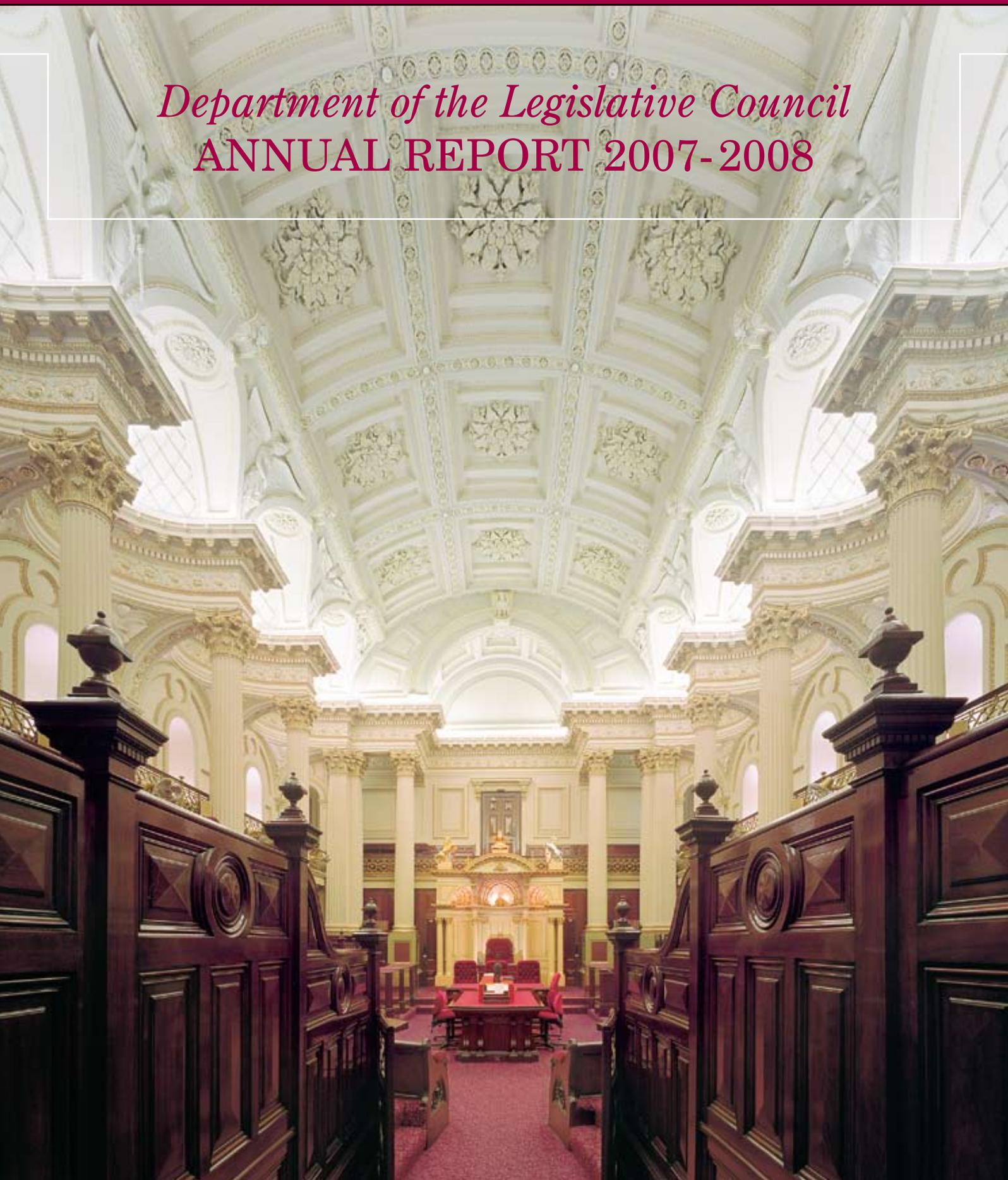




*Department of the Legislative Council*  
**ANNUAL REPORT 2007-2008**





# Department of the Legislative Council

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**ANNUAL REPORT 2007 – 2008**



*Members of the 56th Parliament - May 2008*

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**Design:** Quirky Graphics

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# Legislative Council

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1 October 2008

The Hon. Robert Smith, MLC  
President of the Legislative Council  
Parliament House  
EAST 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 2008.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Wayne Tunnecliffe'.

Wayne Tunnecliffe  
**Clerk of the Legislative Council**



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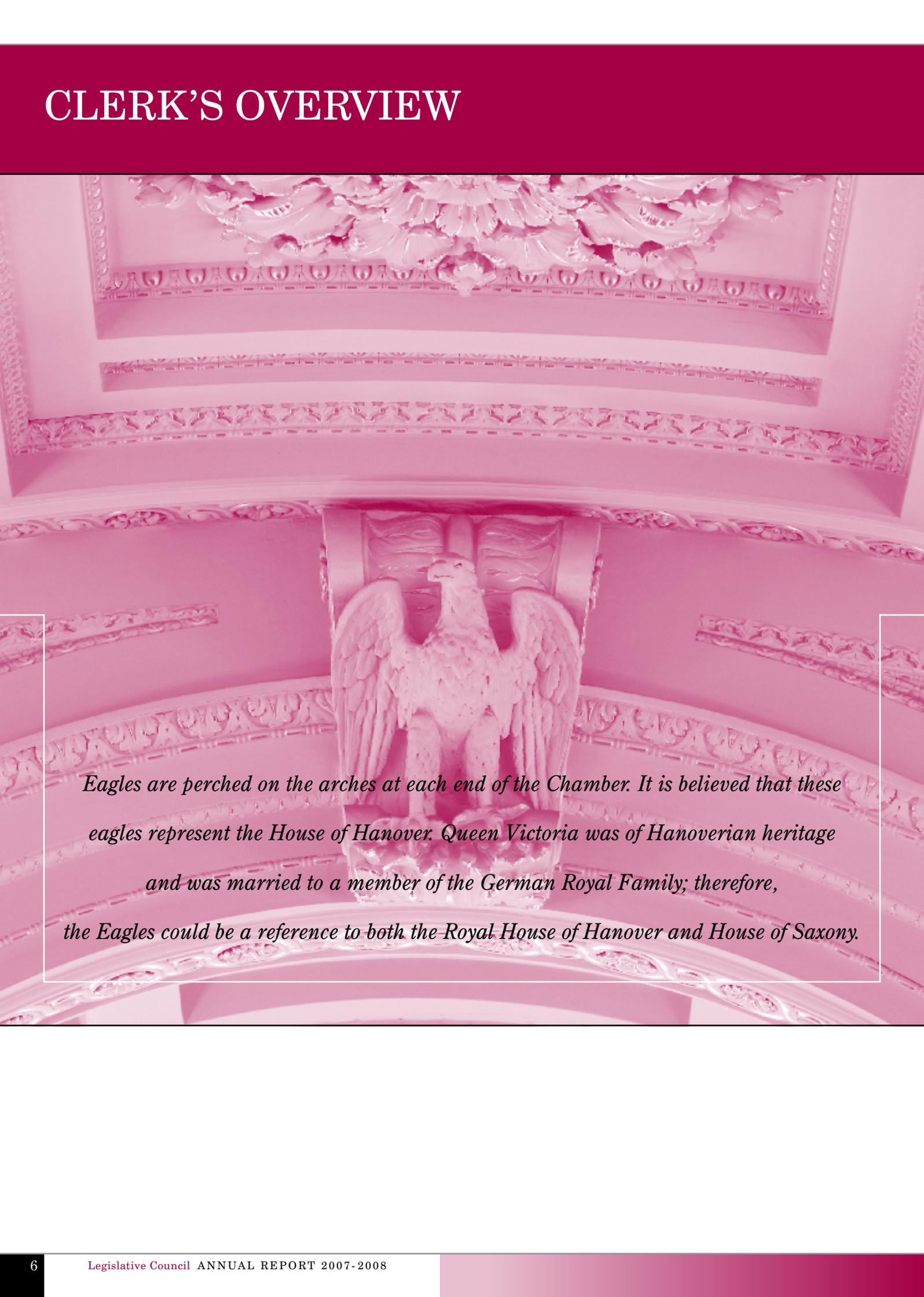
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# CLERK'S OVERVIEW



*Eagles are perched on the arches at each end of the Chamber. It is believed that these eagles represent the House of Hanover. Queen Victoria was of Hanoverian heritage and was married to a member of the German Royal Family; therefore, the Eagles could be a reference to both the Royal House of Hanover and House of Saxony.*



I

have pleasure in presenting my report on the operations of the Department of the Legislative Council for 2007-08.

