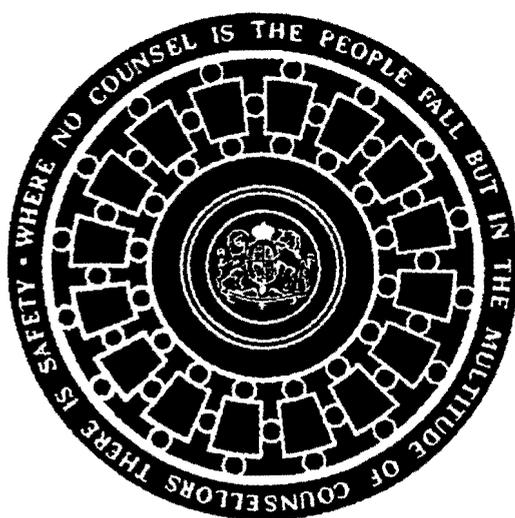
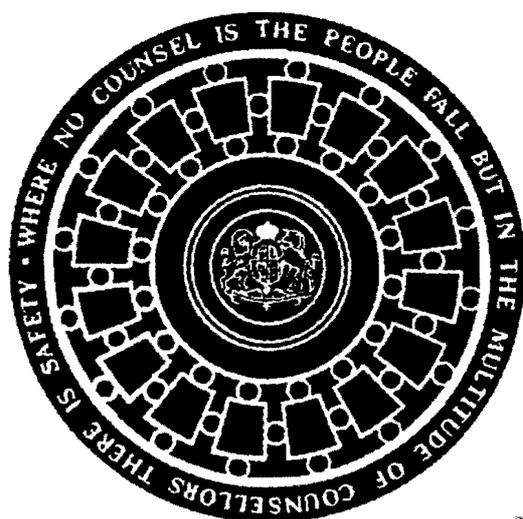

DEPARTMENT OF THE LEGISLATIVE COUNCIL



ANNUAL REPORT
1996 • 1997

DEPARTMENT OF THE
LEGISLATIVE COUNCIL



ANNUAL REPORT

1 JULY 1996



30 JUNE 1997

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The cover design is a stylized representation of the Minton encaustic tilework laid in the Vestibule of Parliament House bearing the inscription from Proverbs 11:15: "Where no counsel is, the people fall: but in the multitude of counsellors there is safety".



Department of the Legislative Council
Parliament House Melbourne Victoria 3002 Australia

29 October 1997

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

Dear Mr. President

I have pleasure in forwarding to you my report to the Legislative Council on the operations of the Department of the Legislative Council for the year ended 30 June 1997.

As the report reveals, 1996-97 was again a particularly busy year for the Department. Accordingly, I am most appreciative of the efforts of my staff in responding positively to the many demands made of them and thus ensuring that our high standards were maintained.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'A.V. Bray'.

A.V. Bray
Clerk of the Legislative Council.

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ROLE OF THE DEPARTMENT

- PRINCIPAL OBJECTIVES
- ROLE OF THE DEPARTMENT
- THE YEAR UNDER REVIEW

MISSION

TO PROVIDE EFFECTIVE APOLITICAL SUPPORT AND ASSISTANCE TO THE PARLIAMENT IN GENERAL AND, SPECIFICALLY, THE LEGISLATIVE COUNCIL, PARLIAMENTARY COMMITTEES, AND THE PRESIDENT AND MEMBERS OF THE LEGISLATIVE COUNCIL IN FULFILLING THEIR CONSTITUTIONAL ROLE AND RESPONSIBILITIES AS AN ARM OF THE LEGISLATURE OF VICTORIA.

PRINCIPAL OBJECTIVES

IN MEETING ITS MISSION, the Department of the Legislative Council is guided by five principal objectives. These are:

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

House and surrounds as one of Victoria's most historic buildings and grounds, as well as its valuable historic collections.

Appendix B lists staff employed in the Department in 1996-97. Appendix C lists Members of the Legislative Council as at 30 June 1997.

ROLE OF THE DEPARTMENT

THE DEPARTMENT'S main role is to service the Legislative Council, a number of Parliamentary Committees and, presently, the Commonwealth Parliamentary Association (Victoria Branch).

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

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

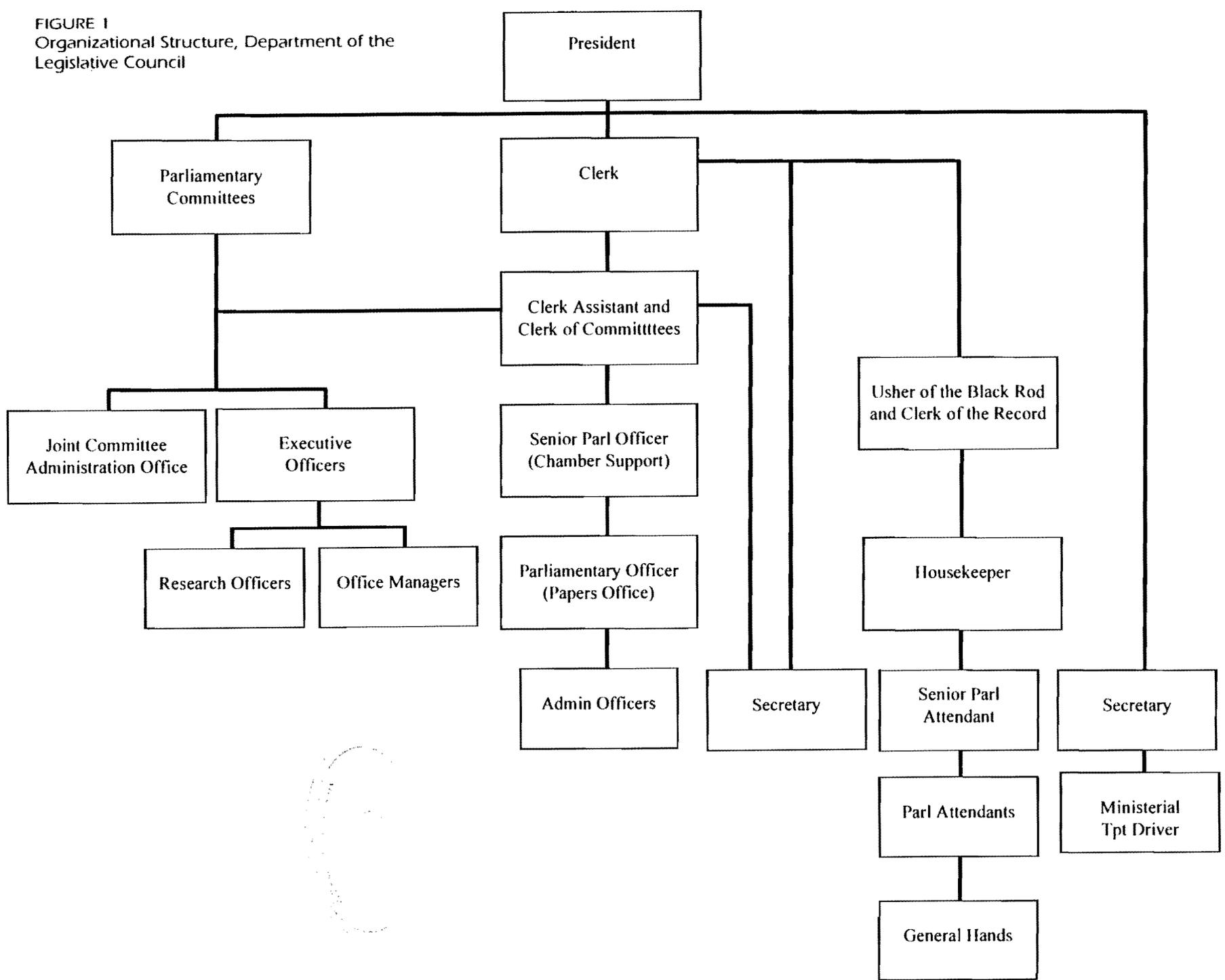
Figure 1 shows the organizational structure of the Department. Appendix A provides a more detailed description of the role of Legislative Council personnel.

THE YEAR UNDER REVIEW

SOME HIGHLIGHTS of the year under review include —

- The Joint Investigatory Committees were successfully relocated from their premises at Nauru House to improved premises at 35 Spring Street, Melbourne.
 - The Department played a pivotal role in the successful staging of the 24th Conference of the Commonwealth Parliamentary Association's Australian and Pacific Regions.
 - Further advances were made in development and implementation of the Legislation Document Management System.
 - The Department contributed to the development of staff manuals and an induction handbook, together with compilation of a personnel policies manual.
 - Departmental staff played a leading role in arrangements for the inauguration of Victoria's 25th Governor in Queen's Hall on 24 April 1997.
-

FIGURE 1
Organizational Structure, Department of the
Legislative Council



PROCEDURE & ADVICE

- SITTINGS OF THE HOUSE
- REVIEW OF STANDING ORDERS
- FINANCE



PRINCIPAL OBJECTIVE I

TO ENSURE THAT THE BUSINESS OF THE LEGISLATIVE COUNCIL AND COMMITTEES IS CONDUCTED IN ACCORDANCE WITH CONSTITUTIONAL AND OTHER STATUTORY REQUIREMENTS, THE STANDING AND SESSIONAL ORDERS, RELEVANT PARLIAMENTARY PRACTICE AND THE TRADITIONS OF THE WESTMINSTER SYSTEM.

SITTINGS OF THE HOUSE

THE LEGISLATIVE COUNCIL first met in the year under review on 8 October 1996. It sat for 15 days, five of which involved sittings beyond midnight. It adjourned until a day and hour to be fixed by Mr. President on 11 December 1996.

The House resumed on 1 April 1997. It adjourned on 29 May 1997 after 19 sitting days. The Council sat until or beyond midnight on three occasions during the Autumn sitting.

