



ANNUAL REPORT
1991-92



DEPARTMENT OF THE
LEGISLATIVE
ASSEMBLY



LEGISLATIVE ASSEMBLY
PARLIAMENT HOUSE
MELBOURNE, VIC. 3002
TELEPHONE: 651 8911
EXT.

23 October 1992.

The Hon. K.A. Coghill, M.P.
Speaker of the Legislative Assembly
Parliament House
Melbourne 3002

Dear Mr. Speaker,

I have pleasure in forwarding to you my Annual Report for the Department of the Legislative Assembly for the year 1991-92.

Yours sincerely,

A handwritten signature in black ink, appearing to read "J.G. Little".

J.G. Little

Clerk of the Legislative Assembly.



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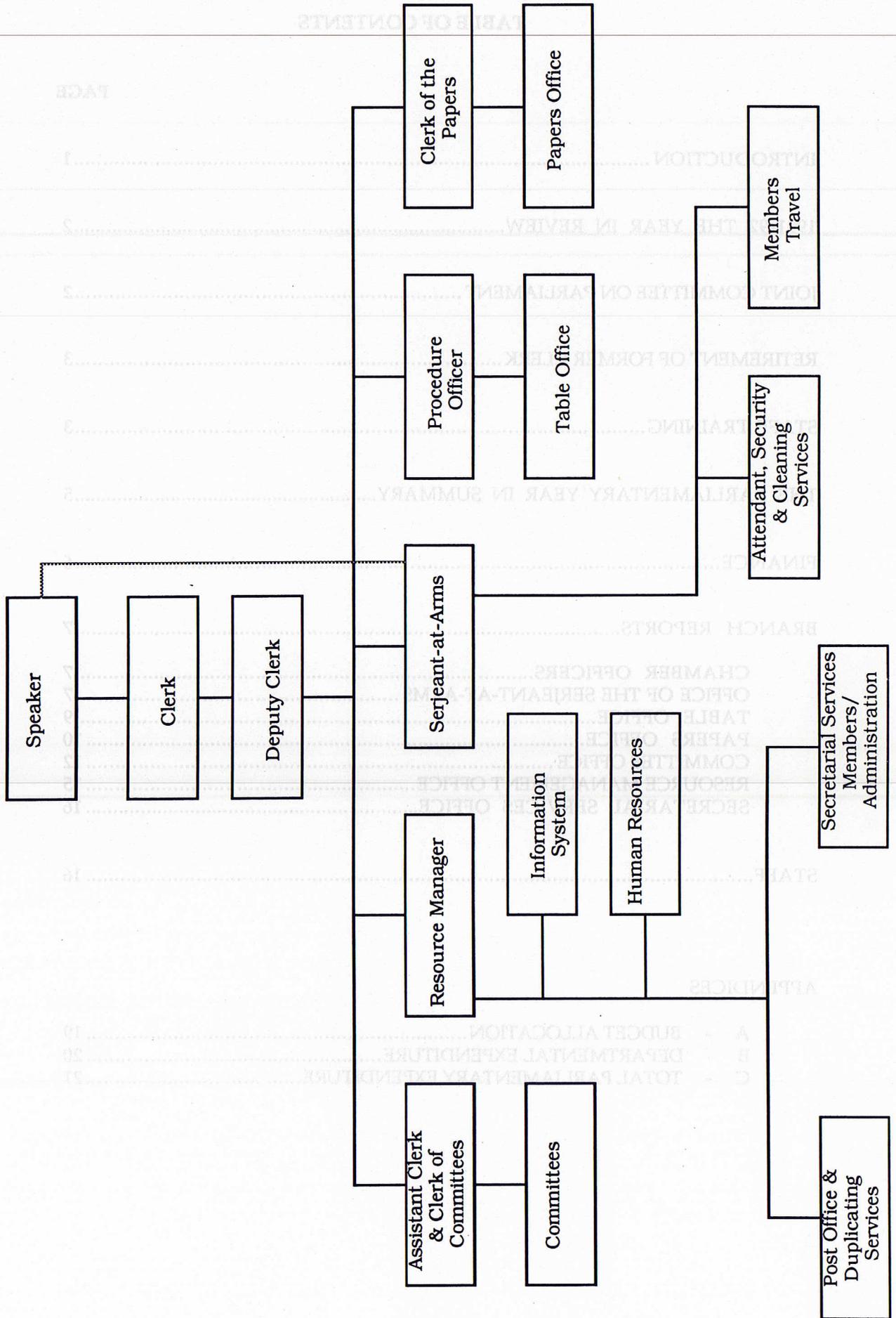
A handwritten signature in dark ink, appearing to read "J.G. Little".

J.G. Little
Clerk of the Legislative Assembly.

TABLE OF CONTENTS

	PAGE
INTRODUCTION	1
1991-92 THE YEAR IN REVIEW.....	2
JOINT COMMITTEE ON PARLIAMENT	2
RETIREMENT OF FORMER CLERK.....	3
STAFF TRAINING.....	3
THE PARLIAMENTARY YEAR IN SUMMARY.....	5
FINANCE.....	6
BRANCH REPORTS.....	7
CHAMBER OFFICERS.....	7
OFFICE OF THE SERJEANT-AT-ARMS	7
TABLE OFFICE.....	9
PAPERS OFFICE.....	10
COMMITTEE OFFICE.....	12
RESOURCE MANAGEMENT OFFICE.....	15
SECRETARIAL SERVICES OFFICE.....	16
STAFF.....	16
APPENDICES	
A - BUDGET ALLOCATION.....	19
B - DEPARTMENTAL EXPENDITURE.....	20
C - TOTAL PARLIAMENTARY EXPENDITURE.....	21

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY



INTRODUCTION

The Department of the Legislative Assembly is one of five departments which serve the Victorian Parliament. Specifically, the Department of the Legislative Assembly provides the administrative support for the Legislative Assembly and its Committees, with emphasis on the provision of reliable, accurate and timely specialist advice concerning the law, custom and practice of Parliament under the Westminster system. Responsibility for the recording and publication of proceedings and the custody of documents prepared for and received by the House is a primary task attaching to the Department.

The Department consists of six branches. They are :

- Office of the Clerk
- Serjeant-at-Arms Office
- Table Office
- Papers Office
- Committee Office
- Resource Management Office

Office of the Clerk

The Office consists of the Clerk, Deputy Clerk, and Assistant Clerk and Clerk of Committees. The Clerk of the Legislative Assembly is the administrative head of the Department and the chief adviser to the Speaker on policy, procedure and corporate management. Among its responsibilities are the provision of advice to Members of the Legislative Assembly on all matters relating to the proceedings and the accurate recording and publication of proceedings.