The year, the first full year of operation of the Council following the 2003 Constitutional changes saw the House make several decisions aimed at enhancing its scrutiny function. These included changes to the Sessional Orders, the establishment of Select Committees and the first ever Standing Committee on Finance and Public Administration, motions for the production of documents from the Executive and a more extensive program of General Business on Wednesdays. A substantial increase in the number of questions being placed on notice has also impacted on the work of the Department.

The increase in Committee activity saw a modest expansion in the staff of the Council Committees' Office through the appointment of a third staff member on a short-term contract to complement the two staff appointed in the previous year. With two Select Committees operating concurrently and the new Standing Committee commencing operations in April 2008, the workload of the staff in the Committees Office has been considerable. The Department has endeavoured to seek additional funding to further enhance its capacity to service the Council Committees, and it is disappointing that such funds have not been forthcoming to date. We will continue to pursue this objective during 2008-09.

Planning for the 4th Regional Sitting of the Legislative Council in Lakes Entrance in October 2008 continued during the year and at the end of June arrangements were well advanced. The project team comprising the Deputy Clerk, Matthew Tricarico, and the Project Officer in the Clerk's Office, Andrea Agosta, had made several site visits to Lakes Entrance and has liaised closely with management of Bellevue on the Lakes, the venue for the sitting, and the staff of the East Gippsland Shire Council. This sitting is the most ambitious exercise that the Council has yet held in its program of sittings away from Melbourne due to the distance of Lakes Entrance from Melbourne, and the fact that the sitting will be held over two days. I am confident it will be highly successful and will again favourably highlight the work of the House to residents in regional Victoria.

Planning also continued during the year on the refurbishment of the Council Chamber. FPPV Architects were engaged to review the conditions in the Council Chamber workplace. A progress report was presented in May 2008, with the final report expected in 2008-09. Consultations with stakeholders were undertaken and a proposed schematic design of a refurbished Chamber is expected to be presented to the President in late 2008. If the project is then to proceed the next step will be to secure appropriate funding.

Work on several procedural projects continued during the year. The most significant of these were the update of *Rulings from the Chair* book and the commencement of writing of the Legislative Council Procedure and Practice Volume. The President's Rulings Book, first published in 2006-07, was updated to include all rulings to the end of 2007 and was made available to Members who asked for a copy. Writing also commenced on the Legislative Council Practice and Procedure Volume. This is a vast project and given its complexity, it is not yet possible to specify a completion date.

During the year, we were saddened by the untimely death of my former Executive Assistant, Ms Mary Martin, who had worked in the Parliament for over 26 years. Her passing has been deeply felt in the Department.

In closing I would like to again express my appreciation of the efforts of all of the staff in the Department, both at Parliament House and at the Committees. Their efforts have again ensured that our objectives have been met. It is a pleasure to be part of the Legislative Council team and my gratitude goes to everybody in the Department.

Wayne Tunnecliffe  
CLERK OF THE LEGISLATIVE COUNCIL

# VISION

*To provide quality apolitical, professional, innovative and integrated support services and information to the President, Members of the Legislative Council and other clients, in the interests of Victorians.*

## Department Goals

In meeting its Vision, the Department of the Legislative Council is guided by seven operational goals. These are:

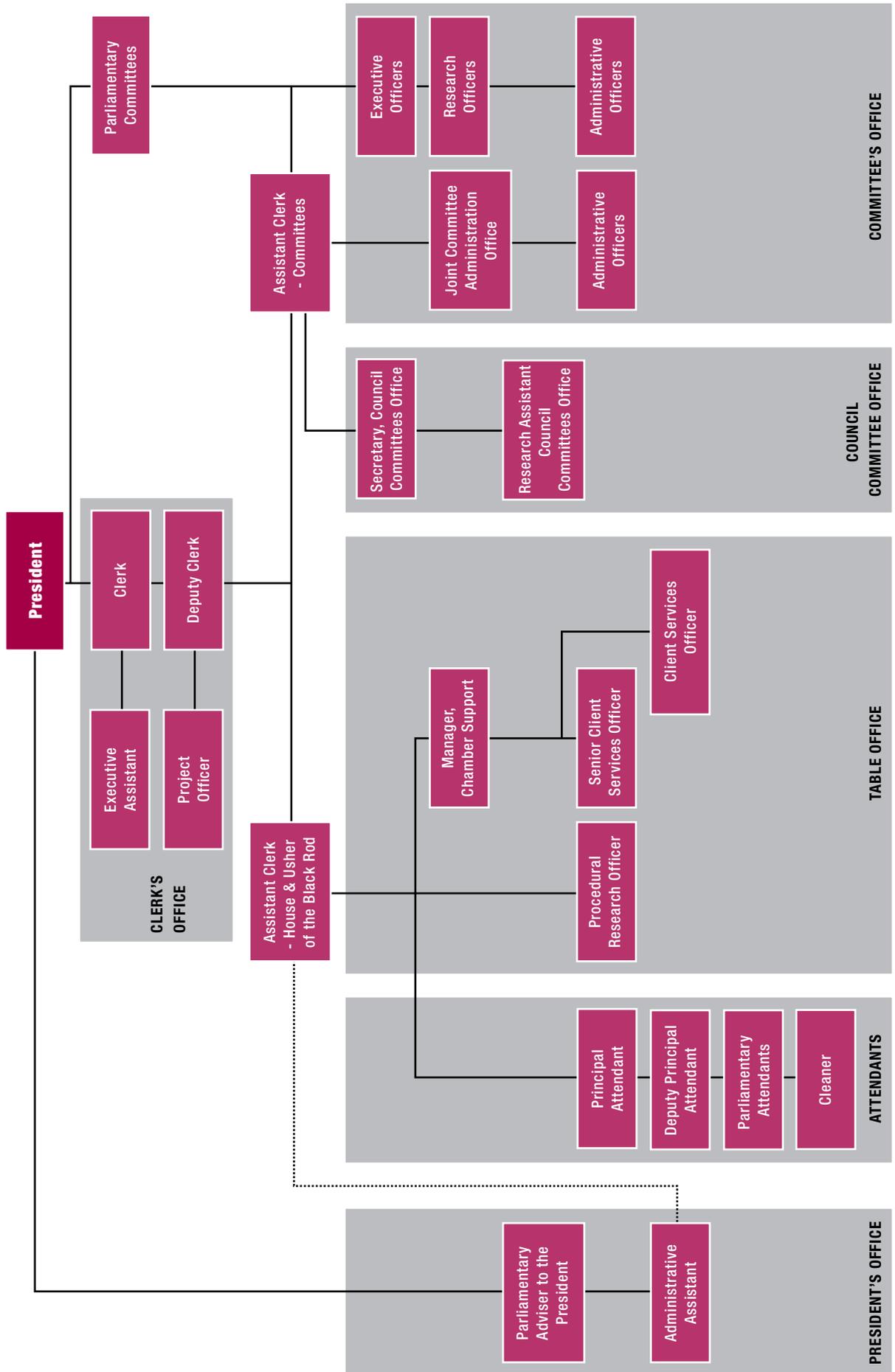
1. To provide timely and accurate procedural advice to clients and to ensure that the business of the Legislative Council and of the parliamentary committees administered by the Department is conducted in accordance with the law, decisions of the Council, parliamentary practice and established committee policy.
2. To utilise modern and cost-effective technological information systems for the delivery of high level specialist support services to our clients, to implement records management best practices and to provide high quality and timely information services.
3. To promote public awareness and understanding of parliamentary democracy and of the role, functions and processes of the Legislative Council, the Committees and the Parliament generally.
4. To provide the Legislative Council's Members and staff with a safe and healthy working environment, to ensure and enhance the Legislative Council's maintenance and security, and to assist in the management and use of the wider parliamentary precincts.
5. To implement fair and equitable staff management practices which develop the skills base of staff in order to achieve corporate, departmental and committee objectives.
6. To ensure that departmental strategies planning and directions are in accordance with the highest standards of governance and enable an effective system of ongoing improvement.
7. To ensure that departmental financial and resource planning and management is in accordance with the highest standards of compliance and accountability.

