

The 1996-97 financial statement shows that expenditure by the Legislative Assembly increased by almost \$16 million on the expenditure in the previous financial year. This can largely be attributed to contributions of \$15.6 million to the Parliamentary Superannuation Fund. Due to a change in Government Policy, the funding of the employers superannuation contribution to the Parliamentary Superannuation Fund was transferred from the Treasury to the Parliament. In addition, an actuarial review of that Fund revealed a shortfall in funding. The Government has made an additional \$10 million available this year and has indicated that this will continue for the next two financial years to meet the unfunded liability. The \$10 million represents a contribution to the Fund in respect of Members of both Houses, not just those of the Legislative Assembly.

The House resumed its normal sitting pattern in 1996-97 after only sitting for 34 days in the previous year due to the General Election. With the House sitting on 44 occasions during this period, there was a resultant increase in a number of expenditure items such as - overtime, meal allowance, newspapers and cleaning materials. Expenditure on these items is largely outside the control of the department and is substantially linked to the number and duration of sitting days.

There has also been an increase of \$130,000 in expenditure on staff salaries. The reason for this is twofold. Firstly all senior positions were filled for the full period whereas this was not the case in 1995-96. Secondly, the introduction of the performance management system resulted in some staff being eligible for performance pay for the first time. Initial assessments were completed in November 1996 and any resultant performance pay, paid to staff from the first full pay period after 1 January 1997.

The Parliamentary Information Technology Unit has adopted Windows NT as the standard networking software for the Parliamentary network and the Legislative Assembly has recognised the need to upgrade its networking software to the Parliamentary standard. Much of the Department's computer hardware is not capable of efficiently running the new software and will require upgrading. This upgrade was put on hold pending the Parliament House Completion project. When the completion project was abandoned, the Department revised its strategy and planned to replace the computer equipment before the

beginning of the 1997 Spring Sitting. In the latter part of the year, a major restructure occurred in the Department of Parliamentary Services, and there was every indication that the restructure may cause some financial difficulties for that Department. In such circumstances the Parliamentary departments were not prepared to commit to large capital outlays. As a result, the Department did not proceed with the replacement of equipment. Consequently, the project was again delayed. At this stage the Department is hopeful of proceeding with the project later in the 1997 calendar year. This decision will be dependent upon the amount of savings that can be carried forward to the next financial year to assist with the funding of the project. A special carry-forward amount of \$100,000, in addition to the normal 3 percent carry-forward, was sought to fund this upgrade because of the unforeseen disruptions during the year.