Legislative Council sitting patterns for the past 10 years are shown in Figures 2, 3 and 4. Summary data outlining sittings of the House for the period 1992-93 to 1996-97 can be found in Appendix D.

REVIEW OF STANDING ORDERS

ON 26 JUNE 1996 the Legislative Council resolved that the Standing Orders Committee be required to undertake a review of the

FIGURE 2
Number of meeting days, Legislative Council, 1987-88 to 1996-97

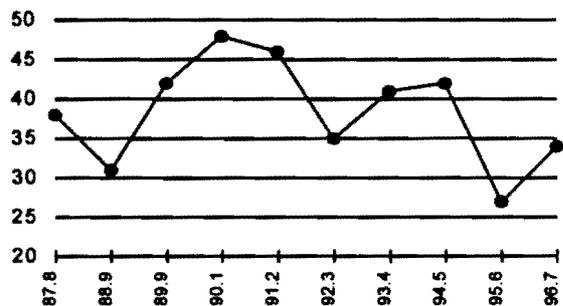


FIGURE 3
Number of meeting hours, Legislative Council, 1987-88 to 1996-97

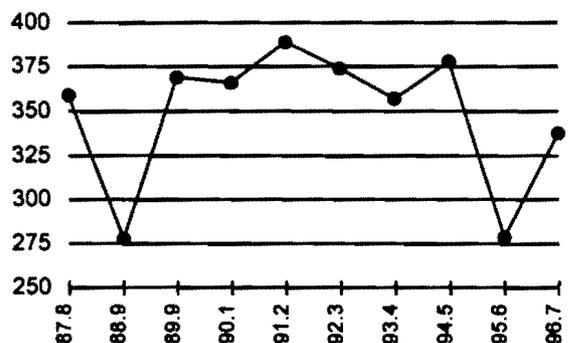
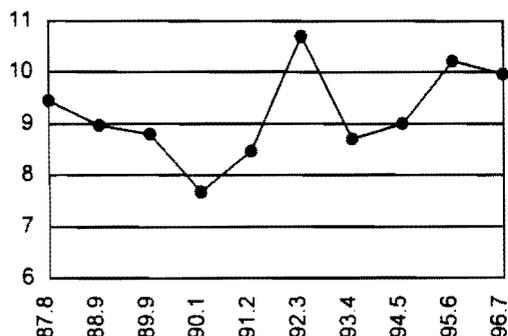


FIGURE 4
Average number of hours per sitting,
Legislative Council, 1987.8 to 1996.97



Standing Orders and make recommendations with a view to —

- a) *ensuring that they are expressed in clear and consistent language;*
- b) *eliminating redundant and obsolete Standing Orders;*
- c) *incorporating so much of the Sessional Orders and practice of the Council as seems appropriate; and*
- d) *modifying the existing Standing Orders to the extent necessary to ensure the more efficient operation of the Council.*

Much work, particularly of a preliminary nature, remains to be undertaken on this review which will take place over the next two years.

FINANCE

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

Special Appropriations cover the payment of Members salaries and allowances pursuant to the *Parliamentary Salaries and Superannuation Act 1968*, where whatever is required to be paid by way of prescribed salary, allowances and pension contributions is

automatically appropriated. They also cover the costs of Joint Investigatory Committees (paid under the *Parliamentary Committees Act 1968* following approval of budgets by the Presiding Officers) and the fixed appropriation for the Council (paid under the *Constitution Act 1975*).

In the annual Parliament Appropriation Act the Legislative Council's funding is provided through Program 103. This program covers the recurrent budget for the department, subsidiary expenses associated with the employment of personnel for both Members and staff (i.e., pay-roll tax), expenses of select committees, an Advance to the President to meet urgent and unforeseen expenditure of the Legislative Council and a grant to the Commonwealth Parliamentary Association. The Council also receives a share of the Parliament's Parliamentary Printing budget through Program 108.

The sources of the Council's budget for 1996-97 are shown in Table 1. The detailed figures for 1996-97 appear in the financial statement in Appendix E to this report.

In 1996-97 the department managed to again operate within its budget. Features of the Council's budget for the year worthy of note were —

- an amount of \$46,728 was carried forward from 1995-96 to fund enhancement of the Council's computer operations.
- the department's Salaries and Overtime sub-program was supplemented by an additional \$30,000 from Treasurer's Advance to facilitate the restoration of holiday leave loading payments and backdated salary increases to staff signing employment agreements.
- the costs of staging the inauguration of the Governor were initially charged to the department on behalf of the Parliament. It is expected that this amount will be reimbursed to the department's budget in the next financial year.

TABLE 1
Legislative Council Budget Sources, 1996-97

Special Appropriations	
<i>Members' salaries and allowances</i>	\$4,400,000
<i>Parliamentary Contributory Superannuation Fund</i>	\$1,627,000
<i>Clerk and expenses of the Legislative Council</i>	\$100,000
<i>Clerk of the Parliaments</i>	\$1,000
Parliament Appropriation Bill	
<i>Legislative Council Program 103</i>	\$1,550,000
<i>Parliamentary Printing (Council Share)</i>	\$200,000
Carry-overs from 1995-96	\$47,000

- payments associated with the first round of performance pay in January 1997 resulted in the department's Salaries and Overtime sub-program being slightly over-expended. However, overtime payments were less than anticipated and helped minimise this shortfall.
- transfers were made of \$25,000 from Expenses of Select Committees and \$15,000 from the President's Advance to help meet a shortfall in operating expenses of the Department of Parliamentary Services.
- a surplus remained in Operating Expenses largely because the upgrading of computers in the department, including a move to uniform software, and refurbishment of the Legislative Council Papers Office had been put on hold pending the planned relocation of the Parliament. In view of the decision to postpone the completion of Parliament House these

projects will be proceeded with early in the 1997-98 financial year.

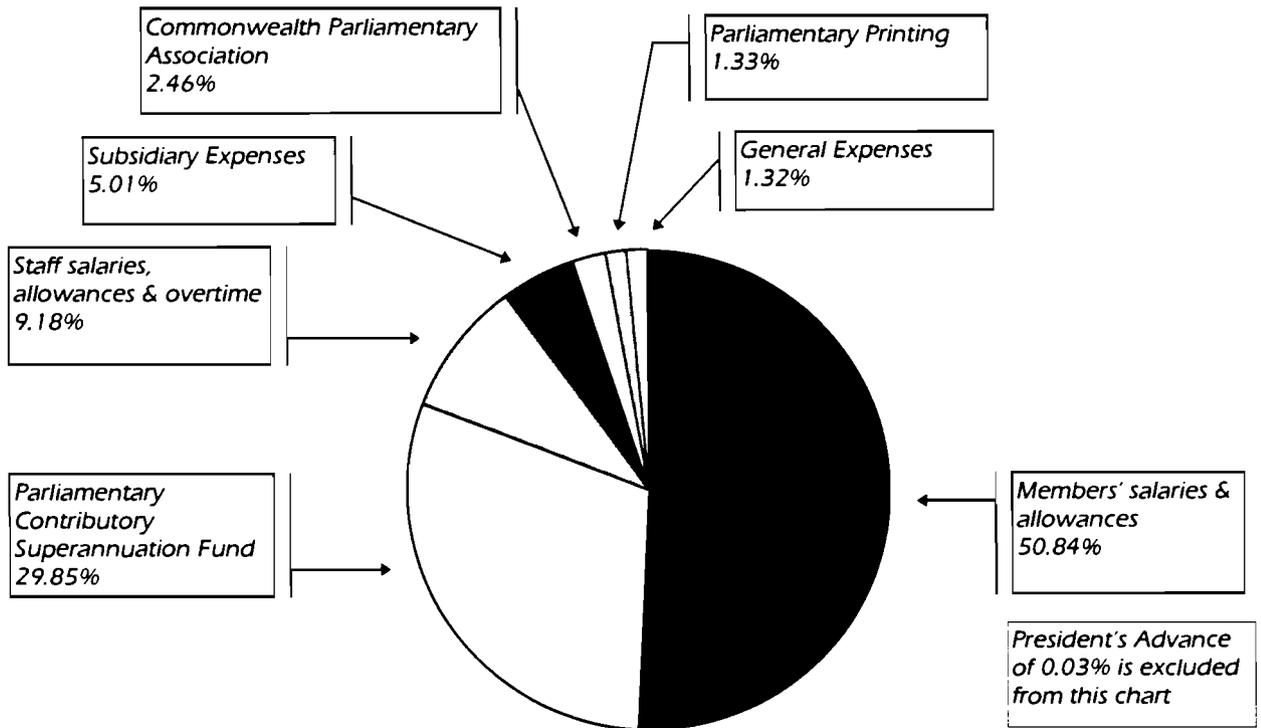
- a surplus in Parliamentary Printing was achieved largely through work on the Minutes Volume for 1994-96 and the Bill Volumes for 1992-94 and 1994-96 not being completed within the review period as originally planned.

Whilst detailed figures appear in Appendix E, a breakdown of expenditure for the Legislative Council on a percentage basis is depicted in Figure 5.

Supplementary information in relation to stores, outstanding employee benefits and non-current physical assets appears as Appendices F and G.

Although the department managed to operate within its budget it was only able to do so because of a surplus in Operating Expenses achieved for the reasons advanced earlier. However, the department faces several challenges in the future which will impact upon its ability to continue to provide an appropriate level of

FIGURE 5
Expenditure (%), Legislative Council, 1996-97
N = \$9,325,714



service to its Members and its many other clients. Foremost among these is the increased pressure from productivity cuts being imposed on a Parliamentary budget which is largely non-discretionary. Continued reductions in the department's budget will have the potential to adversely affect its ability to keep abreast of changes in technology and also to attract high calibre staff and provide them with appropriate remuneration and opportunities.