## Business of the Department

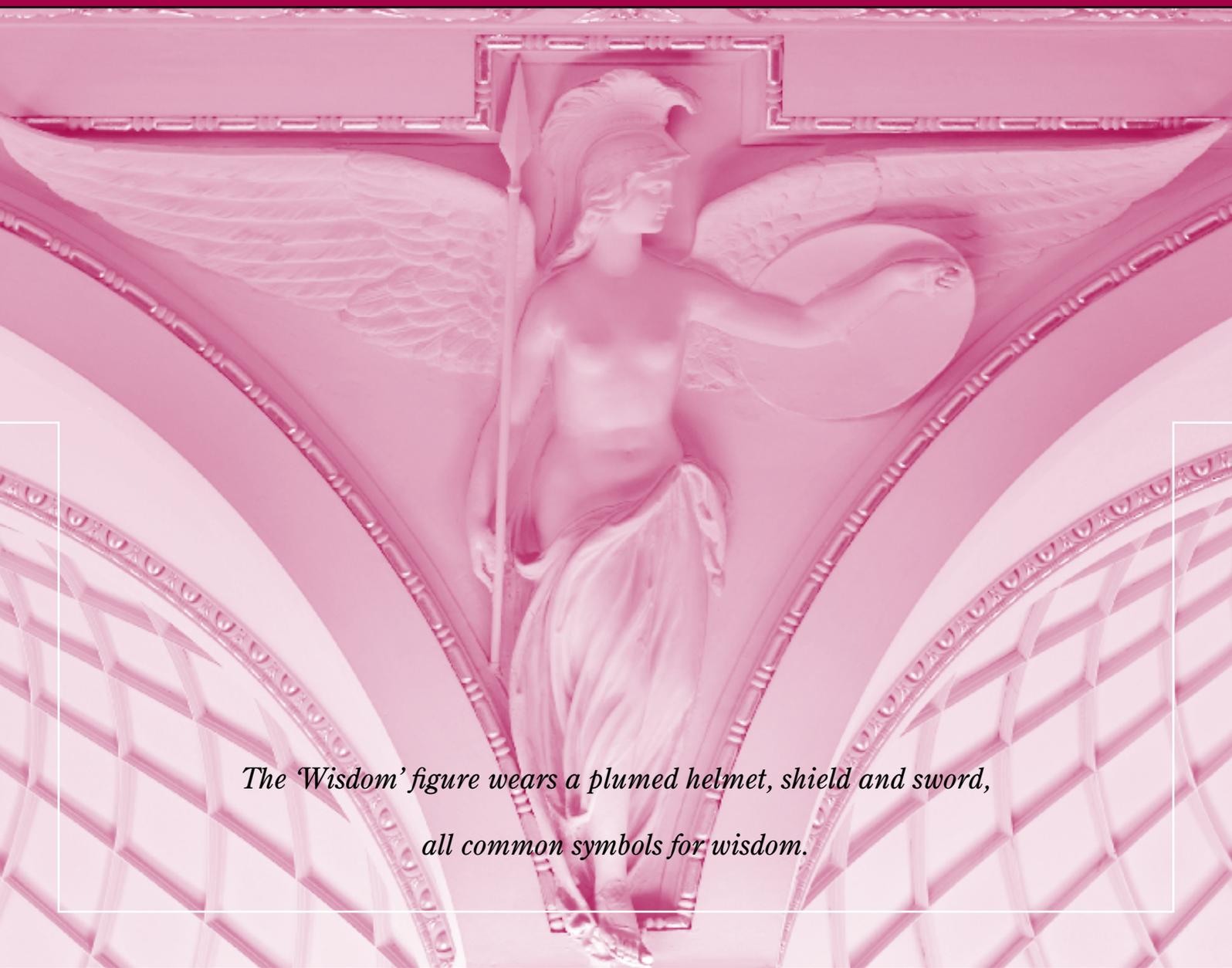
The business of the Department is to:

- provide procedural advice to Members of the Legislative Council;
- process legislation;
- prepare documentation required for sittings of the Legislative Council;
- prepare records of the proceedings of the Legislative Council;
- provide procedural and policy advice to parliamentary committees;
- provide administrative and research assistance, and produce draft reports to parliamentary committees;
- provide information relating to the proceedings of the Council;
- provide operational support to Members of the Legislative Council;
- promote public awareness of the role, functions and processes of the Legislative Council and the Parliament;
- co-ordinate parliamentary events, functions and special visits; and
- provide a secure, safe and healthy workplace.

**FIGURE 1**  
DEPARTMENT OF THE LEGISLATIVE COUNCIL ORGANISATION CHART – JUNE 2008



# PROCEDURE & ADVICE



*The 'Wisdom' figure wears a plumed helmet, shield and sword,  
all common symbols for wisdom.*

## Department Goal

To provide timely and accurate procedural advice to clients and to ensure that the business of the Legislative Council and of the parliamentary committees administered by the Department is conducted in accordance with the law, decisions of the Council, parliamentary practice and established committee policy.

## Strategies

To achieve this goal we will:

- Provide high quality procedural advice to the President, Members, Committees and other clients.
- Produce high quality departmental documentation.
- Maintain accurate and up to date procedural precedent information.
- Manage the Department's procedural research projects efficiently.



## Procedural Advice

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### Sessional Orders

Sittings of the Legislative Council in recent years have been characterized by several changes to the Sessional Orders and 2007-08 was no exception. On 8 August 2007 the Council agreed to a motion moved by the Leader of the Opposition to provide more time for General Business on Wednesdays. Under the new arrangements General Business takes precedence over Government Business for all of Wednesday and Government Business can be dealt with before 10.00 pm only when General Business has concluded.

Further changes to the Sessional Orders were agreed to on 21 November 2007. The first change concerned the adoption of arrangements for responses to matters raised on the Daily Adjournment Debate which are similar to the procedures for unanswered questions on notice. These changes came into effect on the first sitting day in 2008.