<b>LEGISLATIVE ASSEMBLY EXPENDITURE STATEMENT</b>
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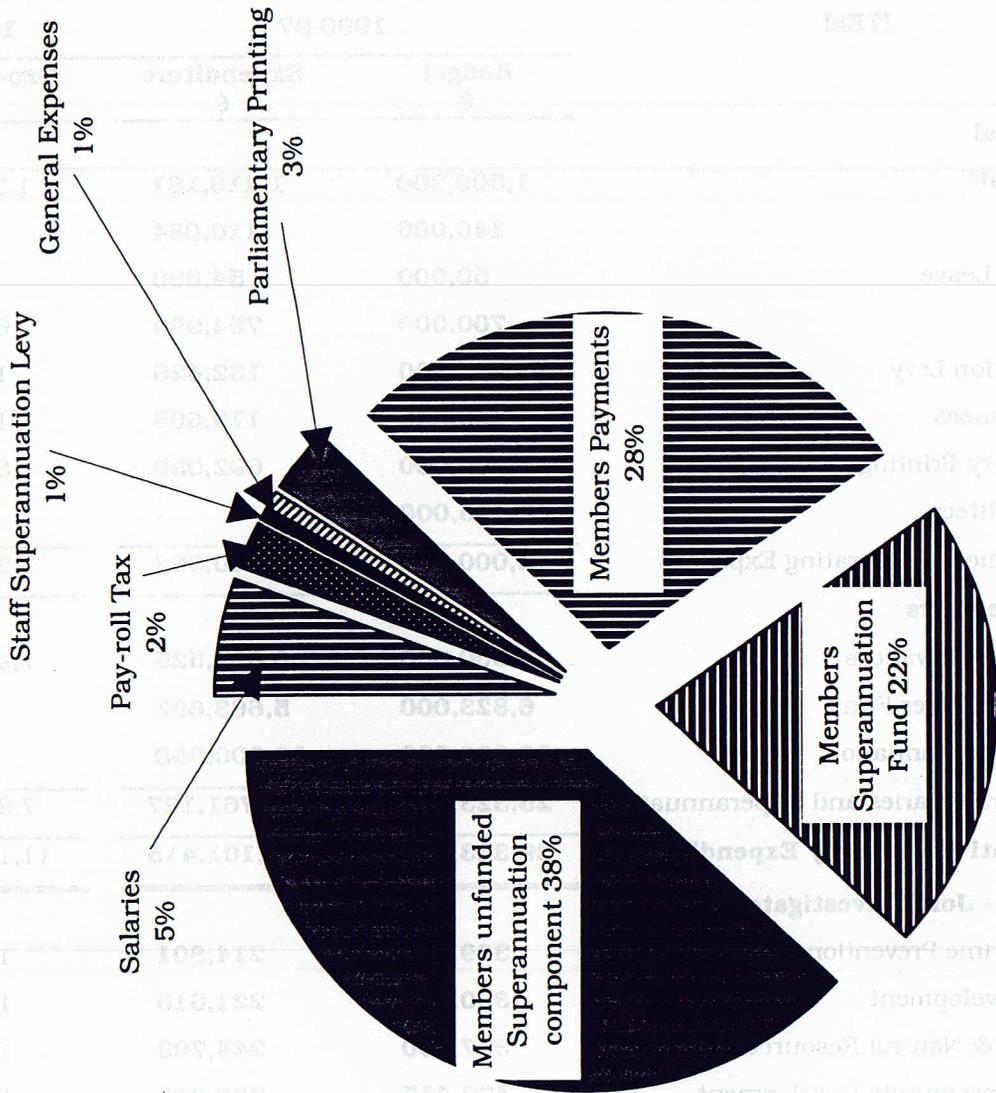
ITEM	1996-97		1995-96
	Budget \$	Expenditure \$	Expenditure \$
<b>Departmental</b>			
Salaries - Staff	1,509,200	1,416,181	1,285,220
Overtime	140,000	110,084	75,190
Long Service Leave	50,000	54,880	96,821
Pay-roll Tax	700,000	754,990	650,917
Superannuation Levy	87,300	132,426	128,388
General Expenses	289,200	179,668	165,686
#Parliamentary Printing	1,200,000	692,059	813,895
Select Committees	25,000	-	-
<b>Total Departmental Operating Expenses</b>	<b>4,000,700</b>	<b>3,340,288</b>	<b>3,216,117</b>
<b>Assembly Members</b>			
*Salaries and Allowances	8,500,000	8,097,525	7,903,012
Parliamentary Super Fund	6,823,000	5,663,602	-
Unfunded Superannuation	10,000,000	10,000,000	-
<b>Total Members Salaries and Superannuation</b>	<b>25,323,000</b>	<b>23,761,127</b>	<b>7,903,012</b>
<b>Total Legislative Assembly Expenditure</b>	<b>29,323,700</b>	<b>27,101,415</b>	<b>11,119,129</b>
<b>Committees - Joint Investigatory</b>			
Drugs and Crime Prevention	309,404	214,801	179,756
Economic Development	390,360	221,615	161,995
Environment & Natural Resources	357,800	244,799	157,992
Family and Community Development	479,415	260,081	179,507
∅Federal - State Relations	407,160	247,596	-
Law Reform	508,012	415,577	276,060
Public Accounts & Estimates	453,444	248,575	136,171
+Public Bodies Review	-	-	185,871
Road Safety	313,516	259,796	210,326
Scrutiny of Acts & Regulations	499,661	381,916	291,702
Central Administration	250,541	290,207	194,421
Rental - Nauru House & 35 Spring Street	321,897	329,488	405,384
<b>Total Committee Expenditure</b>	<b>4,291,210</b>	<b>3,114,451</b>	<b>2,379,182</b>