In addition, whilst supporting the corporate approach to management of the Parliament, the department must ensure that its budgetary arrangements are sufficient to meet its obligations to the Legislative Council as an independent House of the Parliament.

On 19 May 1997 the Presiding Officers and the heads of the Parliamentary

Departments outlined in evidence to the Public Accounts and Estimates Committee the structure of the Parliamentary budget and responded to questions in relation to the budgetary position. As reaffirmed by Mr. President at that meeting, both he and the department remain strongly opposed to any change which would result in the Legislative Council's budget being no longer safeguarded by law as is presently the case with the Parliament's Annual Appropriation Act. The 1991 recommendations of the Joint Select Committee on the Parliament of Victoria to the effect that the Parliamentary Appropriation Bill should include individual line items for each department's recurrent expenditure remain particularly pertinent.

OPERATIONAL SUPPORT

- COMPUTERISATION IN THE DEPARTMENT
- JOINT INVESTIGATORY COMMITTEES
- STANDING ORDERS AND OTHER COMMITTEES
- INTER-DEPARTMENTAL COMMITTEES
- COMMONWEALTH PARLIAMENTARY ASSOCIATION
- AUSTRALASIAN STUDY OF PARLIAMENT GROUP
- LEGISLATION DOCUMENT MANAGEMENT SYSTEM (LDMS)

PRINCIPAL OBJECTIVE II

TO PROVIDE APPROPRIATE SUPPORT SERVICES FOR THE LEGISLATIVE COUNCIL, MEMBERS, THE COMMITTEES SERVICED BY THE DEPARTMENT, THE CLERK OF THE PARLIAMENTS, AND THE COMMONWEALTH PARLIAMENTARY ASSOCIATION (VICTORIA BRANCH) AND TO ENSURE THAT THE RESOURCES OF THE DEPARTMENT ARE MANAGED IN THE MOST EFFICIENT AND EFFECTIVE MANNER.

COMPUTERIZATION IN THE DEPARTMENT

LAPTOPS AT THE CHAMBER TABLE for recording the Minutes of the Proceedings and the Committee of the Whole and producing the Notice Paper have now been in operation since March 1995.

As mentioned in the last Annual report, the Clerk of the Legislative Council is now linked to the system via his laptop which will facilitate the production of readers at the Table and the use of search and retrieval facilities. Primarily, that laptop has been used for the tracking of Bills in the Parliamentary

module of the Legislation Document Management System (LDMS). Same day electronic publication of the Notice Paper on the Internet now occurs.

The use by Members of the computer terminals in the Chamber during sittings for online access to Hansard has increased markedly, necessitating the purchase of additional site licences. It is intended that those terminals will be upgraded in 1997-98 to provide access to *The Law Today* and *The Statute Book*.

As mentioned in the last Annual report, a computer was installed in the Correspondence Box to handle bookings for meeting rooms under the department's control.

If sufficient funds are available, the Department proposes to replace most of its ageing computer hardware and software, and to achieve compatibility across the Parliament.

JOINT INVESTIGATORY COMMITTEES

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

ENVIRONMENT AND NATURAL RESOURCES COMMITTEE

THE COMMITTEE conducted two inquiries in 1996-97: *Ballast Water Problems in Victoria* and *Pest Plant Problems in Victoria*.

The Committee released a Background Paper in relation to its Ballast Water Inquiry, called for submissions (24 received), conducted inspections in the Port of Melbourne and Hobart, and held two public hearings in support of the inquiry. The Committee anticipates tabling its final report in the 1997 Spring sittings.

A Background Paper in relation to the Pest Plant Inquiry was released in July 1997. Three hundred submissions were received in response to calls for submissions on the subject. The Committee conducted inspections across Victoria, held 12 public hearings and took evidence from 150 witnesses. The Committee anticipates tabling its final report during the 1997 Spring sitting period.

Members of the Committee attended the 1996 National Conference of Parliamentary Environment Committees held in Canberra, and the Eleventh

Australian Weeds Conference held in Melbourne. Chairman of the Committee, Mr. D.J. Perrin MP, also attended the Guardians of the Environment Symposium held in Wellington, New Zealand.

FAMILY AND COMMUNITY DEVELOPMENT COMMITTEE

THE COMMITTEE's inquiry into *Planning into Positive Ageing* has proved to be one of the most extensive investigations conducted by a Victorian Parliamentary Committee. Several thousand copies of a Briefing Paper have been distributed to interested parties. The Committee has received 300 submissions, undertaken an inspection at the Wintringham Hostel, and conducted 12 public hearings across Victoria during which it took evidence from 120 witnesses. It is anticipated that the Committee's final report will be tabled during the 1997 Spring sittings.

A sub-committee attended the 1996 Australian Institute of Family Studies Conference held in Brisbane.

FEDERAL-STATE RELATIONS COMMITTEE

THE FEDERAL-STATE RELATIONS COMMITTEE was formed on 28 May 1996. It received terms of reference on 25 June 1996 to inquire into *Overlap and Duplication of Roles and Responsibilities Between the Commonwealth and the State*. An Executive Officer was appointed on 5 August 1996 and an Office Manager and Research Officer were appointed in October 1996 (Appendix B).

The Committee has focused on three aspects of Federal-State relations. These are international treaty processes in Australia and the role States play; intergovernmental relations; and intergovernmental fiscal relations. In addition, the Committee is conducting a review of federal grants.

The Committee anticipates tabling reports on international treaties and intergovernmental processes in the 1997 Spring sittings, and a report on intergovernmental grants in the 1998 Autumn sittings.

The Committee held 11 public hearings, gathered evidence in Canberra, Sydney, Brisbane and Adelaide, and organised a public seminar on the duplication of roles and responsibilities in the Australian Federal system.

A sub-committee attended a conference at Murdoch University on Issues in Australian Federalism.

LAW REFORM COMMITTEE

THE LAW REFORM COMMITTEE continued its inquiries into *Jury Service in Victoria* and the *Legal Liability of Health Service Providers*, tabling reports on these references on 4 December 1996 and 21 May 1997, respectively. Public hearings in support of the latter inquiry were conducted in rural and metropolitan Victoria.

On 28 June 1996, the Committee commenced an inquiry into *Regulatory Efficiency Legislation*. A discussion paper was released in May 1997. The Committee has received 32 submissions, and taken evidence.

In August and September 1996 a sub-committee visited Canada and the United States to gather information on alternative compliance mechanisms, simultaneously gathering evidence in relation to its inquiry into the legal liability of health service providers. A delegation visited Canberra and Sydney to discuss regulatory efficiency legislation.

The Committee has taken a leading role in establishing Internet services for British Commonwealth and Australasian law reform agencies. The Committee's Chairman, Mr. V.J. Perton, MP, delivered a number of papers related to the Committee's activities at national and international conferences. Sub-

committees attended relevant conferences and seminars in San Francisco, Vancouver, Wellington, Sydney, Adelaide and Melbourne.

ROAD SAFETY COMMITTEE

ON 3 DECEMBER 1996, the Committee tabled its *Final Report into the Effects of Drugs (Other Than Alcohol) on Road Safety in Victoria*. Inspections at Geelong and Fishermen's Bend supported this inquiry.

In January 1997, the Committee determined to conduct a *Review of Motorcycle Safety in Victoria*. The Committee anticipates tabling its report on this reference in the 1997 Spring sittings of Parliament.

Sub-committees attended relevant conferences and seminars in Adelaide and Sydney.

COMMITTEE STATISTICS

STATISTICS REGARDING the activities of each of the foregoing committees are included as Appendix H of this Report.

JOINT COMMITTEE ADMINISTRATION OFFICE

IN 1996-97, the Joint Committee Administration Office assisted all Committees in meeting their inquiry and reporting obligations. Members of the office's staff provided administrative support, acted as temporary office managers when required, assisted Committees with travel and conference arrangements, and provided support for the preparation and publication of reports and issues papers.

In November 1996, a new position of Computer Systems Officer was created and filled. This coincided with a successful move to the Microsoft Windows NT environment.

COMMITTEE ACCOMMODATION

REFERENCE WAS MADE in last year's annual report to the relocation of the Joint Investigatory Committees to level 8 at 35 Spring Street, Melbourne. The project was completed in August 1996 and the committees moved to their new premises at the end of that month. The main features of the new facilities include one large hearing room capable of being divided into two meeting rooms, two other meeting rooms, three small rooms for sub-committee meetings, a library and a predominantly open plan arrangement in the staff working areas. Only Executive Officers are provided with an enclosed office.

With the relocation to 35 Spring Street, the opportunity was taken to move the committees' computers from the Apple Macintosh system to the same IBM based platform used by the House Departments. As a result, new hardware and software was purchased and committee staff were trained in its use over a period of three months.

Subject to the necessary approvals, the next step in the project will involve the linking of the committees to the Parliament's network and other infrastructure improvements.

INQUIRY BUDGET ARRANGEMENTS

THE TOTAL BUDGET for the Joint Investigatory Committees in 1996-97 was \$4.3 million. This amount was provided by way of Special Appropriations and compares with total expenditure of \$3.1 million. Within this total amount each committee has its own budget approved by the Presiding Officers. Each committee budget comprises a core allocation supplemented by a budget for each reference under consideration. The core allocation provides funds for recurrent purposes such as staff salaries, members' expenses and office running costs whereas an inquiry budget covers

expenditure incurred specific to the inquiry such as travel, specialist research staff, consultants and the printing of the report.

Although the committees are relatively well resourced the Presiding Officers regard the present method of funding inquiries, which in recent years has involved the allocation of funds from a pool at their discretion, as unsatisfactory and are therefore seeking improved arrangements from the Minister for Finance which will ensure that, at the time a committee receives a new reference, a separate budget will be determined after consultation between the committee and the Minister responsible for initiating the inquiry. That budget would then require approval by the relevant Presiding Officer and the Treasurer.