The second change occurred in relation to Question Time which as from the commencement of the 2008 sittings is held at 12 noon on all sitting days other than Tuesday. This enables greater attention to be focused on Council question time as it is now held at a separate time from the Legislative Assembly.

The third change concerned the establishment of a Standing Committee on Finance and Public Administration, with effect from 7 April 2008. Further details regarding this Committee can be found in the Council Committees' section of the report.

### Acting Presidents' Seminars

During 2007-08 the program of Acting Presidents' Seminars continued with a session being conducted on 9 August 2007. The Seminars which are run by the Clerk are designed to adequately equip the Acting Presidents when presiding in the Chamber. They involve a mixture of theory and discussion of actual case studies from matters arising in the House.

### Production of Documents

In the last Annual Report reference was made to the adoption by the Council on 14 March 2007 of a Sessional Order governing the production of Government documents to the Council. This issue occupied a great deal of the Council's time during 2007-08. The first use of this Sessional Order was on 19 September 2007 when the Council agreed to an order requiring the production of certain documents relating to the Public Lotteries Licence

Tendering Process. The motion followed requests by the Select Committee on Gaming Licensing for the documents to be provided to the Committee which were refused by the Government. The Order was not complied with, the Government, through the Attorney-General arguing that the documents were protected by Executive privilege, the Council did not have the power to require the production of the documents and the confidentiality provisions of the *Gambling Regulation Act 2003* prevented the documents from being provided.

Further resolutions were adopted during October and November 2007 requiring the documents to be provided with the final motion resulting in the Leader of the Government being suspended for not complying with the Order. No action was taken in the Council to pursue the issue during the 2008 sittings and at the end of the reporting period the documents have not been provided. Some suggestions have been made in the House that the courts be called upon to adjudicate; however, the matter has not been pursued and the issue remains unresolved.

### Procedural Review Meetings

Following each sitting week the proceedings are reviewed by Chamber staff, Chamber support staff and staff from the committees who attend on a rotation basis. They are designed as a means of better equipping staff with the knowledge that underpins the operations in the Chamber. The practice is that one staff member leads the discussion by identifying the procedural matters of interest. The Clerks assist by providing commentary and staff are invited to give their views on the procedures which have occurred in the House. The procedural reviews are regarded as an important learning tool, especially for prospective Chamber staff.

## Council Sittings and Documentation

---

### Sittings of the House

In 2007-08, the Council met every month with the exception of January. In total there were 17 sitting weeks, with the Council sitting three days every week, making a total of 51 sitting days. Despite sitting 17 weeks, only the two in April were consecutive, with the others being stand alone sitting weeks.

In total, the House sat for 459 hours and 59 minutes, with an average of 9 hours and 1 minute per sitting day.



Legislative Council sitting patterns for the past ten years are shown in Figures 2, 3, 4 and 5 on page 13. Appendix D contains selected statistics relating to the sittings of the Council for the past 5 years.

### Highlights of the Sittings

Other than the Sessional Orders changes, the use of the production of documents order and the establishment of the Standing Committee on Finance and Public Administration there were several other highlights of the sittings during 2007-08 which are worthy of note.

These include:

- The change in the leadership of the Opposition at the commencement of the 2008 sittings with Mr David Davis replacing Mr Philip Davis as Leader of the Opposition and Ms Wendy Lovell taking over from Mrs Andrea Coote as Deputy Leader.
- The increase in the number of Private Members' Bills being dealt with by the Council with one, the Victorian Water Substitution Target Bill 2007 introduced by the Leader of The Nationals being withdrawn by order of the President as it infringed the provisions of the *Constitution Act 1975* and therefore could not be introduced in the Council.
- The refusal by the Assembly to entertain yet another Private Member's Bill, the Tobacco (Control of Tobacco Effects on Minors) Bill 2007. The Bill passed the Council on 25 June 2008 and was transmitted to the Assembly. The following day the Council received a message from the Assembly informing the Council that they refused to entertain the Bill as it sought to force an appropriation from the Consolidated Fund which contravened the *Constitution Act 1975*. Although the Assembly's financial prerogative is acknowledged, in this instance the Assembly's position is disputed by the Department and legal advice in the matter was being sought at the end of the reporting period.
- The unusually long and complicated proceedings on the Police Integrity Bill 2008 involving a further enquiry by the Scrutiny of Acts and Regulations Committee following its initial examination of the Bill pursuant to its terms of reference under the *Parliamentary Committees Act 2003*.

### Parliamentary Publications

The Department is responsible for the preparation and circulation of a number of parliamentary publications, including:

#### House Documents

In 2007-08 the following House documents were issued:

NOTICE PAPERS (DAILY)	51
MINUTES (WEEKLY)	17
COMMITTEE OF THE WHOLE COUNCIL SUPPLEMENT	14
UNANSWERED QUESTIONS ON NOTICE	11
ADJOURNMENT MATTERS AWAITING RESPONSE	5

The new Sessional Orders requiring Ministers to respond to matters raised during the daily Adjournment debate either at the time the matter is raised, or in writing within 30 days have impacted upon the work of the Department. In order to keep track of which matters have been responded to and which matters are still awaiting response, a new document has been created.

The Adjournment Matters Awaiting Response document is prepared by the Table Office and issued at the end of each sitting month, and is a guide for Members, Ministers and Government Departments as to which matters are outstanding.

#### List of Members

The Members' List was regularly updated during 2007-08. To save paper, the document is now distributed electronically via the Council's website, with only limited copies printed for internal use. All Members now have electorate offices within their Region, although some Members are still using temporary offices until a more suitable location can be found. The list will continue to be progressively updated throughout the Parliament when Members change offices.

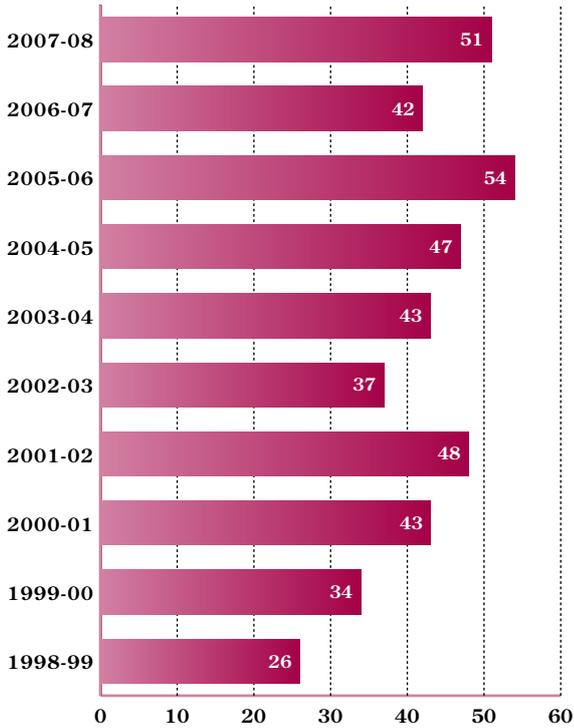
#### Progress on Investigations

The Progress on Investigations document was issued each month during 2007-08, except for January, with 11 editions in total being produced. The document lists details of all current inquiries from the 12 Joint Investigatory Committees, as well as Standing and Select Committees established by the Council from time to time. The document also includes details of Committee reports that have been tabled and Government responses to those reports.