Serjeant-at-Arms Office

The Serjeant-at-Arms is the Speaker's Executive Officer and is responsible for the performance of all ceremonial duties, the recording and transmission of Messages between the Houses, the issuing of security passes, security within the building (together with the Usher of the Black Rod), Members' travel entitlements, and the supervision of the Parliamentary Attendant staff.

The Parliamentary Attendant staff provide services to the Chamber during sittings of the House, provide daily cleaning and maintenance of Members' offices, and conduct public tours for the many visitors to Parliament House throughout the year.

Table Office

The Table Office provides procedural assistance to the Chamber and prepares all documents recording the decisions of the House.

Papers Office

The Papers Office is the main repository for Bills, Acts, parliamentary papers and departmental reports. It also carries stock copies of all public documents associated with or tabled in the House.

Committee Office

Under the supervision of the Assistant Clerk and Clerk of Committees, the office provides the administrative support for the Joint Investigatory Committees administered by the Legislative Assembly.

Resource Management Office

Under the supervision of the Second Assistant Clerk (Resource Manager), the office performs all the personnel functions of the Department, maintains and develops the Department's information systems, administers the computer network, and provides administrative support to the Serjeant-at-Arms in the processing of Members' travel requests and the issuing of security passes.

The Office is also responsible for Secretarial Services which provides stenographic assistance to Members of both Houses of Parliament in relation to their parliamentary duties.

1991-92 THE YEAR IN REVIEW

Following the retirement of the former Clerk of the House, Ray Boyes, there were major changes in senior positions with the Governor-in-Council, on the recommendations of Mr Speaker, approving the following appointments:

Clerk of the Legislative Assembly	-	John Little
Deputy Clerk	-	Philip Mithen
Assistant Clerk and Clerk of Committees	-	Ray Purdey
Serjeant-at-Arms	-	Marcus Bromley

The Governor-in-Council also approved the permanent appointment of staff who had been temporarily employed in a number of administrative positions.

The Standing Orders Committee continued to meet on a regular basis under the Chairmanship of the Speaker. During the year, a number of issues were considered and reported upon; a major inquiry being the complete review of the existing Standing Orders and a re-write in plain English.

The Privileges Committee was particularly active with a carry-over referral from a previous year and two additional complaints being referred by the House in the Spring Sitting.

Senior Management continued to review the organisation and establishment of the Department and, after consultation with staff, transferred a number of responsibilities in order to establish clearer lines of communication and a more efficient and effective grouping of functions.

JOINT COMMITTEE ON PARLIAMENT

With an on-going commitment to the review of the recommendations contained in the "Strategic Management Review of the Parliament of Victoria", both Houses agreed to a resolution appointing a Joint Select Committee to inquire into and report upon the administration and funding of the Parliament and the recommendations contained in the Strategic Review.

Submissions were made to the Committee by the Speaker, The Hon. Ken. Coghill, M.P. and the Clerk of the Legislative Assembly, Mr John Little, and evidence was given at subsequent public hearings. The main approach of the submission and evidence of the Clerk was to ensure that any structural and operational changes did not affect the independent role of the Legislative Assembly and were designed to ensure a continued high level of service to the Chamber and Members of the Legislative Assembly.

The Committee made three Progress Reports. The first two recommended a separate Appropriation Bill for the Parliament.

RETIREMENT OF FORMER CLERK

On 2 August 1991, Ray Boyes retired from the position of Clerk of the Legislative Assembly and Clerk of the Parliaments, ending a forty-one year public service career, of which thirty-eight years were spent as an Officer of Parliament.

Ray's period of service covered appointments to various positions in the Department as well as being Secretary to a number of Parliamentary Committees. He was appointed to the position of Clerk of the Legislative Assembly in August 1985. On 6 June 1991, prior to the House rising for the Autumn recess, the House paid tribute to Ray's contribution to the Parliament with a motion of appreciation for his service.

Ray had a strong belief in the Parliamentary system, its practices and tradition, and made every endeavour to ensure that the staff of the Department understood this tradition and continued to provide a high level of support and service.

At a function attended by both present and former Presiding Officers, staff of the Parliament and the public service, Ray was farewelled and it is hoped that he and Lois will enjoy a long and healthy retirement which has been justly earned.

STAFF TRAINING

Whilst additional funding was sought in the 1991-92 Budget to provide the level of funding to meet the 1% training levy required under Commonwealth legislation, the Department was obliged to meet the levy without that additional funding being made available.

There is recognition of the need to provide a training program for staff to ensure a high level of expertise. This is being achieved by providing the opportunities for staff at all levels to attend courses and seminars conducted by the public service and private organisations. In addition, a number of staff have attended interstate seminars conducted by other Parliaments and government authorities.

In-house training is an on-going commitment with regular meetings being held to discuss procedural matters arising from sittings of the House, and general matters designed to improve staff understanding of functions with which they may not be directly connected.

During the period when there was a vacancy for the position of Serjeant-at-Arms, the opportunity was taken to roster staff to that position in an acting capacity, giving exposure to the environment of the Chamber on sitting days. Each officer concerned acknowledged that the opportunity provided was a valuable experience which was not normally available.

The Clerk of the Legislative Assembly attended a public seminar on "Parliamentary Committees: Their Role in Responsible Government" conducted by the Electoral and Administrative Review Commission, Queensland. The seminar was part of the Commission's review of Parliamentary Committees and the Commission's report is expected in July/August 1992. The seminar focused on the recent growth of Committees in Queensland and proposals for a comprehensive and effective system of Committees. Papers were submitted on the Committee system operating in Victoria and New Zealand.

The Deputy Clerk spent one week on attachment to the House of Representatives Department. The main purpose of the attachment was to examine the structure and functions of the Department with a view to rationalising and improving existing functions within the Assembly. He is also currently undertaking further study at Melbourne University with a view to completing a Graduate Diploma in Government Law.

The Assistant Clerk attended a week long live-in management course at the Australian Management College of Victoria, Mt. Eliza.

In addition, Iris McLeod was encouraged to complete her Arts Degree, and a number of staff attended a variety of courses covering communications, computer training, first-aid, personal skills, etc.

The Department has, for some years, budgetted an amount for staff training in its General Expenses vote. In recent years, this amount was \$5,000. To meet the Commonwealth training requirement (1% of salary), an additional \$8,650 was sought in the 1991-92 budget. As a result of Government policy, no additional funds were made available to the Department for Staff Training and Development.

Despite not receiving any additional funding, the Department did meet its required minimum (\$13,650) training expenditure in accordance with the criteria set down in the Commonwealth Training Guarantee Act 1990.