COMMITTEE TRAVELLING EXPENSES

DURING THE YEAR the *Parliamentary Committees Act 1968* was amended at the request of the Presiding Officers to update the basis on which expenses are calculated and to provide an appropriate authority for reimbursement of members representing their committees at conferences and seminars relevant to the committee's activities.

The Parliamentary Committees Regulations currently require amendment to give full effect to the change and to also update the basis upon which all expense and travelling allowances relating to committee travel will be paid. It is intended that these remaining changes will be implemented during the coming financial year.

STANDING ORDERS AND OTHER COMMITTEES

THE DEPARTMENT PROVIDES secretarial support for the Standing Orders Committee, Privileges Committee and the

Joint Printing Committee, for any select committees established by the Council and, in rotation with the Department of the Legislative Assembly, for any joint select committees which may be appointed.

There were no meetings of any of these committees during the year under review. No select committees were established by the Council during 1996-97.

INTER-DEPARTMENTAL COMMITTEES

AS HAS BEEN INDICATED in previous reports, there is a high degree of co-operation between the Parliamentary Departments in Victoria, particularly the two "House" departments — the Department of the Legislative Council and the Department of the Legislative Assembly. This co-operation is reflected at many levels and is particularly evident in the case of Inter-departmental committees whose charter impinges on all Parliamentary Departments.

In addition, there are also a number of meetings of the heads of the Parliamentary Departments during the year. As has been the case in recent years, there were several of those meetings during 1996-97, held for the purpose of discussing a wide range of matters and arriving at a consensus on issues of common interest across departments. The Department Heads also continued to meet as required with the Presiding Officers, particularly in relation to budgetary matters.

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

CONSULTATIVE COMMITTEE

THE PARLIAMENT HOUSE CONSULTATIVE Committee consists of an employer and staff representative from each department. The employer representatives are

nominated by the Department Heads and the staff representatives are elected by staff in each department for terms of two years. The terms of the present staff representatives expire on 30 June 1997. The Committee's role is to provide a forum for central consultation between the Parliamentary Departments, management and staff and to consider any matter of significance which is relevant to the terms and conditions of employment of Parliamentary staff. It has no decision making powers but may make recommendations to the Department Heads. Mr. Wayne Tunnecliffe, the Clerk-Assistant, is the department's employer representative and was Chairman from August 1993 to August 1996. During the year Mr. Mark Cowie resigned as staff representative and was replaced by Mr. Geoff Barnett.

The committee met on six occasions during the year and made recommendations to the Department Heads regarding amendments to its Constitution and climate control measures for Parliament House.

GRIEVANCE REVIEW COMMITTEE

THE GRIEVANCE REVIEW COMMITTEE, which consists of an independent Chairperson, together with a management and a staff nominee, met on several occasions during the year under review to consider a grievance submitted by Ms. Robyn Frances, the Staff Training and Development Officer.

The Clerk-Assistant, Mr. Wayne Tunnecliffe, is the Parliament's management nominee but on this occasion one of the alternate members, Mr. Ray Purdey, Deputy Clerk of the Legislative Assembly, sat on the Committee when this grievance was being heard.

STAFF DEVELOPMENT COMMITTEE

THE STAFF DEVELOPMENT COMMITTEE consists of a senior officer from each

department who has personnel management responsibilities, together with the Staff Training and Development Officer.

The Committee is responsible to the Department Heads for the overall supervision of the Parliament's training and development program and Mr. Wayne Tunnecliffe is this department's representative. He was also its Chairman from its establishment in March 1994 until July 1996.

The Committee was particularly active during 1996-97 and met on 13 occasions during the year, concentrating on overseeing the development of the training program and completing the Induction Handbook. Further details regarding the training program appear on page 20 of this report.

COMMONWEALTH PARLIAMENTARY ASSOCIATION

DURING 1996-97 the Department continued to service the Victoria Branch of the Commonwealth Parliamentary Association. The Clerk of the House acts as Honorary Secretary to the Branch and the Usher of the Black Rod is Honorary Treasurer.

In addition to providing the usual range of services, which included the handling of arrangements for Members proceeding overseas on annual study tours, the Department played a pivotal role in organising the 24th Regional Conference of the Australian and Pacific regions.

This was the first occasion since 1973 on which Victoria acted as host.

Sixteen of the 21 Branches in the two Regions were represented at the Conference which was also attended by the Regional representatives and an observer from the Singapore Branch. The Victoria Branch was represented by Mr. President, who chaired proceedings, and

Mr. Speaker. Mr. V.J. Perton, M.P., attended as an observer.

The Conference period ran from 15 until 21 June and all sessions were held at Parliament House. Papers discussed at the Conference covered a wide range of subjects including Members' ethics and accountability, reform in the Cook Islands, scrutiny of subordinate legislation, aquaculture, developments in respect of Parliamentary Committees, ways to encourage the consumption of indigenous Pacific foodstuffs, fairness in electoral redistributions and sustainable development for small island states.

A number of social activities were held in conjunction with the Conference, together with a Partners' Program. Highlights included the Opening Ceremony in Queen's Hall on Monday 16 June, where His Excellency the Governor opened the Conference and those in attendance were entertained by the Eltham East Primary School Choir, Vice-Regal and Government Receptions, and a day tour to the Ballarat region on Wednesday 18 June.

Many favourable comments were received from participants on all aspects of the arrangements which were under the direction of the Honorary Secretary. Whilst the success of the Conference can be attributed to the customary high standard of support across all Parliamentary Departments, special thanks are due to Dr. Ray Wright and Ms. Anne Sargent, both of whom made significant contributions extending beyond the call of duty.

AUSTRALASIAN STUDY OF PARLIAMENT GROUP

THE DEPARTMENT PROVIDED logistical support to the Australasian Study of Parliament Group — Victorian Chapter. Dr. R. Wright, Senior Parliamentary

Officer, was appointed Honorary Secretary at the Annual General Meeting held in October 1996.

certificate of high commendation for that achievement.

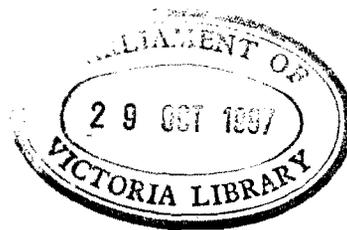
LEGISLATION DOCUMENT MANAGEMENT SYSTEM (LDMS)

WORK ON the Legislation Document Management System continued during the year and saw, amongst many other things, the successful introduction of the Parliamentary Module. This module enables legislation to be tracked as it proceeds through the Parliament and facilitates the electronic publication of Bills on introduction and, if amended in the first House, prior to their consideration by the second House. Acts are published electronically following Assent.

All new Acts of Parliament and Statutory Rules enacted or prorogued since 1 January 1996 have been lodged in the *The Statute Book* repository and it was anticipated that, as from 1 July 1997, a significant number of Principal Acts would be lodged in *The Law Today* repository. This information is available on the internal Government network and on the Internet. Work in establishing these very substantial databases has been undertaken by the Office of Chief Parliamentary Counsel.

The LDMS project will provide numerous benefits across Government and to the public. Apart from the introduction of a sophisticated legislation tracking system, benefits to the Parliament include the ability to furnish information in electronic form rather than hard copy and to work towards the development and enhancement of databases.

In February 1997 the project was one of four finalists in the Process Improvement category of the Inaugural Prime Minister's Awards for Innovation in the Public Sector and received a



WORKPLACE ENVIRONMENT

- AMENDMENTS TO THE *PARLIAMENTARY OFFICERS ACT*
- STAFF
- DEATH OF FORMER CLERK
- PERFORMANCE MANAGEMENT SYSTEM
- STAFF TRAINING AND DEVELOPMENT
- STAFF NEWSLETTER
- PERSONNEL POLICIES
- PARLIAMENT HOUSE COMPLETION
- OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

PRINCIPAL OBJECTIVE III

TO PROVIDE LEGISLATIVE COUNCILLORS, PARLIAMENTARY COMMITTEE MEMBERS AND STAFF WITH AN ADEQUATE, SAFE AND HEALTHY WORKING ENVIRONMENT AND TO IMPLEMENT STAFF MANAGEMENT PRACTICES DESIGNED TO ENSURE BOTH PERSONAL SATISFACTION AND THE ACHIEVEMENT OF THE DEPARTMENT'S AND THE COMMITTEE'S WORK OBJECTIVES.

AMENDMENTS TO THE *PARLIAMENTARY OFFICERS ACT*

SUBSTANTIAL AMENDMENTS to the *Parliamentary Officers Act 1975* were detailed in last year's annual report. Those amendments became operative on 2 July 1996 and are generally regarded as having worked well to date. Draft *Parliamentary Officers Regulations*, which will cover grievance and disciplinary matters, are currently being prepared and it is hoped that they will be operative by early 1998. The arrangements put in place by the amending legislation will continue to apply in the interim.

A further change was made to the Act as from 11 June 1997 by the *Miscellaneous Acts (Omnibus No. 3) Act 1997* when the name of the Department of the House Committee was changed to the Department of Parliamentary Services and that of its department head to Secretary of the Department of Parliamentary Services.

STAFF

MR. SIMON DINSBERGS, seconded from the Joint Committee Administration Office, filled the position of Parliamentary Officer (Administrative Support) in the absence of Ms. Andrea Agosta, who was on 12 month's maternity leave.

DEATH OF FORMER CLERK

ON 6 DECEMBER 1996 Mr. Robert Keegan Evans, Clerk of the Parliaments from 1985 to 1988, and Clerk of the Legislative Council from 1983 to 1988, passed away.

It was with a feeling of great sadness that news of Mr. Evans' premature death at the age of 63 years was announced to the Council by Mr. President on 10 December 1996. As indicated on that sad occasion and on the occasion of Mr. Evans' retirement in 1988, he was a truly professional parliamentary officer who was held in the highest regard by members and staff alike.