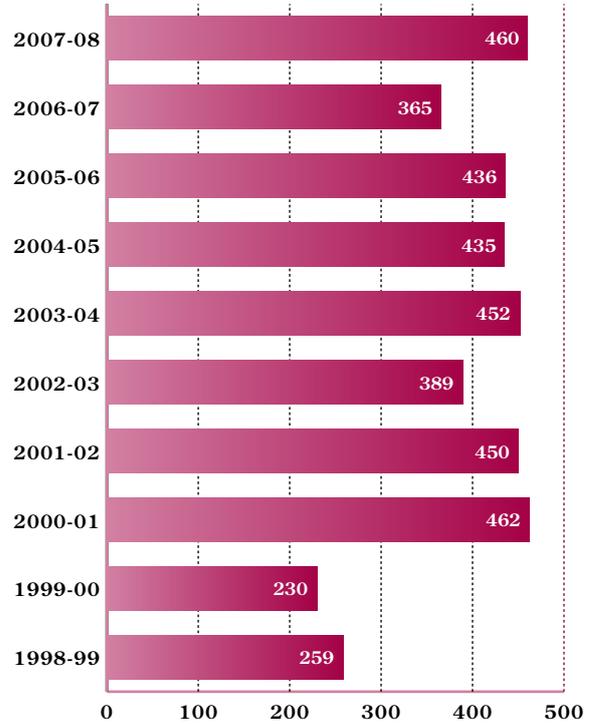


## Daily Sitting Statistics

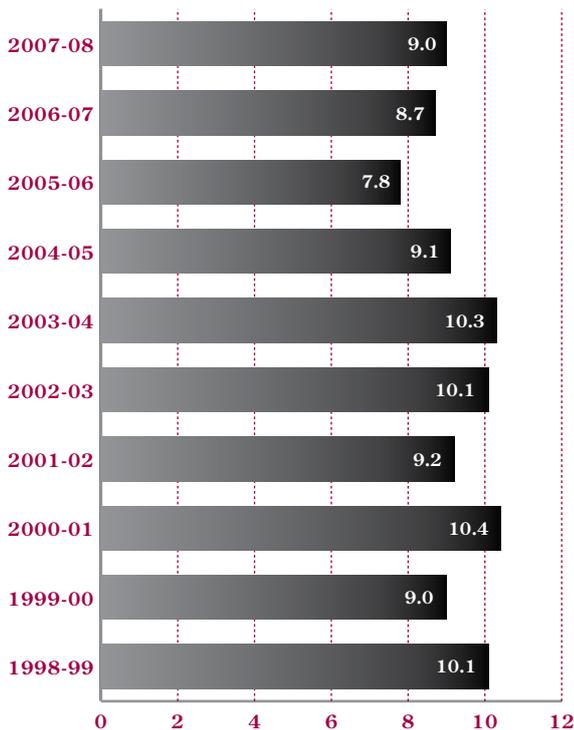
**FIGURE 2**  
SITTING DAYS, LEGISLATIVE COUNCIL, 1998-99 TO 2007-08



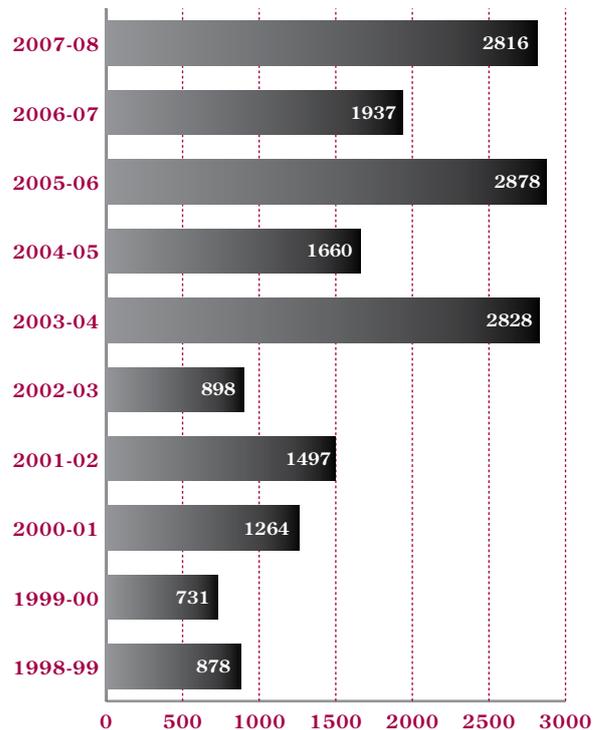
**FIGURE 3**  
SITTING HOURS, LEGISLATIVE COUNCIL, 1998-99 TO 2007-08



**FIGURE 4**  
AVERAGE LENGTH OF DAILY SITTINGS (HOURS),  
LEGISLATIVE COUNCIL, 1998-99 TO 2007-08



**FIGURE 5**  
QUESTIONS ON NOTICE PROCESSED BY THE DEPARTMENT  
OF THE LEGISLATIVE COUNCIL 1998-99 TO 2007-08





### Indexes

The Table Office maintains a number of indexes to provide easy access to the Department's records. These include the index to the Minutes of the Proceedings, sitting statistics and Committee and tabled reports indexes. These documents assist the Department to provide Members and the public with quick and accurate access to information about the proceedings of the Legislative Council.

During 2007-08, the bound volumes of the Minutes of the Proceedings for the 55th Parliament (2003-06) were issued. The bound volumes include a copy of all the Notice Papers and Minutes of the Proceedings for the Parliament, together with a comprehensive index and details of Members of the Council and Parliamentary Committees. Copies of the bound volumes were distributed to major libraries and tertiary institutions.

## Procedural Research Projects

### Procedural Bulletins

Since the commencement of the 54th Parliament in 1999, the Department has published biannual Procedural Bulletins which, in recent years, have been prepared by the Procedural Research Officer under the oversight of the Assistant Clerk – House and Usher of the Black Rod. These Bulletins provide an account of the most significant events, procedural issues and rulings from the Chair for each sitting period.

During 2007-08, bulletins for February to June 2007 and July to December 2007 were published and distributed to Members of the Council, various staff and the Clerks of each of the other Houses of the Australasian parliaments.

The Procedural Bulletin for the February 2008 to June 2008 sittings was being prepared at the conclusion of the year under review.

### External Procedural Publications

The Department contributes to a number of external procedural publications on a regular basis. The most significant of these within Australasia is *Parliament Matters* which is produced by the Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT). This group produces two editions of its bulletin each year. The bulletin contains a report from each jurisdiction concerning procedural, administrative and general parliamentary items of interest.

Each bulletin represents a substantial body of information for member Houses and quite often extends to 70 pages in length.

Issue 18 covered the first half of the 2007 parliamentary sittings and was distributed in August 2007, while Issue 19 covered the second half of 2007 and was released in February 2008.

In terms of overseas procedural publications, the department's principal contribution is to *The Table* which is produced by the House of Lords in the United Kingdom and is the journal of the society of Clerks-at-the-Table in Commonwealth Parliaments. The Department's entries were prepared by the Assistant Clerk – House and Usher of the Black Rod.

### Rulings from the Chair 1979–2007

The second edition of *Rulings from the Chair* was completed in early 2008, this time incorporating additional rulings from 2007. This volume provides a ready reference of useful procedural precedents to assist the Clerks in advising the President and other Members. On this occasion the rulings book was also made available to Council Members interested in obtaining a copy, with a significant number doing so.