# Parliamentary Printing figures represent Legislative Assembly component only.

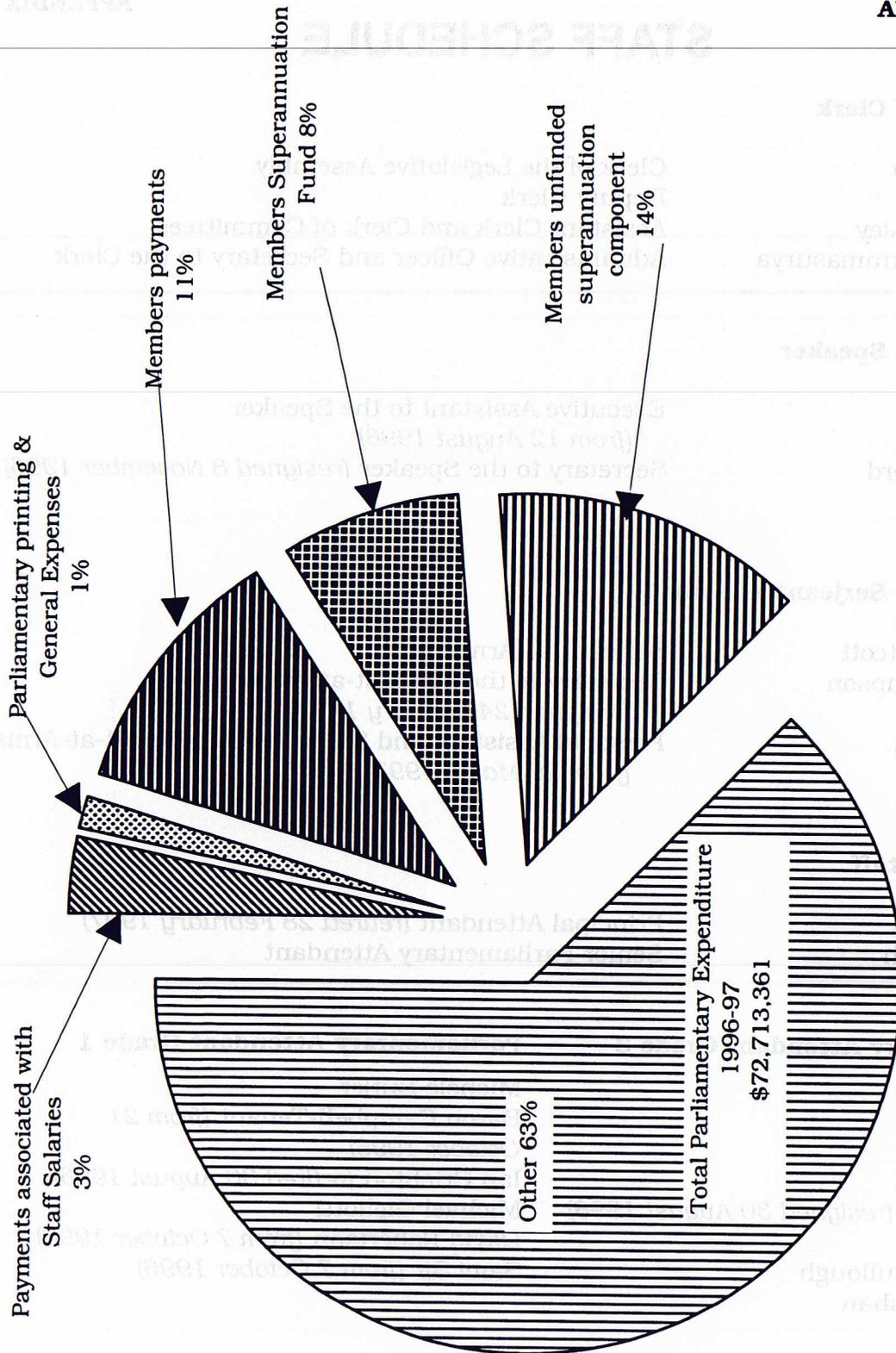
\* Excluding Ministers.

∅ Established - 28 May 1996.

+ Abolished - 26 June 1996.



**DEPARTMENTAL EXPENDITURE \$26,272,000 - 1996-97**



**DEPARTMENTAL EXPENDITURE AS A PROPORTION OF TOTAL PARLIAMENTARY EXPENDITURE**

## STAFF SCHEDULE

### Office of the Clerk

Philip Mithen	Clerk of the Legislative Assembly
Ray Purdey	Deputy Clerk
Marcus Bromley	Assistant Clerk and Clerk of Committees
Shanthi Wickramasurya	Administrative Officer and Secretary to the Clerk

### Office of the Speaker

Lyn Young	Executive Assistant to the Speaker <i>(from 12 August 1996)</i>
Robyn Mudford	Secretary to the Speaker <i>(resigned 8 November 1996)</i>

### Office of the Serjeant-at-Arms

Geoffrey Westcott	Serjeant-at-Arms
Christine Simpson	Secretary to the Serjeant-at-Arms <i>(resigned 24 January 1997)</i>
Helen Dorian	Personal Assistant and Secretary to Serjeant-at-Arms <i>(from 26 March 1997)</i>