Mr. Evans served his entire career in the parliamentary service as an officer of the Legislative Council having commenced duty in the Department in 1954. Senior positions which he occupied were — Usher of the Black Rod and Clerk of the Records from 1969 to 1978; Clerk-Assistant and Clerk of Committees from 1978 to 1983; and, as indicated above, Clerk of the Council and Clerk of the Parliaments.

The Clerk of the Parliaments had the honour of paying tribute to Mr. Evans — a close friend and mentor — on the occasion of his memorial service in Horsham.

PERFORMANCE MANAGEMENT SYSTEM

THE FIRST ROUND of staff assessments under the new Performance Management System was completed in November 1996 and performance pay adjustments were made from the commencement of the first full pay period in January 1997.

Following the completion of the first cycle staff were invited in December 1996 to comment upon the operation of the system and to offer any suggestions for improvement for implementation in the next cycle to be completed in June 1997.

Some staff in the department took advantage of this opportunity and several constructive suggestions for improvement were made.

Although the review of the system was intended to be completed in time for the June round, the complex range of issues to be considered and a relatively short second assessment period of six months combined to prevent completion of the thorough examination which was necessary. In June 1997 the Department Heads therefore decided to defer the review until the completion of the second round of assessments. Performance payments based on a 2, 4 and 6 per cent scale also applied for the second period.

The review was expected to be undertaken early in the new financial year.

Given that performance pay must be funded from existing allocations, the Parliamentary Departments are expected to experience difficulties in maintaining these initial scales.

STAFF TRAINING AND DEVELOPMENT

1996-97 SAW THE FIRST full year of operation of the Staff Training Program in the Victorian Parliament. In view of the introduction of the Non-Executive Broadbanded Performance Based Pay Structure most initial attention focussed on the implementation of a performance management system. The second stage of training in the Performance Management System, which concentrated on the conduct of Performance Management interviews, was held in August and September 1996. The sessions were attended by 108 staff.

With the bulk of performance management training out of the way courses were held on preparing applications and conducting interviews, communication and time management, as well as a wide range of computer related training. The first two Parliamentary

induction programs were also conducted on 6 September and 13 December. Feedback on these programs was very positive and more are planned when the new Staff Training and Development Officer has been appointed.

Future training will address the needs identified in performance assessment. The conclusion of the next review period in June 1997 should see the training arrangements well established and the benefits are expected to become apparent in the provision of higher levels of service.

STAFF TRAINING AND DEVELOPMENT OFFICER

THE PARLIAMENT'S FIRST staff training and Development Officer, Ms. Robyn Frances, completed her 12 month appointment in March 1997. Much of her time during this period involved the training of managers and staff in performance management. This was regarded as a priority in view of the introduction of the Non-Executive Broadbanded Performance Based Pay System. The initial appointment was for 12 months to enable the Parliamentary Departments to assess their future training needs and their ability to continue to fund the position. In March 1997 the Staff Development Committee recommended to the Department Heads that the position be retained at its current level and with its current responsibilities. After ensuring that the funding for the position was secure the Department Heads agreed to this recommendation and the position was advertised on 14 June. When appointed, the new Training Officer will be attached to the Department of Parliamentary Services for administrative purposes but will continue to report to the Staff Development Committee which manages the training program.

STAFF INDUCTION HANDBOOK/STAFF MANUAL

IN AUGUST 1996 the Staff Development Committee completed work on the first Staff Induction Handbook. For the first time staff have access to information in a single document relating to the organization and role of the Parliament in general and the individual Parliamentary Departments, conditions of employment and general information, including facilities and leisure activities.

Upon the handbook's completion the opportunity was taken to provide all staff with a Staff Manual comprising Personnel Policies, Grievance Procedure, Code of Conduct and the Performance Management Manual, together with the Handbook. The Staff Manual has been produced in loose leaf form to enable easy updating.

INDUCTION COURSES

THE FIRST TWO Induction Courses for new Parliamentary staff were held on 6 September and 13 December 1996. The arrangements were co-ordinated by the Staff Training and Development Officer and involved guest presenters from each department.

The first course involved two separate groups - one in the morning and one in the afternoon. As a result of this experience the program was modified to allow more time for each presenter and the second course was spread over the entire day. Further sessions are planned after the new Staff Training and Development Officer has been appointed.

STAFF NEWSLETTER

FOLLOWING THE DEPARTMENT HEADS' agreement to the Consultative Committee's recommendation of April 1996, the first edition of the Parliament

Staff Newsletter was published in October that year. Its purpose is to make available to all members of staff information about developments at Parliament House, events and personalities. It is intended that the Newsletter will widen the network of acquaintance and facilitate communication within and across departments.

The Newsletter is published 10 times a year and its content is governed by an editorial policy which is determined by an editorial group including the Clerk-Assistant, Mr. Wayne Tunnecliffe. Each edition strives to provide a balance between corporate information and information of a social nature. Each department and the Parliamentary Committees takes a turn to produce an issue, thereby spreading the workload across the Parliament.

PERSONNEL POLICIES

THE PARLIAMENTARY DEPARTMENTS have, for convenience, traditionally relied upon the Public Service Determinations, modified as necessary, as the foundation for conditions and entitlements in the Parliament. However, with the abolition of the Public Service Board and the delegation to individual agencies of power to determine certain conditions, this central source of reference is no longer available. In August 1996, therefore, work was completed on a set of Personnel Policies which are intended to provide a general policy overview, encompassing in each case a policy statement followed by essential key conditions relating to the policy. The document is an adjunct to staff employment agreements.

The policies are included in the Staff Manual referred to earlier in this report.

PARLIAMENT HOUSE COMPLETION

DURING THE FIRST HALF of the year a considerable amount of work was undertaken by staff in contributing to the development of a brief for the completion of Parliament House. Some work was also undertaken in planning for the temporary relocation of the Parliament aimed at facilitating the earliest possible completion of the project.

It is now a matter of record that the Parliament enacted the *Parliament House Completion Authority Act 1996* and that the Authority was duly appointed and had made significant progress in its work towards the end of that year. It is also a matter of record that the Act was subsequently repealed and that the Authority was disbanded as a consequence.

Unfortunately, the dream of having the building completed, with all the benefits and efficiencies that would bring to both Members and staff, is not to be realised by the turn of the century. However, it is hoped that the work already undertaken by the Authority will provide a good foundation should the project be revived towards the end of the current Parliament.

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

THE USHER OF THE BLACK ROD is the Department's management representative on this committee and Mr. Peter Anastasiou is the employee representative.

The Committee held five meetings during the year, its main aim being to facilitate co-operation between the Parliamentary Departments and their employees in developing and implementing measures designed to protect the health and safety of employees at work. The Committee continued to

consider issues such as smoking in the workplace, first-aid training for staff, the provision of first aid equipment, ergonomic furniture and fire evacuation drills.



INFORMATION & EDUCATION

- YMCA YOUTH PARLIAMENT
- OPEN DAYS
- FUNCTIONS
- OFFICIAL DELEGATIONS
- OFFICIAL CALLS
- OFFICERS FROM OTHER PARLIAMENTS
- OTHER VISITORS
- COUNCIL CHAMBER AND MEETING ROOMS
- GOVERNOR'S INAUGURATION
- PRESIDING OFFICERS AND CLERKS CONFERENCE
- PARLIAMENTARY PUBLICATIONS

PRINCIPAL OBJECTIVE IV

TO PROVIDE TO INTERESTED PARTIES TIMELY INFORMATION AND/OR DOCUMENTS RELATING TO THE PROCEEDINGS OF THE LEGISLATIVE COUNCIL AND PARLIAMENTARY COMMITTEES AND TO TAKE SUCH OTHER MEASURES AS ARE NECESSARY TO PROMOTE PUBLIC AWARENESS AND EDUCATION OF THE ELECTORATE OF THE ROLE, FUNCTIONS AND PROCESSES OF THE LEGISLATIVE COUNCIL AND PARTICIPATION IN THE COMMITTEE PROCESS.

YMCA YOUTH PARLIAMENT

THE TENTH YMCA YOUTH PARLIAMENT was once again staged at Parliament House during the course of the year.

The Opening Ceremony was held in the Legislative Council Chamber. The Hon. J.G. Kennett, MP, Premier of Victoria, officially welcomed the Youth Parliamentarians and the Youth Governor, Mr Nathan Lange, officially declared open the Youth Parliament.

Sessions were held in both the Legislative Council and Legislative Assembly Chambers on 24 and 26 September 1996. They were presided over for most of that time by the President of the Legislative Council and the Speaker of the Legislative Assembly in their respective Chambers.

Over the two days young persons forming both a Government and Opposition debated a series of "Bills" on issues such as forestry management; standardisation of youth concessions; tertiary student unionism; sentencing of minors for criminal

offences; compulsory immunisation of children; re-introduction of capital punishment; and abolition of animal vivisection.

The debates were conducted broadly in accordance with Parliamentary procedure and the proceedings were recorded by Hansard. At the conclusion of the event, all of the "Bills" which had been passed were presented to the Hon. Dr D.V. Napthine, M.P., Minister for Youth and Community Services.

Arrangements for the Youth Parliament were handled by the Usher of the Black Rod and the Serjeant-at-Arms who performed the Table duties in their respective Chambers in conjunction with other Parliamentary Officers

OPEN DAYS

ON SUNDAY, 29 SEPTEMBER 1996, the Parliament held its annual Open Day to coincide with the AFL Grand Final weekend. Staff from all Parliamentary Departments provided support on the day and both Presiding Officers were in attendance.

The Legislative Council and Assembly Chambers, Queen's Hall, the Library and the Parliamentary Gardens were open to the public and devonshire tea and other refreshments were available to the public for a small charge in the Members' Dining Room and Parliamentary Gardens. The Victorian State Concert Orchestra provided a musical programme in the Gardens. More than 6,000 people passed through the building that day.