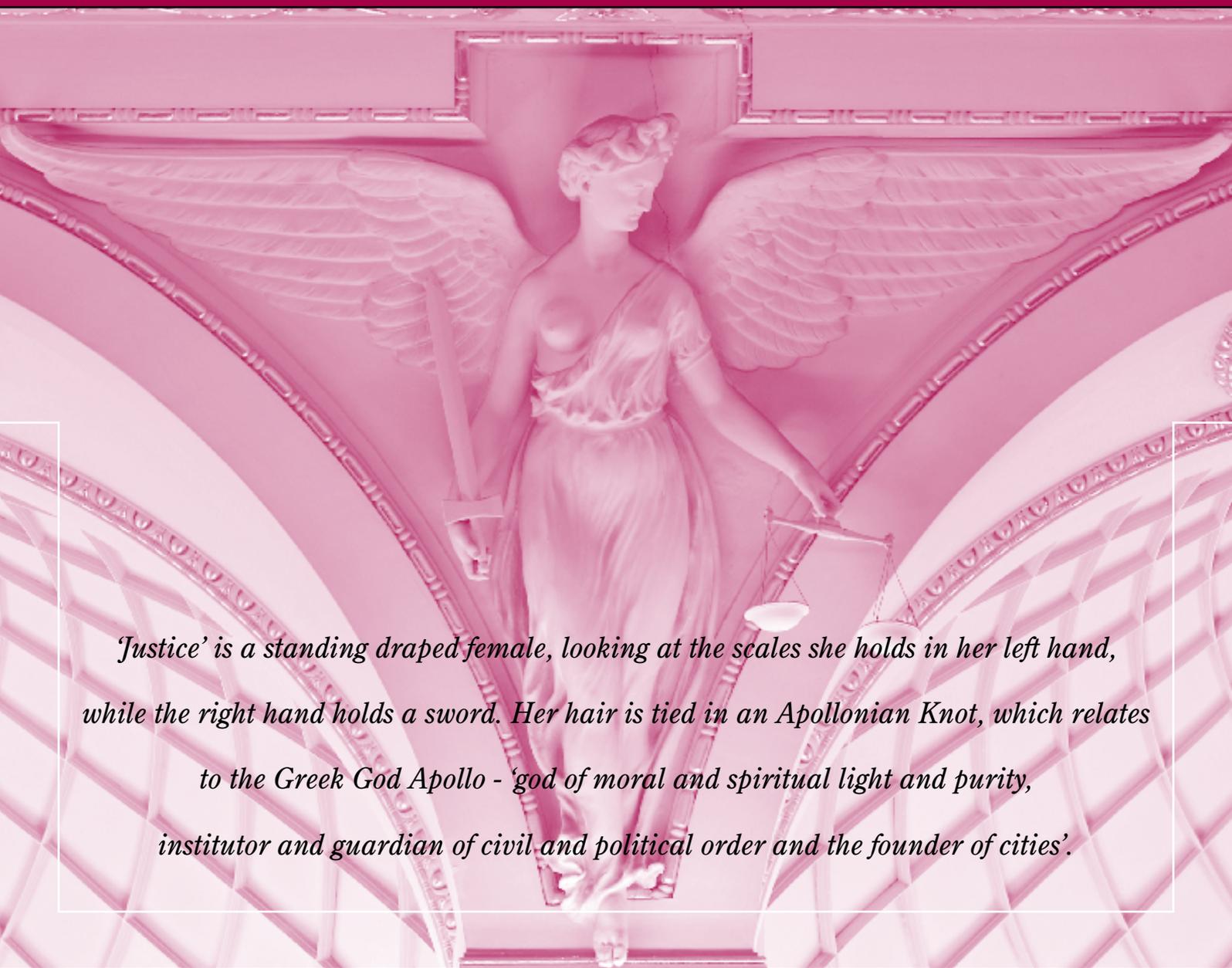
### Legislative Council Practice and Procedure Manual

The Assistant Clerk – House and Usher of the Black Rod is co-ordinating a project to develop a volume with the working title *Legislative Council: Practice and Procedure Manual*. A range of managerial and administrative staff will be involved in associated research, writing and/or editing of the document. Ultimately, the purpose is to produce a manual which will complement the Standing Orders by outlining the House's practices in greater detail, including the citation of significant rulings and events.

Work for this volume is likely to represent the Department's most substantial individual project over the next 3 to 5 years. Research undertaken will draw on the Department's other procedural publications including the Procedural Bulletin and the President's Rulings Book 1979-2007 (and updates), as well as the Department's procedural database.

By the conclusion of the year under review, research and the drafting of sections was progressing satisfactorily, with all staff in the Council's Table Office and the Assistant Clerk – House and Usher of the Black Rod involved in this process.

# INFORMATION MANAGEMENT



*'Justice' is a standing draped female, looking at the scales she holds in her left hand, while the right hand holds a sword. Her hair is tied in an Apollonian Knot, which relates to the Greek God Apollo - 'god of moral and spiritual light and purity, institutor and guardian of civil and political order and the founder of cities'.*

## Department Goal

To utilise modern and cost-effective technological information systems for the delivery of high level specialist support services to our clients, to implement records management best practices and to provide high quality and timely information services.

## Strategies

To achieve this goal we will:

- Manage and maintain the Department's databases efficiently.
- Ensure that information relevant to the operations of the Legislative Council is current and is provided accurately, efficiently and professionally to clients.
- Ensure that all documents and records of the Department are effectively and safely managed.



## Database Management

### Procedural Database

One of the Procedural Research Officer's principal ongoing responsibilities is the maintenance and expansion of the Department's procedural database. This database centralises and extends departmental understanding of procedural matters by providing swift access to precedents, rulings, summaries and, in some cases, inter-departmental guidelines. Data, which is categorised under subject headings and sub-headings, includes extracts from *Hansard*, a detailed summary of events and date/page citations. By the end of 2007-08, the database had been expanded considerably to cover the period from the Autumn Sittings 1991 until the end of 2007 and included well over 1800 individual documents.

### Centralised Filing Database

During 2007-08 the Department, in collaboration with Parliament's Information Technology Unit, further refined the Department's centralised filing database. The design of the database is now finalised and work has begun on entering in all of the Department's files, with all of the Table Office files now on the system.

Over the next twelve months, work will continue on entering in the files of other units within the Department, including the Clerk's Office, Deputy Clerk's Office and Usher's Office. It is hoped this will help identify any duplication in record keeping, and assist all staff in the Department to easily identify and locate relevant procedural and administrative documentation.

### Questions on Notice Database

In April 2007, Dialog Information Technology was selected as the software developers to create a Questions on Notice database on behalf of the Parliament.

A project team, comprising officers from the Department of the Legislative Council and the Department of the Legislative Assembly, was established. Over the past 12 months, the project team met weekly with the developers to provide direction on the development of the database and to discuss any issues that arose during the development stage.

It was initially hoped that the database would be launched in the first half of 2008. However, as the development process proceeded, it became clear that it would take longer to work out the details of the workflow processes in the database, due to the complexity of the questions process and the differences in requirements between the two Houses.

A number of unforeseen difficulties were also encountered, including finding a software solution that could produce the question paper documents in the required hard copy format whilst also being able to display the questions as a webpage on the internet. There were also delays due to issues with the reporting functionality and complications with implementing the database on the Parliament network.

These issues have now been overcome and a first version of the database was made available for the project team to test at the end of June 2008. The project team will now test the database and provide feedback to the developers, and it is hoped the database will become available to Members and the public during 2008-09.

When the database is launched, it will capture all of the questions asked from the start of the 56th Parliament in December 2006. In order to achieve this, a great deal of work has already been done converting the 3,300 questions asked and over 2,000 answers provided so far this Parliament into a format that can be easily imported into the database.

Once complete, the Questions on Notice database will provide a useful tool to Members and Ministers, as questions and answers will be able to be easily tracked in a fully searchable database.