### Attendant Staff

Jack Thomas	Principal Attendant <i>(retired 28 February 1997)</i>
Warren Smith	Senior Parliamentary Attendant

### Parliamentary Attendant Grade 3

Ray Davis  
Craig Foster

John Fulford  
Garry Green *(resigned 30 August 1996)*  
David Lang  
Richard McCullough  
Terry McGlashan  
Mark Smith  
Geoffrey Tapper

### Parliamentary Attendant Grade 1

Michele Butler  
Baron Campbell-Tenant *(from 21 October 1996)*  
Ian Crichton *(retired 30 August 1996)*  
Michael Gigliotti  
David Robertson *(from 7 October 1996)*  
Sami Sir *(from 7 October 1996)*

### Cleaning Staff

Frank DeSensi  
Hares Kodiah  
Tony Koukouvinos  
Rhonda McMahon  
Herta Zimmerman

### Post Office

Shane Matthews *(resigned 2 May 1997)*

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## Table Office

Neville Holt	Procedure Officer ( <i>until 11 April 1997</i> )
Paul Venosta	Reader ( <i>until 11 April 1997</i> )
Mark Roberts	Procedure Officer ( <i>from 14 April 1997</i> )
Despina Babbage	Reader and Research ( <i>from 14 April 1997</i> )
Charlene Kenny	Assistant Reader
Sorrel D'Silva	Administrative Officer

## Papers Office

Mark Roberts	Clerk of the Papers ( <i>until 11 April 1997</i> )
Paul Venosta	Clerk of the Papers ( <i>from 14 April 1997</i> )
Keith Mills	Assistant Clerk of the Papers
Michael Coco	Administrative Officer
Michelle Gutauskas	Administrative Officer

## Resource Management Office

Despina Babbage	Project Officer ( <i>until 11 April 1997</i> )
Stephen Robertson	Resource Officer ( <i>from 23/10/97 to 8/11/96</i> )
Sorrel D'Silva	Administrative Officer ( <i>shared basis with Table Office</i> )

## Special Projects

Neville Holt	Project Officer ( <i>from 14 April 1997</i> )
Louise Somers	Research Officer ( <i>attachment from 2 June 1997</i> )

## Secretarial Services

Muriel O'Gorman	Supervisor
Pamela Hansson	Administrative Officer
Jean Green	Administrative Officer ( <i>ceased 23 March 1997</i> )
Jill McEwan	Administrative Officer ( <i>ceased 19 December 1997</i> )

## Drugs and Crime Prevention Committee

Ms Helen Green	Executive Officer ( <i>resigned 14 March 1997</i> )
Robert McDonald	Executive Officer ( <i>from 12 May 1997</i> )
Maria Tedesco	Office Manager
Diana Rasheva	Administrative Officer ( <i>from 11 March 1997</i> )

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## **Economic Development Committee**

Richard Willis	Executive Officer
Con Chara	Office Manager
Paul Bourke	Research Assistant ( <i>from 9 September 1996 to 16 May 1997</i> )

## **Public Accounts and Estimates Committee**

Michele Cornwell	Executive Officer ( <i>from 5 August 1996</i> )
Jennifer Hutchinson	Acting Office Manager ( <i>until 10 September 1996</i> )
Frances Essaber	Office Manager ( <i>from 9 September 1996</i> )
Luci Marsh	Research Officer ( <i>50% shared with Auditor-General's Office until 30 June 1997</i> )
Richard Snow	Research Officer ( <i>50% shared with Treasury &amp; Finance Department until 30 June 1997</i> )

## **Scrutiny of Acts and Regulations Committee**

Helen Mason	Executive Officer
Tanya Coleman	Legal Officer
Dominique Saunders	Legal Officer ( <i>resigned 7 March 1997</i> )
Helen Roberts	Assistant Executive Officer ( <i>resigned 27 August 1996</i> )
Stephen Robertson	Acting Assistant Executive Officer ( <i>until 22 October 1996</i> )
Richard Kings	Office Manager
Rhonda MacMahon	Assistant Executive Officer ( <i>from 21 October 1996</i> )

## **Joint Committee Administration Office**

Vera Velickovic	Manager
Jennifer Hutchinson	Administrative Officer
Laurel Keith	Administrative Officer
Stephen Robertson	Computer Systems Office ( <i>from 11 November 1997</i> )

## **Printing Committee**

Paul Venosta	Secretary
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## **Privileges Committee**