The Parliament was also opened to the public on 5 and 6 October 1996 as part of the Victorian Government's *Victoria's Capital 2001 - Open for the Weekend* event which also involved the opening of 17 other Victorian major historic buildings, cultural institutions and development projects.

Parliamentary staff and other volunteers were on hand to assist and

inform visitors in relation to the Parliament House Completion Authority.

An estimated 15,000 people visited the building during this weekend.

FUNCTIONS

THE DEPARTMENT ASSISTED in providing services for various functions staged in Queen's Hall, including those listed in Table 2.

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

TABLE 2
Functions, Queens' Hall, 1996-97

<i>2nd Pacific International Co-operative Education Conference</i>
<i>Australia Day 1997 Flag Raising Ceremony</i>
<i>Australian International Airshow and Aerospace Expo '97 Reception</i>
<i>Government Launch of the Grand Sumo Tournament</i>
<i>International Rural Women's Day</i>
<i>Israel Chamber of Commerce Breakfast Reception</i>
<i>Local Government Commissioners Reception</i>
<i>Melbourne Cup Carnival State Reception</i>
<i>Reception to welcome delegates to the Aboriginal Reconciliation Convention</i>
<i>State Reception in honour of His All Holiness the Ecumenical Patriarch Bartholomeos</i>
<i>State Reception to welcome competitors and officials of Ausplough '97</i>

OFFICIAL DELEGATIONS

A NUMBER OF DISTINGUISHED visitors and delegations visit the Parliament each year and special arrangements are usually made for their reception.

During the reporting period the department assisted in arrangements for the reception of the persons and delegations listed in Table 3.

TABLE 3
Distinguished visitors and official delegations, 1996-97

<i>Guandong Province Congressional Delegation</i>
<i>Parliament of New Guinea</i>
<i>Parliament of Vietnam</i>
<i>Parliament of India</i>
<i>Parliament of Israel</i>
<i>Parliament of Sri Lanka</i>
<i>Parliament of Malaysia</i>
<i>Parliament of Singapore</i>
<i>His Excellency the Hon. Kerry Sibraa, Australian High Commissioner to Zimbabwe</i>
<i>Mr Arthur Donahoe, Secretary-General, Commonwealth Parliamentary Association</i>
<i>His Excellency Mr Ian Parmeter, Australian Ambassador to Lebanon</i>

OFFICIAL CALLS

OFFICIAL CALLS ARE also made by individual visitors on the Parliament from time to time, mainly diplomats of ambassadorial status. All ambassadorial calls were co-ordinated by the Usher of the Black Rod. Table 4 shows callers received in 1996-97.

TABLE 4
Official calls 1996-97

<i>Ambassador of Vietnam</i>
<i>Ambassador of Hungary</i>
<i>Ambassador of Chile</i>
<i>Ambassador of Switzerland</i>
<i>Ambassador of Norway</i>
<i>High Commissioner for South Africa</i>
<i>Ambassador of Mexico</i>
<i>High Commissioner for Mauritius</i>
<i>Ambassador of Finland</i>
<i>Ambassador of Venezuela</i>
<i>Ambassador of Spain</i>
<i>Ambassador of Korea</i>
<i>Ambassador of Indonesia</i>
<i>Ambassador of the United States of America</i>
<i>Ambassador of Fiji</i>

OFFICERS FROM OTHER PARLIAMENTS

DURING THE YEAR visits to the Parliament were made by Mr. Andrew Schulze, Secretary to the Joint Service Committee, Parliament of South Australia, and Mr. Keith Kendrick, Parliamentary Officer — Committees, from the Western Australian Legislative Assembly.

OTHER VISITORS

OTHER VISITORS to the Parliament during the year included the Hon. A.K. McLean,

MPP, Speaker of the Legislative Assembly of Ontario; Senator Guy Penne, Vice President, Committee for Foreign Affairs and Defence of the French Senate; the Vice-Governor of Jiangsu Province, China; a Delegation from Aichi Prefecture, Japan; and Victorian Public Service Graduate recruits.

COUNCIL CHAMBER AND MEETING ROOMS

UNDER POLICY DETERMINED by Mr. President, the department dealt with requests for the use of the Council Chamber and meeting rooms. Co-ordination of arrangements for meeting rooms and their servicing was handled by the attendant staff under the direction of the Usher of the Black Rod. In the year under review, the Council Chamber was used for the Tenth YMCA Youth Parliament and Children's Parliament.

Meeting rooms were again heavily utilized, particularly during sitting weeks. Use of the Legislative Council Committee Room continued to increase — especially by our own Parliamentary Committees and those from other Parliaments.

Users of the Council Committee Room during the year (other than Victorian Parliamentary Committees) are listed in Table 5

GOVERNOR'S INAUGURATION

ON THURSDAY, 24 APRIL 1997 the Honourable Sir James Augustine Gobbo AC, was sworn in as Victoria's 25th Governor.

In a break with tradition, the Inauguration Ceremony took place in Queen's Hall, as both Houses had sat earlier that day.

In keeping with the usual practice, the Usher of the Black Rod and his staff handled the detailed arrangements and on

TABLE 5
Council Committee Room users, 1996-97

<i>Parliament of Australia Joint Standing Committee on Migration</i>
<i>House of Representatives Standing Committee on Communications, Transport and Microeconomic Reform</i>
<i>Senate Legal and Constitutional References Committee</i>
<i>Senate Select Committee on Superannuation</i>
<i>Senate Environment, Recreation, Communications and the Arts References Committee</i>
<i>Parliament of Australia Joint Committee on Native Title and the Aboriginal and Torres Strait Islander Land Fund</i>
<i>Parliament of Australia Joint Standing Committee on Foreign Affairs, Defence and Trade</i>
<i>House of Representatives Standing Committee on Environment, Recreation and the Arts</i>
<i>New South Wales Standing Committee on Law and Justice</i>
<i>House of Representatives Standing Committee on Family and Community Affairs</i>
<i>Senate Foreign Affairs, Defence and Trade References Committee</i>
<i>Tasmanian Legislative Council Committee on Public Transport on the North West and West Coast</i>

this occasion were greatly assisted by the Serjeant-at-Arms and his staff.

Over 500 guests were invited to attend the ceremony in Queen's Hall. Other invited guests viewed the Ceremony on video screens set up in Room K and a large video wall was installed for the benefit of the public on the front steps of

Parliament House. The Ceremony was also broadcast live on radio in the Italian language.

The Honourable Mr Justice J.H. Phillips, Chief Justice of the Supreme Court, administered the Oath of Allegiance and the Oath of Office and, following the Ceremony, guests were invited to the Parliamentary Gardens for afternoon tea at which Balwyn High School String Quartet provided a musical programme. At the conclusion of afternoon tea His Excellency inspected a Guard of Honour provided by the Australian Defence Services.

PRESIDING OFFICERS AND CLERKS CONFERENCE

MR. PRESIDENT and the Clerk of the Legislative Council attended the 27th Conference of Presiding Officers and Clerks which was held in Hobart, Tasmania, in July 1996.

Mr. President and the Clerk jointly presented a Paper to the Conference entitled *Towards the Twenty-first Century — Some recent developments in the Parliament of Victoria*. That Paper dealt with the intended completion of Parliament House and the Legislation Document Management System, and was one of a total of twenty dealing with a diverse range of issues from Parliamentary Ethics to the new legislative procedures and the financial veto in the New Zealand Parliament.

The Victoria Branch of the Commonwealth Parliamentary Association was also represented by Mr. President and Mr. A.V. Bray at the meeting of the Association's Regional Management Committee held in conjunction with the Conference in their respective capacities as Joint President and Honorary Secretary of the Branch.

PARLIAMENTARY PUBLICATIONS

THE DEPARTMENT IS responsible for the preparation and circulation of a number of Parliamentary publications.

NOTICE PAPERS, MINUTES OF PROCEEDINGS AND DIVISIONS IN COMMITTEE

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

<i>Notice Papers (daily)</i>	34
<i>Minutes (weekly)</i>	14
<i>Divisions in Committee</i>	6
<i>Unanswered Questions on Notice</i>	5

LIST OF MEMBERS

IN THE REPORTING PERIOD, a list of Members of the Legislative Council was issued on 1 December 1996.

PROGRESS ON INVESTIGATIONS AND MINISTERIAL RESPONSES

ON BEHALF of the Parliament the department produces the monthly report of progress on the investigations of Joint Investigatory Committees and the half-yearly summary of ministerial responses to reports of those Committees. During the period under review 11 editions of Progress on Investigations and one edition of Ministerial Responses were produced and circulated.

REGISTER OF MEMBERS' INTERESTS

AS CLERK OF THE PARLIAMENTS, the present Clerk of the Legislative Council maintains the Register of Members' Interests and produces the regular summaries which are presented to the Parliament. During 1996-97 three summaries were prepared and tabled in both Houses. A cumulative



summary of returns as at 30 September 1996 was also tabled in this period.

BOUND VOLUMES

THE DEPARTMENT also produces on a sessional basis bound volumes of the Minutes of the Proceedings and Bills introduced into the Legislative Council. Work is currently proceeding on the Bill Volumes for Sessions 1992-94 and 1994-96. Work proceeded on the Minutes Volumes for 1994-96 and they were expected to be available towards the end of 1997.

INDEXES

THE STAFF of the Papers Office are responsible for the compilation of the proof index relating to the Minutes of the Proceedings of the Council. The index to the Minutes of the Proceedings, which is eventually bound with the Minutes of the Council, is circulated in-house on a regular basis. Furthermore, detailed indices to progress on Bills, Parliamentary Papers, and Proclamations in respect of the operative dates of statutes continue to be maintained. These documents assist greatly in increasing the efficiency and level of service provided by the staff of the department.