The total Departmental cost of training and development for the year was \$16,500. Expenditure by the Economic and Budget Review Committee (\$3,906) and the Legal and Constitutional Committee (\$1,355) was additional to the departmental figure.

STAFF TRAINING

**THE PARLIAMENTARY
YEAR IN SUMMARY**

The Parliament resumed on 20 August 1991 for the Spring Sitting and adjourned on 26 November 1991 for the Christmas recess. The Autumn Sitting began on 17 March 1992 and concluded on 10 June 1992. Statistics relating to sittings of the Legislative Assembly and its proceedings are set out below:

HOUSE SITTINGS

1991-92

	<u>Spring</u>	<u>Autumn</u>	<u>Total</u>
Sitting weeks	10	9	19
Sitting days	28	26	54
Average duration of daily sitting (Hours)	8.6	10.2	9.4
Sittings after midnight	3	8	11

1990-91

	<u>Spring</u>	<u>Autumn</u>	<u>Total</u>
Sitting weeks	10	10	20
Sitting days	30	28	58
Average duration of daily sitting (Hours)	8.10	9.10	8.36
Sittings after midnight	6	3	9

BUSINESS OF THE HOUSE

	<u>1991/92</u>	<u>1990/91</u>
Bills - Introduced in the Assembly	96	108
- No. amended in the Assembly	35	34
- Passed both Houses	96	95
- Second reading reasoned amendment -		
- agreed to	-	-
- negatived	2	1
Private Members - Bills introduced	-	-
Questions - On Notice	751	291
- Without Notice	444	509
Petitions presented	135	180
Reports presented pursuant to Statute	504	428
Reports presented by Parliamentary Committees	34	14
Days on which -		
Grievances were debated	4	3
Private Members' motions debated	12	14
Adjournment Motions pursuant to S.O. 26	2	-

FINANCE

Salary estimates were based on the staff establishment as at 1 July 1991, taking into consideration the decision of the Presiding Officer to dispense with the services of an Orderly and appoint an Executive Assistant.

The Department's recurrent expenditure on general expense items was \$176,874 out of a budgetted amount of \$188,000. In a year of high demand and tight financial constraints, this is seen as a very satisfying result.

Details of expenditure for the financial year are included in the Appendix to this report.

The Department's liability, including the Economic and Budget Review Committee (EBRC) and the Legal and Constitutional Committee (LCC), in respect of annual leave and long service leave is set out below -

As at 30 June 1992: -	Assembly	EBRC	LCC	Total Liabilities
	\$			
Annual Leave	44,674	5,305	6,025	56,004
Long Service Leave	<u>504,742</u>	<u>30,949</u>	<u>14,539</u>	<u>550,230</u>
Total	<u>549,416</u>	<u>36,254</u>	<u>20,564</u>	<u>606,234</u>

BUSINESS OF THE HOUSE

1991/92	1990/91	
108	96	Bills - Introduced in the Assembly
34	35	- No. amended in the Assembly
92	96	- Passed both Houses
-	-	- Second reading reasoned amendment
1	2	- agreed to
-	-	- negatived
-	-	Private Members - Bills introduced
291	251	Questions - On Notice
209	144	- Without Notice
180	132	Petitions presented
428	204	Reports presented pursuant to Statute
14	31	Reports presented by Parliamentary Committees
3	4	Days on which - Resolutions were debated
14	12	Private Members' motions debated
-	2	Adjournment Motions pursuant to S.O. 28

BRANCH REPORTS

CHAMBER OFFICERS

John Little	-	Clerk of the Legislative Assembly
Philip Mithen	-	Deputy Clerk
Ray Purdey	-	Assistant Clerk and Clerk of Committees
Marcus Bromley	-	Serjeant-at-Arms
Shanthi Wickramasurya	-	Administrative Officer

OFFICE OF THE SERJEANT-AT-ARMS

Administrative Staff:

Marcus Bromley	-	Serjeant-at-Arms <i>(from 23 June 1992)</i>
Katrina Robertson	-	Administrative Officer <i>(on family leave from 16 September 1991)</i>
Robyn Mudford	-	Administrative Officer <i>(from 16 September 1991)</i>

Attendant Staff:

John Nixon	-	Principal Attendant
Max Beckman	-	Chief Doorkeeper

Grade III

Gary Green
John Fulford
Bill Jarrett
Terry McGlashan
John Thomas
Peter Smith *(on secondment from 18 May 1992)*
Warren Smith

Grade I

Ian Crichton
Craig Foster *(on secondment from 6 January 1992)*
David Lang
Shane Mathews *(from 20 January, 1992)*
Richard McCullough
Richard Pickles *(transferred out 30 March 1992)*
Stephen Robertson *(promoted 23 June 1992)*
Mark Smith

Cleaning Staff:

Frank De Sensi	Hares Kodiah	Tony Koukouvinos
Rhonda McMahon	Herta Zimmerman	

Post Office:

Neil Foster

Ministerial Transport Officer:

Noel Taylor

The Serjeant-at-Arms, as the Speaker's Executive Officer, performs ceremonial duties, carries out a number of functions in the Chamber and is responsible for security of the Legislative Assembly Chamber and other related areas of the building. Other responsibilities include - Members' accommodation and travel requirements, issue of access and identification passes, and supervision of Attendant Staff, postal and photocopying services, public tour program and cleaning and maintenance services.

A number of staff changes occurred in the Serjeant's Office during the year. Ray Purdey combined the duties of Serjeant-at-Arms with that of Assistant Clerk and Clerk of Committees from 7 October 1991. To assist with the work load in the Serjeant's Office during the Autumn Sitting, Stephen Moore, Iris McLeod, Marcus Bromley and Mark Roberts were assigned the duties of Serjeant-at-Arms on a rotational basis. On Tuesday, 23 June 1992 Marcus Bromley was appointed to the position of Serjeant-at-Arms.

Katrina Robertson commenced maternity leave in September 1991 and Robyn Mudford transferred from Secretarial Services to take up the duties of Serjeant's Secretary. Craig Foster took up a nine month secondment with the Joint House Committee commencing early January 1992 and Richard Pickles transferred from the Attendant service to the State Library of Victoria on 30 March 1992.

The front steps of Parliament House were once again the venue for many demonstrations and rallies during the year. In most instances those gatherings were peaceful and complied with guidelines issued by the Presiding Officers for the use of the front steps. However a demonstration by students on Wednesday, 15 April 1992 became violent causing injury to the Police officers and damage to windows in the front of the building. Following that demonstration, the security of the building was upgraded and funding has been sought in the next financial year for further improvements to be made.