## Provision of Information

### Legislative Council Daily Sitting Summary

The Daily Sitting Summary is available online following the completion of each day's sitting. The aim of the Daily Sitting Summary is to provide a snapshot of the sitting day, in an easy to understand format. It includes information on petitions and special reports tabled, motions agreed to and tracks Bills through the various legislative stages.

### Legislative Council Information Sheets

The Department continued to publish a series of information sheets related to the Legislative Council and its history, office-holders, rules and procedures. One new information sheet was produced during the course of the year, taking the total number to 21. In addition, a number of existing information sheets were reviewed and updated in light of procedural reforms and other changes.

The information sheets, which are available both in hard copy from the Table Office and on the Department's website, are intended for the use of staff and the general public, particularly students and other visitors to the Parliament.



## Documents and Records Management

### *Transfer of records to Public Record Office*

In March 2008, the Legislative Council transferred the Original Papers for the 54th Parliament to the Public Record Office. This involved preparing the records in accordance with Public Record Office guidelines and indexing all of the documents contained in the 88 boxes transferred.

The Public Record Office will now store the records on behalf of the Department at their Archive Centre at North Melbourne, which has a state of the art climate control system designed for the storage of permanent records. Members of the public are able to view the records with the permission of the Clerk of the Legislative Council, and the records can be recalled to Parliament House by the Department at any time, if required.

### *Auto-text database*

The Legislative Council uses an auto-text database to help record minutes in the Chamber and produce the Committee of the Whole supplement. The database contains a list of standard entries that can be easily added into any document using shortcut keys, thus saving time and reducing errors when retyping text.

During 2007-08, the auto-text database was refined to assist those in the Chamber to more accurately identify the correct auto-text entry to use. All the entries have now been grouped into categories and been given appropriate shortcut keys. This is particularly helpful for officers of the Department who relieve in the Chamber on sitting days, but do not regularly use the system.

## Parliamentary Printing Contract

The Parliamentary Printing Contract covers the printing of Bills, House documents for both the Legislative Council and Legislative Assembly, and Hansard. The existing contract with On Demand Pty. Ltd. expired on 30 June 2008.

In April 2008, the process for selecting a new printing contractor began. A selection panel of two representatives from the Office of Chief Parliamentary Counsel, a representative from the Legislative Council and a representative from the Legislative Assembly was established. Tender documents were prepared and the tender was published on the Victorian Government's Tenders website.

Following a review of the tenders submitted, and site visits to the premises of the short listed candidates, Document Printing Australia (DPA) was selected as the new parliamentary printing contractor. The contract with DPA starts on 1 July 2008 and runs for an initial period of 36 months, with an option to extend for a further 24 months.

## Register of Members' Interests

Under the *Members of Parliament (Register of Interests) Act 1978*, Members are required to provide details of their interests. This information is required from new Members upon their election to Parliament (i.e. Primary Return) and from all existing Members by 29 August each year (i.e. Ordinary Return). Members may also lodge variations to their interests at any time during the year. This information is contained in a register which is maintained by the Clerk of the Parliaments, currently the Clerk of the Legislative Assembly. However, by arrangement between the Houses, the Department of the Legislative Council continues to maintain the Register of Members' Interests on behalf of the Clerk of the Parliaments.

During 2007-08, the following reports were prepared and tabled:

- Summary of Returns, June 2007 and Summary of Variations Notified between 21 June 2007 and 8 October 2007
- Cumulative Summary of Returns, 30 September 2007
- Summary of Primary Returns – November 2007 and Summary of Variations notified between 9 October 2007 and 19 November 2007
- Summary of Variations notified between 9 October 2007 and 25 June 2008

Ordinary Return forms will be sent to all Members of Parliament on 1 July 2008 and a summary of those returns, together with a Cumulative Summary as at 30 September 2008, will be tabled in October 2008.

# EDUCATION & COMMUNITY RELATIONS



*The figure representing 'History' stands with an open book and pen.*

*These objects are associated with History, and the act of writing facts objectively.*

## Department Goal

To promote public awareness and understanding of parliamentary democracy and of the role, functions and process of the Legislative Council, the Committees and the Parliament generally.

## Strategies

To achieve this goal we will:

- Raise awareness of the role, activities and responsibilities of the Legislative Council and the Victorian Parliament as a whole.
- Stage special events and other promotional activities and produce comprehensive and informative education/public relations material.
- Manage the Department's hospitality functions to ensure the smooth reception of official visitors.



## Public Awareness and Education

### YMCA Youth Parliament

The 21st YMCA Youth Parliament was staged at Parliament House on 2 and 4 October 2007.

The “Opening Ceremony” was held in the Legislative Council Chamber at which the “Youth Governor”, Patrick Ryan, officially declared open the Youth Parliament. The Presiding Officers, the Minister for Sport, Recreation and Youth Affairs, the Honourable James Merlino MP, and the Leader of the Opposition, Mr Ted Baillieu MP, also participated in the ceremony.

The Youth Parliament met in the Legislative Council and the Legislative Assembly Chambers. In the Legislative Council, Presiding Officers included the President, the Honourable Robert Smith, the Deputy President, Mr Bruce Atkinson, Mr David Davis, Mr Shaun Leane, Ms Jenny Mikakos, Ms Sue Pennicuik, Mrs Inga Peulich and the Clerk of the Legislative Council, Mr Wayne Tunnecliffe.

Over the two days approximately 45 young people, forming both a “Government” and an “Opposition” in the Council, debated a series of “Bills” on issues such as Compulsory Counselling for Convicted Paedophiles, Prohibition of Logging in Victorian Water Catchments, Voting Eligibility for Homeless Persons and Provision for Appropriate Respite Facilities Throughout Victoria. An Adjournment debate was also held on the first sitting day.

The debates were conducted as consistently as practicable with parliamentary procedure. The proceedings were recorded by Hansard and, at the conclusion of the sittings, all of the “Bills” debated were presented to Mr. Luke Donnellan, M.P.

The Legislative Council’s arrangements for the Youth Parliament were handled by the Assistant Clerk – House and Usher of the Black Rod. He, together with the Assistant Clerk – Committees and officers from the Legislative Council’s Table Office and Committee Office, performed the Table duties. Legislative Council Attendant staff also assisted in the Chamber. On 1 October 2007, the Usher and Serjeant-at-Arms conducted training and a separate information session for the youth parliamentarians at Parliament House. Later in the day, a reception for participants was held at Government House, hosted by the Governor of Victoria, Professor David de Kretser, AC.

### Open Day

On 30 September 2007, the Parliament of Victoria held its annual Open Day. The Victorian Auditor-General’s Office and the Victorian Electoral Commission also participated.

Well in excess of 4,500 people visited Parliament House. The Presiding Officers were on hand to talk to the public.

### Australasian Study of Parliament Group

The Department’s commitment to parliamentary related education is reflected in its ongoing support via corporate membership of the Australasian Study of Parliament Group (ASPG) which holds seminars at Parliament House featuring guest presenters several times each year. During 2007-08, seminars were conducted on: “Considering Victoria’s Constitution: Entrenchment and a Bill of Rights” (Assoc. Prof. Carolyn Evans, University of Melbourne and Dr Greg Taylor, Monash University); “Do Polls Tell the Truth?” (Dr Denis Muller, Social and Policy Research Consultant and University of Melbourne); “Executive Accountability to Parliament: Reality or Rhetoric?” (Adjunct Prof. Peter Loney, La Trobe University); and “How the Media Reports Election Campaigns” (Dr Sally Young, University of Melbourne).