MAINTENANCE & SECURITY

- WORKS
- BUILDING EMERGENCY AND EVACUATION COMMITTEE
- FIRE PROTECTION COMMITTEE

MISSION

TO ENSURE THE MAINTENANCE AND SECURITY OF THE LEGISLATIVE COUNCIL AND OTHER PRECINCTS, INCLUDING PARLIAMENTARY COMMITTEE ACCOMMODATION, AND ASSIST IN THE MANAGEMENT OF PARLIAMENT HOUSE AND SURROUNDS AS ONE OF VICTORIA'S MOST HISTORIC BUILDINGS AND GROUNDS, AS WELL AS ITS VALUABLE HISTORIC COLLECTIONS.

WORKS

DURING 1996-97 no major refurbishment was undertaken in the department because of the proposed completion project and the resultant temporary relocation to the Olderfleet Building.

Once it was established that completion works would not proceed, the minor works undertaken included refurbishment of a Member's office and the Attendants' staff room in the basement area.

It is expected that some major repainting and refurbishment works will be undertaken in the Council Papers Office in 1997-98.

BUILDING EMERGENCY AND EVACUATION COMMITTEE

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

The Committee has control over the building emergency staff, which comprises eighteen area wardens, ten door wardens, five "first-aiders" and two plant operators. An important aspect of its operation is the conduct of regular fire

drills and the training of staff in the use of fire combating equipment.

FIRE PROTECTION COMMITTEE

THE FIRE PROTECTION Committee was established to detail and prioritize various works for the enhancement of fire protection in the Parliament building and to consider related matters.

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

During the period under review minor improvement works were carried out on the Fire Detection panel, Exit signs and smoke detectors in the building.

ISSUES IN THE YEAR AHEAD

IN THE YEAR AHEAD the Department aims to enhance its computer network and improve facilities in the Papers Office. Some specific factors which may mitigate against further enhancement of its operations and services include the following:

- Increased pressure on the Departmental budget — in the longer term this may inhibit the Department's ability to attract suitable staff and to provide adequate financial rewards to staff, particularly by way of performance pay.
- In the absence of adequate funding, the Department will not be in a position to capitalise on the benefits to be derived from new information technology, particularly in the development and enhancement of electronic databases.
- Increased demands on existing services provided through the Papers Office, for example, those resulting from the processing of questions on notice.

Of particular concern is the suggestion from some quarters that the Parliament should have a one line Appropriation Act. This notion is based on a lack of understanding and appreciation of the

nature of a bicameral Parliament and has the potential to transfer control of this Department's budget to another Parliamentary Department. It is not in the best interests of the Legislative Council.

APPENDICES

- A ROLE OF LEGISLATIVE COUNCIL STAFF
- B STAFF EMPLOYED DURING 1996-97
- C MEMBERS OF THE LEGISLATIVE COUNCIL, 53RD
PARLIAMENT OF VICTORIA
- D SELECT STATISTICS RELATING TO SITTINGS OF THE
LEGISLATIVE COUNCIL, 1996-97
- E FINANCIAL STATEMENTS 1996-97
- G NON-CURRENT PHYSICAL ASSETS
- H STATISTICS RELATING TO COMMITTEES ADMINISTERED BY
THE DEPARTMENT OF THE LEGISLATIVE COUNCIL
- I ADMINISTRATION OF ACTS

APPENDIX A

ROLE OF LEGISLATIVE COUNCIL STAFF

- CLERKS
- USHER OF THE BLACK ROD
- SENIOR PARLIAMENTARY OFFICER
- PAPERS OFFICE STAFF
- ATTENDANT STAFF
- COMMITTEES
- PRESIDENT'S STAFF



CLERKS

THE MAIN ROLE of the Clerk is to provide policy, procedural and management advice to the President and Members of the Council on all matters relating to the proceedings of the Council and the Committees which it services. The Clerk is assisted by the Clerk-Assistant who, as Clerk of Committees, is also responsible for overseeing the operations of the Joint Investigatory Committees and other Select Committees administered by the Department.

The Clerk is required to provide an accurate record of the decisions and proceedings of the Council and ensure that the passage of legislation is in accordance with legislative and procedural requirements. As head of the Department, the Clerk has overall responsibility for the financing, staffing and administration of the Department. The Clerk also acts as adviser on procedure to the Standing Orders Committee and the Clerk-Assistant serves as its Secretary.

Presently, the Clerk of the Legislative Council is also Clerk of the Parliaments, in which capacity he acts, amongst other things, as Registrar of Members' Interests. The present Clerk is also Honorary Secretary of the

Commonwealth Parliamentary Association (Victoria Branch).

USHER OF THE BLACK ROD

THE USHER OF THE BLACK ROD is the President's Executive Officer. Under the direction of the Clerk, the Usher assists in the day-to-day administration of the Department and, in particular, the supervision of the Housekeeper, attendant and cleaning staff. In addition to ceremonial and Chamber duties, the Usher attends to a range of operational matters such as use of the Chamber and other meeting/function facilities, Members' accommodation at Parliament House, security, requisitions for supplies and maintenance, and Members' travel. Currently, the Usher also acts as Honorary Treasurer of the Commonwealth Parliamentary Association (Victoria Branch).

SENIOR PARLIAMENTARY OFFICER (CHAMBER SUPPORT)

THE SENIOR PARLIAMENTARY OFFICER (Chamber Support) manages the

Department's Chamber support services, including the Papers Office. The position is also responsible for procedural research projects, and for the establishment and maintenance of a procedural database.

The Senior Parliamentary Officer assists senior departmental officers on a roster or needs basis. This includes assuming Table responsibilities, particularly for the Usher of the Black Rod, the preparation of departmental reports and papers, and the development and management of special projects.

PAPERS OFFICE STAFF

THE PAPERS OFFICE is the Department's source of administrative support to the Council Chamber during sittings of the House. It liaises extensively with government departments, printing and distribution contractors and Parliamentary Counsel to ensure the timely presentation of documents to the House.

The office is involved in the preparation, checking, recording, printing and storage of the official records of the Legislative Council which encompass, amongst other things, Bills, Amendments, Questions on Notice, Petitions, Minutes of the Proceedings and Notice Papers. It is responsible for the provision of Parliamentary documents and stationery to Members and is the general inquiry office for the public and government departments.

The office also provides administrative support to the Department through the administration of its computer network, the processing and recording of departmental expenditure, the supply of equipment and stationery, and assistance to Parliamentary Committees.

ATTENDANT STAFF

UNDER THE DIRECTION of the Usher, the Housekeeper manages and supervises a staff of eight attendants and two cleaners. This group is responsible for the daily cleaning and upkeep of offices and meeting rooms, toilets and other areas of the Council precincts, the provision of security and inquiry services and a daily courier service within and outside the building.

Attendant staff also provide services for the sittings of the House and at functions held at Parliament House. The Housekeeper, in particular, also plays a ceremonial role on Parliamentary occasions such as the Opening of Parliament and in greeting and escorting dignitaries on official calls to Parliament House.

COMMITTEES

AS REFERRED TO earlier in this report, the department is responsible for the servicing of five of the Joint Investigatory Committees. Each committee is provided with a core staff of two — an Executive Officer and an Office Manager. Some Committees are now also provided with ongoing research staff. Centralized support services for all committees, including keyboarding, are provided by the Joint Committee Administration Office. Additional research staff are engaged by the committees for shorter periods on an *ad hoc* basis.

PRESIDENT'S STAFF

MR. PRESIDENT is provided with a Secretary who is under the direction of the Clerk-Assistant. Back-up support in her absence is provided by arrangement with the Department of the Legislative Assembly. Mr. President is also provided

with an Orderly and a Ministerial
Transport Officer is provided on
secondment from the Department of the
Premier and Cabinet.

APPENDIX B

STAFF EMPLOYED DURING 1996-1997

- DEPARTMENT OF THE LEGISLATIVE COUNCIL
- ENVIRONMENT AND NATURAL RESOURCES COMMITTEE
- FAMILY AND COMMUNITY DEVELOPMENT COMMITTEE
- FEDERAL-STATE RELATIONS COMMITTEE
- LAW REFORM COMMITTEE
- ROAD SAFETY COMMITTEE
- JOINT COMMITTEE ADMINISTRATION OFFICE



DEPARTMENT OF THE LEGISLATIVE COUNCIL

ALLAN BRAY	Clerk of the Parliaments and Clerk of the Legislative Council
WAYNE TUNNECLIFFE	Clerk-Assistant and Clerk of Committees
MATTHEW TRICARICO	Usher of the Black Rod and Clerk of the Records
RAYMOND WRIGHT	Senior Parliamentary Officer (Chamber Support)
ANNE SARGENT	Parliamentary Officer (Papers Office)
ANDREA AGOSTA	Parliamentary Officer (Administrative Support)
SIMON DINSBERGS	Temporary Parliamentary Officer (Administrative Support)
MARY MARTIN	Administrative Officer (Clerk's Secretary)
YOLANDE MEERWALD	Administrative Officer (President's Secretary)
GABRIELLE WADE	Administrative Officer
WILLIAM JARRETT	Housekeeper
RUSSEL BOWMAN	Senior Parliamentary Attendant

WAYNE MCKENZIE	Parliamentary Attendant, Grade 3 <i>(until 6 September 1996)</i>
ALAN RYAN	Parliamentary Attendant, Grade 3
MICHAEL STUBBINGS	Parliamentary Attendant, Grade 3
GEOFFREY BARNETT	Parliamentary Attendant, Grade 3 <i>(from 11 November 1996)</i>
GREGORY MILLS	Parliamentary Attendant, Grade 2
PETER ANASTASIOU	Parliamentary Attendant, Grade 1
PHILIP STOITS	Parliamentary Attendant, Grade 1 <i>(from 9 December 1996)</i>
DARRYL STUART	Parliamentary Attendant, Grade 1 <i>(until 15 October 1996)</i>
QUENTIN CORNELIUS	General Hand
CARMINE MARAFIOTI	General Hand
ANDREW CANNARD	Ministerial Transport Officer