Significant improvements were also made in fire protection measures throughout the building. Emergency lighting and exit signs were installed throughout the ground floor level, egress from the third floor level was improved, alternative internal communication established and specifications drawn up for the installation of sprinklers in the Hansard and kitchen areas. Further works have been scheduled during the next financial year. Exit signs and emergency lighting will be installed throughout the remainder of the building and the sprinkler system completed on the ground floor.

Ceremonial activities were highlighted by the inauguration of His Excellency Mr Justice McGarvie as Governor of Victoria on 23 April 1992. Mr Don Kilgour was sworn in as the new Member for Shepparton by Mr Speaker on Wednesday, 23 October 1991.

The normal involvement in the planning of official functions and visits of official dignitaries continued during the year. In all, Mr Speaker received visits from 36 delegations or dignitaries from other countries.

As mentioned last year the use of Queen's Hall for functions and other activities continued to increase. This venue was used on 85 occasions which represents a 283 percent increase in usage over last year. A number of complaints were received from Members and staff concerning some of these functions with the main issue being the amount of noise emanating from musical groups and the public address system.

Other events in which the staff were involved during the year were - the Youth Parliament, Children's Parliament, Moomba Open Day and a number of seminars or "mock" Parliaments in the Legislative Assembly Chamber.

Provision of administrative support to the Standing Orders Committee kept the former Serjeant-at-Arms very busy during the year. The Standing Orders Committee met on 15 occasions and presented 5 reports to the House. The most significant of these was a general review of the Standing Orders which included a rewrite of the Standing Orders in plain English and gender neutral terms. That report represented a culmination of over two years work by the Committee.

Moomba Open Day - 8 March 1992.

The annual Parliament House Open Day was conducted on 8 March 1992 during the Moomba festival. This year's theme was "Votes and Proceedings - an Exhibition of Victoria's Parliamentary Heritage" and details of the Open Day are outlined below.

Attendance

12 noon to 5.00 pm	6,100
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Revenue

Sale of books and other article	\$389.79
Sale of devonshire teas and refreshments	\$2,409.20
	\$2,798.90

Expenditure

Advertising	\$780.00
Catering costs	\$700.00
Overtime and meal allowance	<u>\$6,216.00</u>
	\$7,696.00

TABLE OFFICE

Staff:

Neville Holt	-	Procedure Office
Iris McLeod	-	Reader and Clerk of the Record
Helen Roberts	-	Assistant Reader and Clerk of the Record (to 29 July 1991)
Charlene Campbell	-	Assistant Reader and Clerk of the Record (from 16 March 1992)
Kerryn Pastras	-	Administrative Officer (to 5 July 1991)
Jenny Hercog	-	Administrative Officer (from 8 July 1991 to 17 February 1992).

The Table Office continued to provide administrative and research support to the Chamber, Members of Parliament, senior officers of the Department, legislation officers and members of the public.

From a staffing point of view, this year has been one of change owing to promotions and transfers. During this time, the opportunity was taken to improve departmental flexibility by redeploying, seconding and training other members of staff in the workings of the Table Office. Ms McLeod also assisted the Secretary to the Privileges Committee and took part in a one day Management Seminar at RMIT.

The routine work of the office is up-to-date. Work on updating the Index to Votes and Proceedings of the current session continued with editions being produced within weeks of the completion of the 1991 Autumn and Spring Sittings. Constitutional changes required the Table Office procedure manual to be updated. A long term project to computerise all the procedural readers was commenced.

Computer equipment in the office has been improved and staff appreciate the benefits of the A4 screens. Replacement of the five-year old printer has resulted in a significant improvement in the quality of, and the time taken to produce, documents.

PAPERS OFFICE

Staff:

Mark E. Roberts	-	Clerk of the Papers and Assistant Clerk of Committees
Keith Mills	-	Assistant Clerk of the Papers
Michael Coco	-	Administrative Officer
Michelle Gutasukas	-	Administrative Officer

The Papers Office is responsible for providing substantial administrative support to the Chamber and is the repository for all Bills, Reports, Notice Papers, Bill Lists and other official records of the Assembly. It is the access/distribution point of all material and is the principal office for answering the majority of enquiries from the public, government departments and tertiary institutions.

The introduction at the start of this financial year of a document board located in the Papers Office containing the most commonly requested items is proving to be of great benefit to clients.

The Papers Office also performs a range of important functions in addition to document collation and storage and handling enquiries from Members of Parliament, their electorate offices and the public. One of the most important of these is continuing to formulate, administer and monitor the Parliamentary Printing budget.

In respect of Statutory Rules, a number of Members indicated that they did not require copies. At this stage, however, it is a statutory requirement that as each Rule is printed it be distributed to each Member. The Legal and Constitutional Committee of the Parliament is currently conducting an inquiry into the operations of the Subordinate Legislation Act 1962 and this matter has been brought to the Committee's attention.

The Clerk of the Papers is also responsible for processing all accounts for payment by the Department. This is in addition to passing all printing accounts for reports of the Assembly, the Council and the Joint Select Committees, as well as all accounts for legislation introduced into the Victorian Parliament.

There were a number of matters which greatly impacted on the operations of the Papers Office during the year under review.

Upon the resumption of school in February 1992, the Parliament of Victoria was inundated with requests for resource material from Victorian Certificate of Education (V.C.E.) Legal Studies and Politics students. Going from an occasional source of material for students, the Papers Office, and other Parliamentary Offices, overnight went to being a major resource centre where innumerable phone calls and personal visits from students, teachers and parents eventuated in requests for information on law making bodies and the operations of Parliament. With no prior consultation or warning from V.C.E. administrators of this possible influx from V.C.E. participants, staff of the Papers Office quickly gathered together kits relating to a wide variety of legislation. Nevertheless it soon became apparent that with potentially very large numbers of students seeking a variety of legislation, contact needed to be made with the Victorian Curriculum and Assessment Board to resolve the situation. Whilst a satisfactory solution was found; it is important to note that with any future changes to the V.C.E. politics/legal curriculum, Parliament must be given advance warning of the possibility of any sudden influx of students requesting resource material, so that both Parliament's needs and those of students can be fulfilled.

Following a review of Members' Electorate Service Entitlements, many subscription services previously provided to Members were cancelled or amended at the request of Members.

During the Autumn Session the Presiding Officers also issued new guidelines for the free issue to Members of bills and reports, limiting Members and Shadow Ministers to a pre-set number of copies of a bill, but allowing them additional copies with the cost to be charged to their Electorate Service Entitlement.