Paul Venosta	Secretary
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## **Standing Orders Committee**

Geoff Westcott	Secretary
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# STAFF ALTERATIONS

## Appointments/Promotions

### Departmental

Jack Thomas	Principal Attendant
Warren Smith	Senior Parliamentary Attendant
Lyn Young	Executive Assistant to the Speaker
Ray Davis	Parliamentary Attendant Grade 3
Geoffrey Tapper	Parliamentary Attendant Grade 3
David Robertson	Parliamentary Attendant Grade 1
Sami Sir	Parliamentary Attendant Grade 1
Baron Campbell-Tennant	Parliamentary Attendant Grade 1
Helen Dorian	Personal Assistant and Secretary to Serjeant-at-Arms

### Committee

Michele Cornwell	Executive Officer, Public Accounts & Estimates Committee
Frances Essaber	Office Manager, Public Accounts and Estimates Committee
Paul Bourke	Research Assistant, Economic Development Committee
Rhonda MacMahon	Assistant Executive Officer, Scrutiny of Acts and Regulations Committee
Diana Rasheva	Administrative Officer, Drugs and Crime Prevention Committee
Robert McDonald	Executive Officer, Drugs and Crime Prevention Committee

### Secondments

Stephen Robertson	Acting Assistant Executive Officer, Scrutiny of Acts and Regulations Committee
Jennifer Hutchinson	Acting Office Manager, Public Accounts and Estimates Committee
Stephen Robertson	Computer Systems Officer, Joint Committee Administration Office
Luci Marsh	Research Officer, Public Accounts and Estimates Committee
Richard Snow	Research Officer, Public Accounts and Estimates Committee

### Resignations/Expiry of Warrant/Termination of Contract

Helen Roberts	Assistant Executive Officer, Scrutiny of Acts and Regulations Committee
Garry Green	Parliamentary Attendant Grade 3
Robyn Mudford	Secretary to the Speaker
Jill McEwan	Administrative Officer, Secretarial Services
Christine Simpson	Secretary to the Serjeant-at-Arms
Dominique Saunders	Legal Officer, Scrutiny of Acts and Regulations Committee
Helen Green	Executive Officer, Drugs and Crime Prevention Committee
Jean Green	Administrative Officer, Secretarial Services
Shane Matthews	Post Office Attendant

### Retirements

Ian Crichton	Parliamentary Attendant Grade 1
Jack Thomas	Principal Attendant

STAFF ALTERATIONS

Appointments/Promotions	Departments
Jack Thomas Walter Smith Lyn Young Ray Davis Geoffrey Jagger David Robertson Suan Fu Kuan Campbell-Tennant Helen Gordon	Principal Attendant Senior Parliamentary Attendant Executive Assistant to the Speaker Parliamentary Attendant Grade 3 Parliamentary Attendant Grade 2 Parliamentary Attendant Grade 1 Parliamentary Attendant Grade 1 Parliamentary Attendant Grade 1 Personal Assistant and Secretary to Speaker-at-Arms
Michelle Cornwell Frances Easder Paul Bourne Kanda Munshoon Diana Raskova Robert McDonald	Executive Officer, Public Accounts & Estimates Committee Office Manager, Public Accounts and Estimates Committee Research Assistant, Economic Development Committee Assistant Executive Officer, Security of Acts and Regulations Committee Administrative Officer, Drugs and Crime Prevention Committee Executive Officer, Drugs and Crime Prevention Committee
Stephen Robertson Jennifer Hutchinson Stephen Robertson Paul Marsh Richard Snow	Acting Assistant Executive Officer, Security of Acts and Regulations Committee Acting Office Manager, Public Accounts and Estimates Committee Computer Systems Officer, Joint Committee Administration Office Research Officer, Public Accounts and Estimates Committee Research Officer, Public Accounts and Estimates Committee
Helen Roberts Gary Owen Lebyn Muford Jill McEwan Christine Simpson Dunniqwe Saunders Helen Green Jean Green Shane Matthews	Assistant Executive Officer, Security of Acts and Regulations Committee Parliamentary Attendant Grade 3 Secretary to the Speaker Administrative Officer, Secretarial Services Secretary to the Speaker-at-Arms Legal Officer, Security of Acts and Regulations Committee Executive Officer, Drugs and Crime Prevention Committee Administrative Officer, Secretarial Services Post Office Assistant
Jack Thomas Ian Christian	Principal Attendant Parliamentary Attendant Grade 1