ENVIRONMENT AND NATURAL RESOURCES COMMITTEE

SARAH WALTERS	Executive Officer
JULIE CURREY	Office Manager <i>(from 12 July 1996)</i>

FAMILY AND COMMUNITY DEVELOPMENT COMMITTEE

MARK COWIE	Executive Officer
KRISTEN MURRAY	Research Officer
PAUL BOURKE	Research Officer <i>(from 2 June 1997)</i>
NATANYA MALLER	Office Manager <i>(from 22 July 1996 until 27 March 1997)</i>
JULIE BURNS	Office Manager <i>(from 19 May 1997)</i>

FEDERAL-STATE RELATIONS COMMITTEE

LILIAN TOPIC	Executive Officer <i>(from 5 August 1996)</i>
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SEAN BAKER	Research Officer <i>(from 30 October 1996 until 14 February 1997 and from 7 March 1997)</i>
PATRICK EMERTON	Research Officer <i>(from 14 April 1997)</i>
NICOLE PAPAL	Office Manager <i>(from 9 October 1996)</i>

LAW REFORM COMMITTEE

DOUGLAS TRAPNELL	Executive Officer
PADMA RAMAN	Research Officer <i>(from 3 March 1997)</i>
REBECCA WAECHTER	Research Officer
RHONDA MacMAHON	Office Manager <i>(until 20 October 1996)</i>
LYNETTE PETERSEN	Office Manager <i>(from 2 December 1996 until 30 May 1997)</i>

ROAD SAFETY COMMITTEE

BARRY AITKEN	Executive Officer
LOIS GROGAN	Office Manager
GERALD MAYHEAD	Administrative Officer <i>(from 15 July until 4 October 1996)</i>

JOINT COMMITTEE ADMINISTRATION OFFICE

SONIA KESTLE	Administrative Officer
JULIE BURNS	Administrative Officer <i>(from 17 February until 18 May 1997)</i>
ROSEMARY CAMPBELL	Administrative Officer <i>(until 27 December 1996)</i>

APPENDIX C

MEMBERS OF THE LEGISLATIVE COUNCIL, 53RD PARLIAMENT OF VICTORIA

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

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

NOTES

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

APPENDIX D

SELECT STATISTICS RELATING TO SITTINGS OF THE LEGISLATIVE COUNCIL 1992/93 - 1996/97

	1992-93	1993-94	1994-95	1995-96	1996-97
Number of days House met	35	41	42	27	34
Number of hours House met	374.54	357.31	377.75	279.30	338.45
Average number of hours per sitting	10.70	8.70	9.00	10.21	9.58
Bills dealt with					
<i>Initiated in L.C.</i>	14	3	5	8	1
<i>Initiated in L.A.</i>	91	127	132	75	110
<i>Passed without amendment</i>	87	115	117	65	95
<i>Passed with amendments</i>	15	15	6	5	14
<i>Defeated</i>	0	0	0	0	0
<i>Lapsed</i>	0	0	0	0	0
<i>Withdrawn</i>	0	0	0	2	1
<i>Ruled out of Order</i>	0	0	0	0	0
Sets of amendments circulated	33	34	33	15	46
Questions on notice processed	95	218	351	623	2068
Petitions tabled	23	21	43	15	4
Papers tabled (total)	2044	1932	2095	1714	1453
<i>Annual reports</i>	379	621	424	440	454
<i>Statutory Rules (incl. attachments)</i>	755	414	449	256	157
<i>Planning schemes & amendments</i>	743	735	903	838	731
<i>Proclamations</i>	55	58	75	81	45
<i>Other (including special reports, Parliamentary Committee reports etc)</i>	112	104	244	99	66

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

APPENDIX E

LEGISLATIVE COUNCIL FINANCIAL STATEMENTS — 1996-97

1995-96 Actual	EXPENDITURE	1996-97 Budget	1996-97 Actual
<i>PROGRAM 103 - DEPARTMENTAL - Recurrent Appropriation (also includes \$101,000 Special Appropriations)</i>			
711,637	STAFF SALARIES, ALLOWANCES AND OVERTIME (1)	822,000	855,372
397,267	SUBSIDIARY EXPENSES (2)	423,000	467,382
74,441	GENERAL EXPENSES	182,000	123,078
60,924	PARLIAMENTARY PRINTING (3)	200,000	123,821
223,000	COMMONWEALTH PARLIAMENTARY ASS.	229,000	229,000
-	EXPENSES OF SELECT COMMITTEES	25,000	-
-	AUDITOR-GENERAL'S OFFICE AUDIT	10,000	-
-	PRESIDENT'S ADVANCE	25,000	3,113
1,467,269	TOTAL — DEPARTMENTAL	1,916,000	1,801,766
<i>PROGRAM 103 - MEMBERS - Special Appropriations</i>			
4,516,522	MEMBERS SALARIES AND ALLOWANCES	4,400,000	4,740,894
808,889	PARLIAMENTARY CONTRIBUTORY SUPERANNUATION FUND (4)	1,627,000	2,783,054
5,325,411	TOTAL — MEMBERS	6,027,000	7,523,948
6,792,680	TOTAL	7,943,000	9,325,714

NOTES:

1. In Staff Salaries, Allowances and Overtime, in line with the move to accrual accounting, nine fourteenths of the final salaries period in June/July 1997 has been accrued and treated as a cash expense.
2. Subsidiary expenses include long service leave payments, payroll tax, superannuation levy and SERBS contributions.
3. Parliamentary Printing represents the Legislative Council component only of Program 108.
4. Additional appropriation for the Parliamentary Contributory Superannuation Fund was made by Treasury to program 104 but actual payments within the departments were made from the relevant programs 103 and 104, hence the apparent shortfall in this item.

JOINT INVESTIGATORY COMMITTEES

1995-96 Actual	EXPENDITURE	1996-97 Budget	1996-97 Actual
179,756	Drugs and Crime Prevention Committee	309,404	214,801
161,995	Economic Development Committee	390,360	221,615
157,992	Environment & Natural Resources Committee	357,800	244,799
179,507	Family & Community Development Committee	479,415	260,081
-	Federal-State Relations Committee	407,160	247,596
276,060	Law Reform Committee	508,012	415,577
136,171	Public Accounts and Estimates Committee	453,444	248,575
185,871	Public Bodies Review Committee	-	-
210,326	Road Safety Committee	313,516	259,796
291,702	Scrutiny of Acts and Regulations Committee	499,661	381,916
194,421	Joint Committee Administration Office	250,541	290,207
405,384	Rent - Nauru House & 35 Spring Street	321,897	329,488
2,379,182	TOTAL	4,291,210	3,114,451

NOTES:

1. Committees administered by the Department of the Legislative Council —
Family and Community Development; Environment and Natural Resources;
Federal-State Relations, Law Reform and Road Safety.
2. Committees administered by the Department of the Legislative Assembly —
Drugs and Crime Prevention; Economic Development; Public Accounts and
Estimates and Scrutiny of Acts and Regulations.
3. The Joint Committee Administration Office is jointly administered by both House
departments.
4. The Public Bodies Review Committee was abolished on 26 June 1996 and the
Federal-State Relations Committee was established on 2 May 1996.

APPENDIX F

SUPPLEMENTARY INFORMATION AS AT 30 JUNE 1997

GENERAL STORES ON HAND

As at 30 June 1997 the Papers Office had the following stores on hand which were valued at cost:

Letterhead paper	\$44,894
Envelopes	\$11,745
Other Stores incl. Pads, With Compliments Slips	\$1,204

CREDITORS

As at 30 June 1997, the department had outstanding employee benefits including:

Annual Leave	\$89,022
Long Service Leave	\$365,768



APPENDIX G

NON-CURRENT PHYSICAL ASSETS

THE BLACK ROD

FURNITURE AND FITTINGS

Includes desks, credenzas, filing cabinets, chairs, refrigerators, hall stands, bookcases, billiard table, wardrobes, works of art, safes, desk lamps and crockery.

OFFICE EQUIPMENT

Photocopiers, television set, video recorder etc.

COMMUNICATIONS

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

MOTOR VEHICLES

One Ministerial motor vehicle.

Two Departmental motor vehicles.

WORD PROCESSING AND COMPUTER EQUIPMENT

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



APPENDIX H

STATISTICS RELATING TO COMMITTEES ADMINISTERED BY THE DEPARTMENT OF THE LEGISLATIVE COUNCIL 1996-97

	ENRC	FCDC	FSRC	LRC	RSC
Deliberative Meetings					
<i>Full committee</i>	23	29	26	17	21
<i>Sub committee</i>	5	4	5	10	—
Public Hearings					
<i>Full committee</i>	10	2	11	4	—
<i>Sub committee</i>	4	12	—	4	—
Visits/Inspections					
<i>Full committee</i>	7	—	3	—	2
<i>Sub committee</i>	3	1	1	1	—
Reports Presented	—	—	—	2	1
Discussion Papers Produced	2	1	—	1	—

Note

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

APPENDIX I

ADMINISTRATION OF ACTS

BY ORDER under the *Administrative Arrangements Act 1983* the administration of Acts of the Parliament is vested in Ministers and, accordingly, a number of Acts have been assigned to the Premier. In several instances, however, the work involved in administration of those Acts is, in practice, either wholly or partly the responsibility of the Parliamentary departments.

The Department of the Legislative Council is involved in the administration of a number of Acts, including the following:

- *Constitution Act 1975*
- *Members of Parliament (Register of Interests) Act 1978*
- *Parliamentary Committees Act 1968*
- *Parliamentary Officers Act 1975*
- *Parliamentary Salaries and Superannuation Act 1968*