Other functions of the Papers Office include -

- Preparation of the Question Notice Paper to a camera-ready stage and the receipt of answers to questions and the provision thereof to Members.
- Members' stationery requirements. The demand is increasing dramatically with more Members of the Legislative Assembly ordering personalized stationery. Total expenditure for 1991-92 amounted to \$128,485. The Papers Office co-ordinates the ordering of this stationery along with many other stationery items.
- Sale of Parliament House publications and stationery. The Papers Office is responsible for the sale of these items, which include wrapping paper, a print of the Parliament House building, post cards, Legislative Assembly Standing Orders, and the Parliament House Information Kit.

The computerisation of the office is progressing with the following information gradually being placed on computer:-

- Processing of orders and accounts and the recording of expenditure being constantly updated. The Department has recently purchased a new computer accounting package which will operate from the commencement of the new financial year;
- Reports presented to the Legislative Assembly;
- Bill statistics;
- House sittings statistics;
- Questions on Notice - camera-ready stage;
- Messages;
- The Legislative Assembly Members Address List and the mailing list thereof;
- Members' Seating Plan for the Legislative Assembly Chamber; and
- Maintaining the membership lists and other records of the Australasian Study of Parliament Group - Victorian Chapter.

The Papers Office staff have worked long and hard to provide a wide range of documents, service and advice to Members of Parliament, the Parliamentary Press Gallery, Government departments and the public.

Parliamentary Papers and Archive Storage

The storage of Parliamentary and other papers submitted to the Parliament continues to be a problem. Provisions of the Annual Reporting Act 1983 and the Interpretation of Legislation Act 1984 have resulted in a vast increase in the number of reports now required by statute to be tabled in the Parliament.

The large number of reports tabled annually, together with the original records of the Parliament, are causing a very real problem given the limited storage capacity available. Additional funds were sought - unsuccessfully - to enable the Department to obtain "off-site" storage. Time has expired for any more recommendations to be made. Action must be taken. Funds and/or space must be made available now so that existing records can be stored properly and reasonable provision can be planned for the foreseeable future - at least 10-20 years.

Parliamentary Committees

The Clerk of the Papers is Secretary to the Legislative Assembly Privileges Committee which during the past 12 months had three matters before it, namely the Complaint made by the Treasurer on 28 May, 1991, the Complaint referred to the Committee on 24 October, 1991 relating to an article that appeared in the Herald-Sun on the same day and the Complaint made by the Leader of the National Party referred to the Committee on 1 October, 1991.

Secretarial services to the Committee at a time of unprecedented activity severely strained the resources of the Papers Office, in particular the role of the Clerk of the Papers, and the Stenographer/Secretary. As the Committee usually met when the House was sitting which is often the busiest period for the Papers Office it meant that 50% of the staff located in the Papers Office were at times working almost exclusively for the Privileges Committee. Nevertheless all work for the Committee was prepared in a timely manner.

Australasian Study of Parliament Group - Victorian Chapter

The Australasian Study of Parliament Group - Victorian Chapter met seven times between July 1991 and June 1992 both at an Executive level, and at general meetings at which those interested in Parliamentary affairs were invited to attend. Matters discussed were diverse, and a number of guest speakers were invited on issues such as "Reversing the Culture - the Relationship between the Executive and the Parliament", the "Reform of the Parliament", and the "Reform of Question Time in the Victorian Parliament". Wide press coverage was given to a number of the Australasian Study of Parliament Group meetings, in particular the Reform of Question Time in the Victorian Parliament.

COMMITTEE OFFICE

Raymond Purdey - Clerk of Committees (*commenced 7 October, 1991*)

Economic and Budget Review Committee

Members: Mr Cole (Chairman), The Hons. J.V.C. Guest, P.R. Hall and R.Varty, and Mrs Barker and Messrs Batchelor, Clark, Ernst, Gavin, Honeywood, Mathews and Steggall.

Staff: Despina Babbage, Executive Officer
Paul Venosta, Assistant Executive Officer
Susan Hocking, Director of Research (*resigned 24 April 1992*)
Eric Dyrenfurth, Director of Research (Estimates)
Patrick Xavier, Senior Research Officer (*finished 31 December 1991*)
Chris Theodoratos, Senior Research Officer (*finished 14 February 1992*)
Matthew Brennan, Senior Research Officer (*finished 18 October 1991*)
Victoria Walker, Senior Research Officer (*commenced 16 March 1992*)
Sebastian Roberts, Senior Research Officer (*commenced 18 March 1992*)
Craig Burke, Senior Research Officer (*commenced 22 January 1992*)
Kerryn Pastras, WPO
Laurel Keith, WPO
Jennifer Hercog, WPO (*transferred 17 February 1992*).

Legal and Constitutional Committee

Members: Hon. D. Evans (Chairman), The Hons. J. Coxsedg, R.S. Ives, R.J. Long and J. McLean, and Messrs Jasper, Lea, Perton, Shell, Smith (*Glen Waverley*), Thomson and Walsh.

Staff: Marcus Bromley, Executive Officer (*promoted 23 June 1992*)
Helen Roberts, Assistant Executive Officer (*from 29 July 1991*)
Ann Blake, Director of Research

Zara Officer, Research Officer (*resigned 14 February 1992*)
Heather Holt, Research Officer (*from 23 March 1992*)
Sorrel D'Silva, WPO
Jennifer Hutchinson, Stenographer

Parliament of Victoria Committee

Members: Mr Delzoppo and Hon. C.R.T. Mathews (Joint Chairmen), The Hons. G.P. Connard, L. Kokocinski and W.A. Landeryou and Mr Cole and Hon. L.S. Lieberman.

Secretary: Philip Mithen (Deputy Clerk) (Joint Secretary)

Printing Committee

Members: Mr Speaker (Chairman), Messrs McGrath (*Lowan*), Norris, Plowman and Smith (*Glen Waverley*) and Hon. C.R.T. Mathews.

Secretary: Mark Roberts (Clerk of the Papers)

Privileges Committee

Members: Dr Vaughan (Chairman), Messrs McDonald, McGrath (*Warrnambool*), and Micallef and Hons. L.S. Lieberman, R.C. Maclellan and C.R.T. Mathews.

Secretary: Mark Roberts (Clerk of the Papers)

Standing Orders Committee

Members: Mr Speaker (Chairman), Messrs Andrianopoulos, Cunningham, Delzoppo, Evans, Jasper, Norris, Dr Vaughan and Hon. L.S. Lieberman.

Secretary: Ray Purdey (Serjeant-at-Arms/Assistant Clerk)

The Committee Office is responsible for providing procedural and administrative advice to Members of select, standing and joint investigatory committees administered by the Legislative Assembly. The Assistant Clerk and Clerk of Committees has responsibility for overseeing the operations of all committees administered by the Department.

During the year the Department provided support to - three standing committees, two joint select committees and two joint investigatory committees. Details of the activities of these committees are shown in Table 1 at the end of this section.

A conference of Clerks Assistant - Committees was held at the New South Wales Parliament House in Sydney on Monday 6 April 1992. This inaugural conference was attended by Mr Mithen and Mr Purdey. All participants found the conference to be most beneficial and agreed to hold a similar conference on a more regular basis.

Joint Investigatory Committees

The two joint investigatory committees administered by the Department are the Economic and Budget Review Committee and the Legal and Constitutional Committee. Each of these committees is supported by an Executive Officer who is responsible for providing administrative and procedural advice and some limited research assistance. There are also two Assistant Executive Officers who administer the permanent sub-committee appointed by each full committee. These are the Estimates Sub-committee and the Subordinate Legislation Sub-committee.

The committees may also engage appropriate staff on short term attachment/secondment to provide the necessary research support. In addition, the Department provides word processing operators to service each of the committees.

The Committee procedure manual was finally completed during the year. This manual was issued to Executive Officers in early 1992.

A decision was made by the Chairmen's Panel in March 1992 to investigate the sharing and integration of services and equipment used by joint investigatory committees where ever possible. In particular the Panel suggested the integration of mail, telephone and computer systems, and the sharing of keyboard and reception facilities. These deficiencies were a direct result of the decision taken in 1982 to locate the Committees in vacant areas leased by the Government. This resulted in the five Committees being located in four different locations. As a result, each was required to be self-sufficient. It has only been in recent years that the Committees have been relocated and placed on the one floor in Nauru House. Preliminary discussions were held with Executive Officers concerning those matters and a submission on the networking of the committees computer systems is currently being prepared for presentation to the Information Technology Committee.

Further refurbishment of the committee accommodation at Nauru House occurred during the year. Additional panelling was installed to improve the meeting room facilities and upgrade the office accommodation for staff. At that time the opportunity was also taken to reallocate certain office space to enable some staff to be more conveniently located adjacent to their central administration.

On 24 March 1992 the Economic and Budget Review Committee presented a report to the House recommending the appointment of an auditor to determine whether the Auditor-General was achieving his objectives and doing so economically and efficiently. This was the first such recommendation which had been made in accordance with a 1990 amendment to the *Audit Act 1958* requiring such an audit to be carried out at least once every three years. The Parliament accepted the Committee's recommendation and Mr Fergus Ryan of Arthur Anderson and Co. was engaged to complete the audit by September 1992.

A number of changes occurred in the personnel of joint investigatory committees during the year. Ms S. Hocking resigned as Director of Research with the Economic and Budget Review Committee in April 1992. Due to the impending State election, the Committee decided not to advertise the position and appointed Ms V. Walker as Acting Director of Research for the remainder of its term. Senior Research Officers - Patrick Xavier, Chris Theodoratos and Matthew Brennan completed their terms with the Economic and Budget Review Committee and were subsequently replaced by Victoria Walker, Sebastian Roberts and Craig Burke.

Ms Z. Officer resigned from her position with the Legal and Constitutional Committee on 14 February 1992 and was replaced by Ms H. Holt. Mrs H. Roberts filled the vacant position of Assistant Executive Officer with that Committee and was later assigned the duties of Acting Executive Officer following the promotion of Mr Bromley to the position of Serjeant-at-Arms.

Standing and Select Committees

Most of the Standing and Select Committees were very active during the year.

The Privileges Committee received a further two referrals during the year. This placed the Committee in the unprecedented situation of having before it three cases for investigation at the one time. The Committee completed these three investigations during the course of the year.

A new joint select committee called the Parliament of Victoria Committee was established on 17 September 1991. The purpose of that Committee is to inquire into and report upon the administration and funding of the Parliament and into all issues contained in, and the

recommendations of, the Strategic Management Review of the Parliament of Victoria. Further details regarding the activities of that Committee can be found in this report under the section headed Review of the Parliament.

The Standing Orders Committee, chaired by Mr Speaker, continued with its rigorous program of reviewing all the Standing Orders. During the course of the year the Committee tabled a number of reports dealing with specific matters which it believed should be brought to the attention of the House before the general review had been completed. Some of the matters covered in those reports were - questions without notice, time limits for speeches, grievances and private Members' statements, maintenance of order and disallowance of statutory rules. The Committee's main report on A General Review of the Standing Orders, which recommended the adoption of a new set of Standing Orders written in plain English and gender neutral terms, was presented to the House on 19 March 1992. At the close of the Autumn sitting 1992 that report had not been considered by the House.

Table 1

Committee Activity 1991-92

Committee	Meetings		Reports Tabled
	Full	Sub	
Standing Committees			
Printing Committee	1		-
Privileges Committee	20		3
Standing Orders Committee	15		5
Joint Select Committees			
Parliament of Victoria	17		3
Joint Investigatory Committees			
Economic and Budget Review Committee	8	84	7
Legal and Constitutional Committee	12	41	8
Total	73	125	26

RESOURCE MANAGEMENT OFFICE

Staff:

- Stephen Moore - Resource Manager
- Charlene Campbell - Administrative Officer (until March 1992)
- Stephen Robertson - Administrative Officer (from June 1992)

The Resource Management Office is responsible for the development, maintenance and review of information systems, human resource management, consultancy reviews and also provides assistance with a range of parliamentary and corporate services.

During the year, responsibility for the Post Office was transferred from the Serjeant-at-Arms to Resource Management in an endeavour to bring total copying operations under the control of the one person. Similarly, Secretarial Services was brought under the control of the Resource Manager. Previously, the Deputy Clerk had responsibility for this service, but with House commitments and there being a Resource Management Office, it was seen more appropriate that responsibility be transferred to the Resource Manager.

The primary focus of the Office in the past twelve months has been on the design, development and implementation of a number of computer based information retrieval

systems. The Resource Management Office has been able to develop the following computerised systems:

- **Records and Information Database**
(Conversion 60% completed - awaiting resource allocation).
- **Human Resource Management Database**
(Stage 2 completed - Stage 3 preliminary design completed).
- **Assets Register Database**
(Preliminary design undertaken - awaiting approval to implement).
- **Papers Office Catalogue Database**
(Awaiting resource allocation).
- **Bills Management System**
(Awaiting resource allocation).

As noted in last year's report, the full implementation of these and other proposed systems and the resulting benefits have been limited as a result of the Department's lack of human resources. It is anticipated that this situation will again continue in the coming financial year.

During the year, the Resource Management Office assisted the Serjeant-at-Arms with an increasing level of administrative support.

SECRETARIAL SERVICES OFFICE

Staff:

Margaret Moy	-	Administrative Officer to the Speaker of the Legislative Assembly; and Supervisor - Secretarial Services	
Marylyn Barnes		Jean Green	Pamela Hansson
Robyn Mudford		Muriel O'Gorman	

The office provides stenographic assistance to Members of both Houses of Parliament. More specifically the office-

- Undertakes a secretarial function for Mr. Speaker.
- Provides shorthand/typing resources and the processing of audio tapes.
- Liaises with Members regarding the formatting and editing of documentation.
- Photocopies work for Members' records.
- Provides a back-up service for officers of the Legislative Assembly.

The upgrade of micro-computer equipment in the office last financial year has provided similar cost efficiencies to that experienced in the rest of the Department.

STAFF

As mentioned earlier in this report, Ray Boyes retired as Clerk of the Legislative Assembly and Clerk of the Parliaments early in the year after 38 years parliamentary service. All Chamber positions have changed as a result of Ray's retirement.

In addition, three officers (Stephen Moore, Charlene Campbell and Michael Coco) who had been in acting capacities for some years were appointed permanently to their respective positions. The inexcusable delay in making these appointments has allowed the subsequent vacancies to be processed and it is expected that these will be finalised early in the new year.

Three of the Attendant staff were given secondments or redeployment to other departments (1 - Joint House Committee, 2 - public service). The redeployment has resulted in Richard Pickles transferring to the State Library of Victoria.

Following her retirement last year, Jean Green has returned to Secretarial Services on a part-time basis.

During 1991-92, there were 22 staff changes compared with 25 in 1990-91. The reasons for the changes are outlined below with the 1990-91 figures for comparison:

	<u>1991-92</u>	<u>1990-91</u>
• Appointments	5	10
• Resignations	3	3
• Retirement on account of ill-health	-	-
• Secondment	4	2
• Transfer or promotion	9	9
• Retirement	1	1

The following Table sets out the length of service in Parliamentary/Public Service employment as at 30 June 1990:

	<u>Males</u>	<u>Females</u>
Over 40 years	-	-
31-40 years	4	1
26-30 years	1	-
21-25 years	2	-
16-20 years	6	1
11-15 years	6	2
6-10 years	6	8
1-5 years	5	8
Less than 1 year	1	2
Total	31	22

STAFF ALTERATIONS

Appointment:

Stephen Moore	-	Second Assistant Clerk (Resource Manager)
Jean Green	-	Secretary, Gr 1 (part-time)
Sebastian Roberts	-	Senior Research Officer (EBRC)
Victoria Walker	-	Senior Research Officer (EBRC)
Heather Holt	-	Research Officer (LCC)
Shane Matthews	-	Parliamentary Attendant, Gr. 1

Resignation:

Susan Hocking	-	Director of Research (EBRC)
Zara Officer	-	Research Officer (LCC)
David Plant	-	Research Officer (EBRC)

Retirement:

Raymond Boyes	-	Clerk of the Parliaments and Clerk of the Legislative Assembly
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Secondment

Matthew Brennan	-	Senior Research Officer (EBRC)
John Connelly	-	Speaker's Executive Assistant
Craig Burke	-	Senior Research Officer (EBRC)
Peter Smith	-	Licence Tester (VicRoads)
Craig Foster	-	Administrative Officer (Joint House Committee)

Transfer or Promotion:

John Little	-	Clerk of the Legislative Assembly
Philip Mithen	-	Deputy Clerk of the Legislative Assembly
Ray Purdey	-	Assistant Clerk and Clerk of Committees
Marcus Bromley	-	Serjeant-at-Arms
Helen Roberts	-	Assistant Executive Officer, (LCC)
Charlene Campbell	-	Assistant Reader
Michael Coco	-	Clerical Officer, Gr. 2
Warren Smith	-	Parliamentary Attendant, Gr. 3
Stephen Robertson	-	Resource Assistant
Gabriella Averte	-	Secretary, Gr. 1 (Hansard)
Jennifer Hercog	-	WPO Grade II (Library)
Richard Pickles	-	Attendant (State Library of Victoria)

Officer Completing Term of Contract

Patrick Xavier	-	Senior Research Officer (EBRC)
Chris Theodoratos	-	Senior Research Officer (EBRC)

Staff Recreational Facilities

Of continuing concern to staff is the lack of any reasonable recreational/luncheon facilities. In respect to the Papers Office, and to a lesser extent, the Table Office and the Assistant Clerk, these offices are continually accessed by Members and the public during office hours. Staff members have no rest area to go to during meal breaks, particularly during inclement weather. The staff amenities as a whole requires serious consideration and affirmative action.

Despite the efforts of the Parliament House Consultative Committee to address the question of staff amenities, no resolution of the problem has been found. In view of a general improvement in community working conditions during the last 10 years, management accepts this situation is not considered satisfactory.

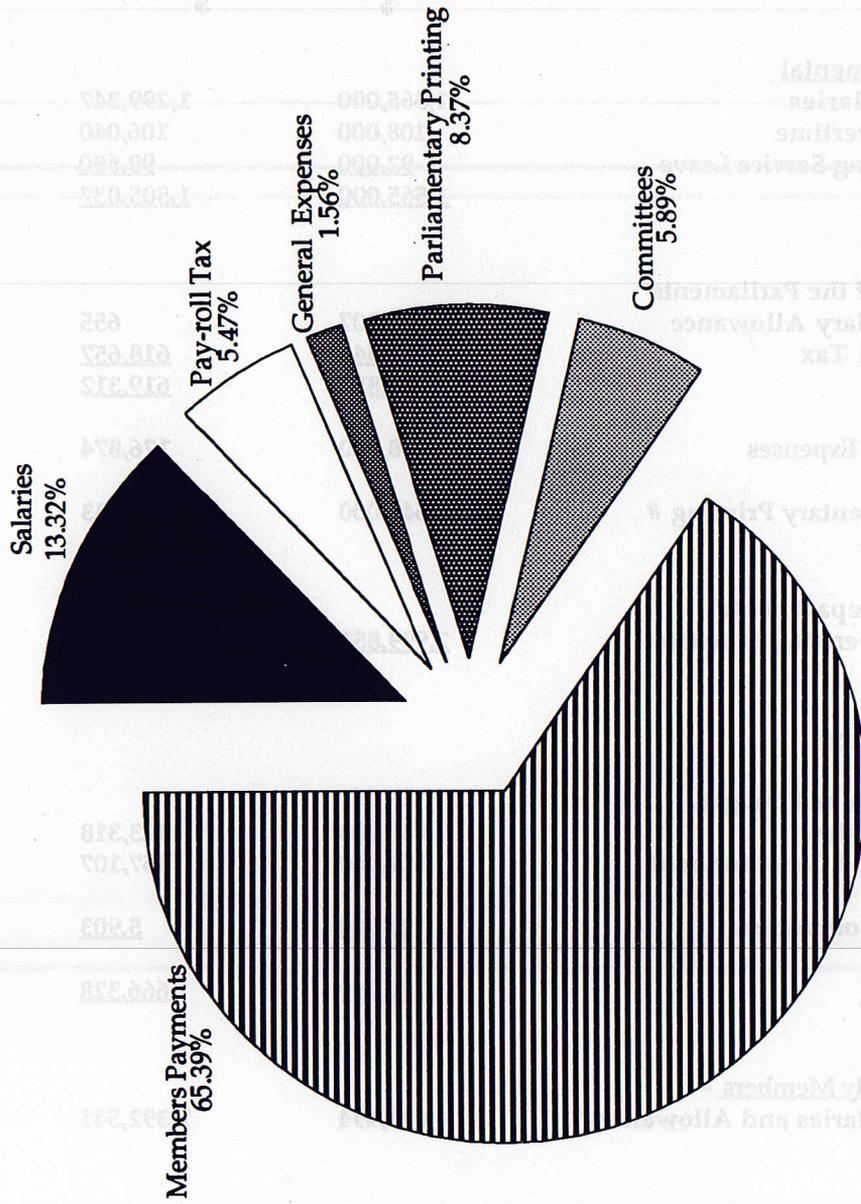
BUDGET ALLOCATION

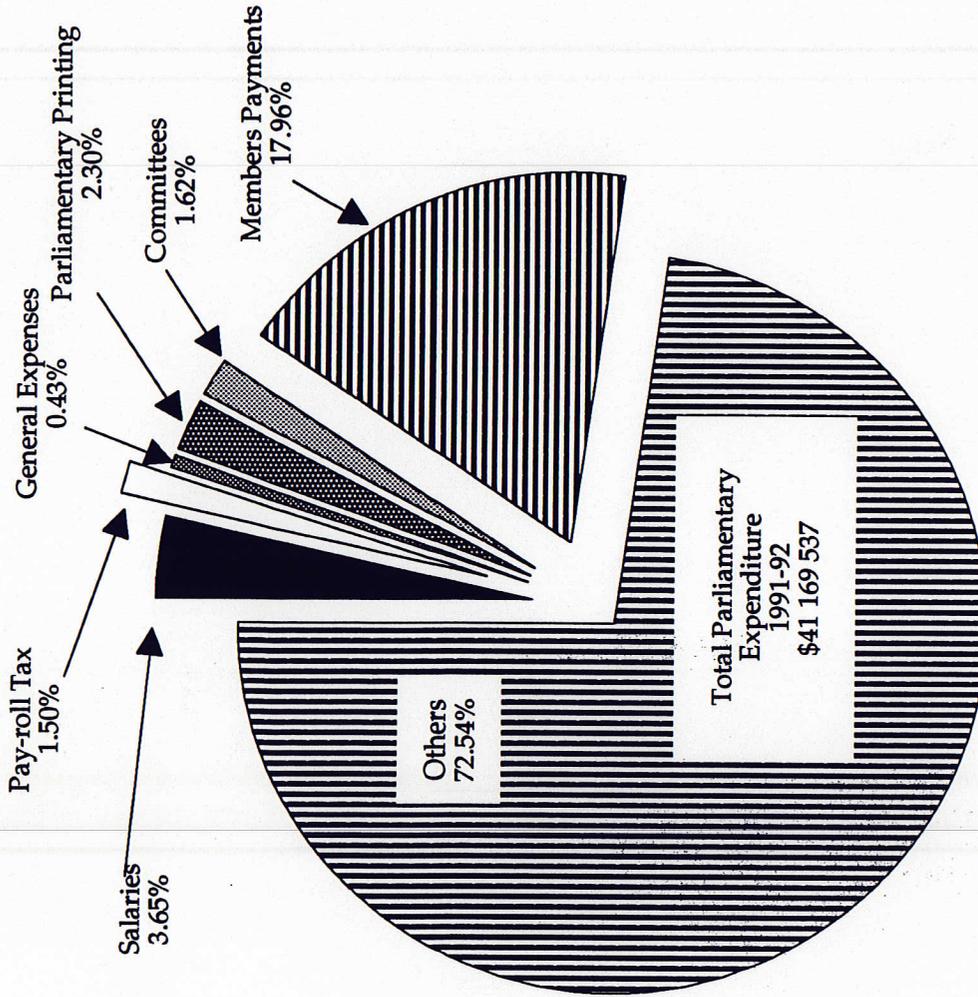
<u>Item</u>	<u>1991/92</u>		<u>1990/91</u>
	<u>Budget</u>	<u>Expenditure</u>	<u>Expenditure</u>
	\$	\$	\$
<u>Departmental</u>			
Salaries	1,365,000	1,299,347	1,331,639
Overtime	108,000	106,040	105,265
Long Service Leave	92,000	99,650	14,190
	<u>1,565,000</u>	<u>1,505,037</u>	<u>1,451,094</u>
Clerk of the Parliaments			
Salary Allowance	307	655	1,000
Pay-roll Tax	<u>605,544</u>	<u>618,657</u>	<u>553,516</u>
	<u>605,851</u>	<u>619,312</u>	<u>554,516</u>
General Expenses	188,000	176,874	191,096
Parliamentary Printing #	641,000	946,133	821,043
Total Departmental Operating Expenses	<u>2,999,851</u>	<u>3,247,356</u>	<u>3,017,749</u>
<u>Committees</u>			
Economic and Budget Review	440,000	403,318	364,090
Legal and Constitutional	311,000	257,107	252,074
Select Committees	<u>25,000</u>	<u>5,903</u>	<u>1,792</u>
	<u>776,000</u>	<u>666,328</u>	<u>617,956</u>
<u>Assembly Members -</u>			
Salaries and Allowances*	6,691,494	7,392,541	6,796,843
Total	<u>10,467,345</u>	<u>11,306,225</u>	<u>10,432,548</u>

Parliamentary Printing figures represent Legislative Assembly component only.

* Excluding Ministers

DEPARTMENTAL EXPENDITURE 1991-92





**LEGISLATIVE ASSEMBLY AS A PROPORTION OF
TOTAL PARLIAMENTARY EXPENDITURE**

ТОЛГЫ БҮКЛИМНИЛТЭХ АХУЙНД ХӨНӨ
ГЭСИГЧИЛЭ АЖЕЭМБЭГ АХУ АХУЙНД ХӨНӨ