Individual membership of the ASPG is open to anyone with an interest in parliamentary related affairs, with a significant number of its members being parliamentarians and parliamentary officers. The Department facilitates staff members’ attendance at the ASPG’s National Conference which was held in Adelaide in August 2007. In addition, our Procedural Research Officer was Honorary Secretary of the ASPG’s Victorian Chapter and the Assistant Clerk – House and Usher of the Black Rod and the Assistant Clerk – Committees were members of the executive committee.

### Education and Community Relations Events

The Department is committed to promoting a greater understanding of the Parliament’s history, structure, role and responsibilities. To this end, it actively supports events such as Open Days and YMCA Youth Parliaments by providing staff and administrative resources.

The Clerks and Assistant Clerks gave presentations to various groups during the course of 2007-08 including staff orientation days (26 July 2007, 15 November 2007, 21 February 2008 and 15 May 2008). The Assistant Clerk – House and Usher of the Black Rod also participated in an interview with “Red” Symons of 774 ABC breakfast radio on 14 April 2008 prior to the commencement of a full-day broadcast of panel discussions from the Legislative Assembly Chamber.



## Special Events and Promotional Activities

### Lakes Entrance Regional Sitting

The Legislative Council will hold its 4th Regional Sitting in Lakes Entrance on Wednesday, 15 and Thursday, 16 October 2008. The venue will be the Bellevue on the Lakes. This will be the first occasion on which the Council will have sat for two consecutive days outside Melbourne. Detailed arrangements for the Sitting are being handled by the Legislative Council's Project Officer.

## Hospitality and Visitors

### Official Delegations and Official Calls

A number of distinguished visitors and delegations visit the Parliament each year and special arrangements are customarily made for their reception. Official calls are also made by individual visitors to the Parliament from time to time. These calls comprise mainly diplomats of ambassadorial status. During the reporting period the Department assisted in arrangements for the reception of the persons and delegations listed in Appendix J.

### Official Visits from other Parliaments

During 2007-08 there were several visits from delegations from other Parliaments.

On 13 August 2007 the 2nd Philippine Council of Young Political Leaders visited the Parliament under the auspices of the Australian Political Exchange Council. The Clerk gave the delegation a detailed briefing on the system of Government in Australia following which they attended a luncheon hosted by the President attended by other Members of the Council and the Clerk.

On 18 September 2007 a delegation from the American Council of Political Leaders visited the Parliament as part of a visit to several Australian jurisdictions. The visit was under the auspices of the Australian Political Exchange Council. The Clerk also gave this delegation a detailed briefing on the system of Government in Australia. The Presiding Officers hosted a luncheon in honour of the delegation.

From 10 to 13 February 2008 the Parliament hosted a visit from a delegation from the Aichi Prefectural Assembly in Japan as part of Victoria's sister state relationship with the Prefecture. The Department coordinated the arrangements for the visit with the Clerk and the Parliamentary Advisor to

the President meeting and accompanying the delegation whilst in Melbourne. On 11 February 2008 the Presiding Officers hosted an official welcome dinner for the delegation at Donovan's Restaurant in St Kilda.

On 25 and 26 February 2008 a delegation from the Parliament of Ireland visited the Parliament. The delegation received a series of briefings during the two day visit, viewed the proceedings in the Houses and attended a lunch hosted in their honour by the Presiding Officers.

On 6 May 2008 a delegation from Rivers State House of Assembly, Nigeria visited the Parliament. During the visit the delegation received a series of briefings including the Clerk and other Members and staff and attended a lunch hosted by the President and the Deputy Speaker.

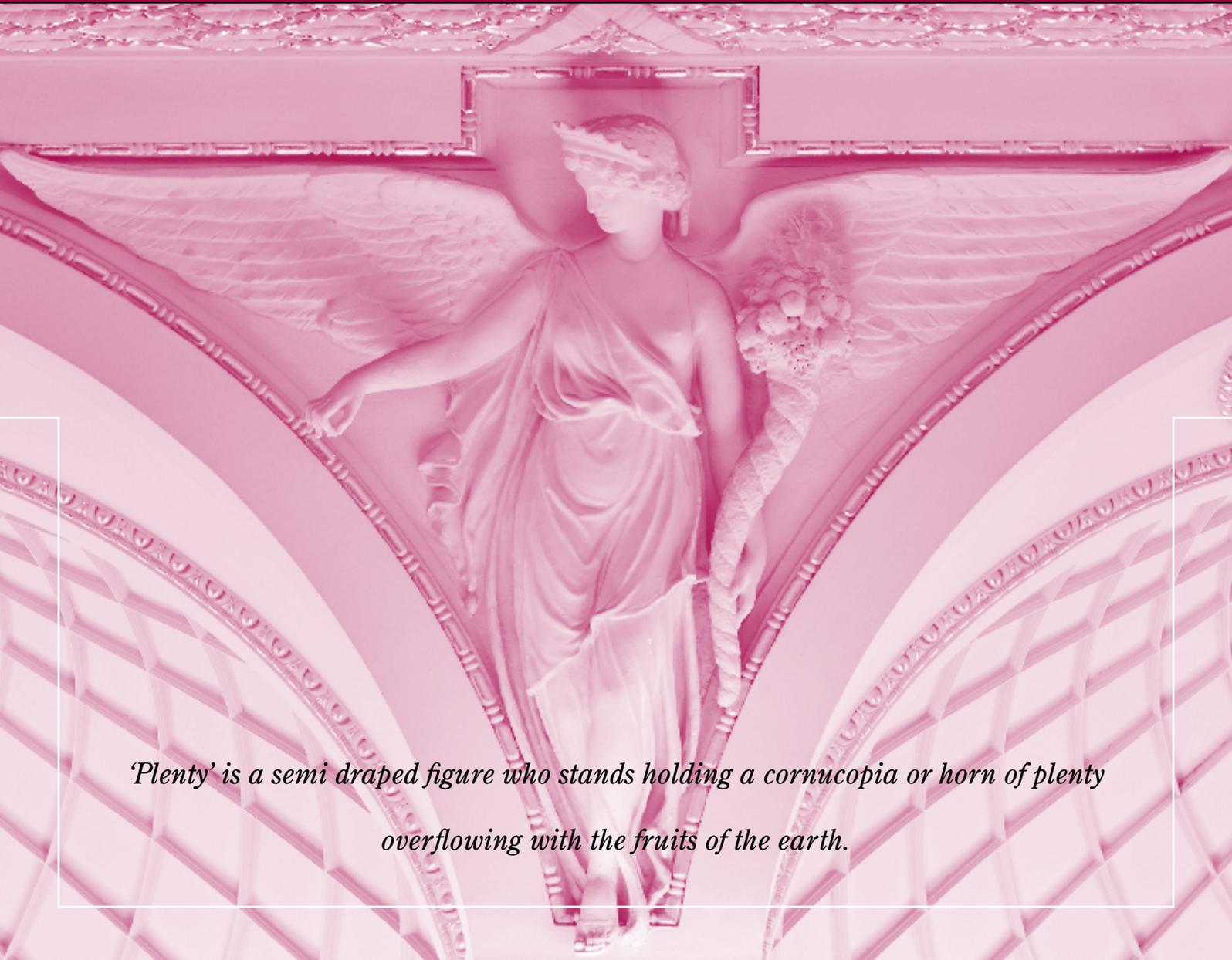
The 6th delegation from New Zealand, under the auspices of the Australian Political Exchange Council, visited Parliament House on 12 May 2008 as part of a political study tour to Australia. The delegation also visited the Federal and Tasmanian Parliaments during its tour. Whilst in Melbourne the delegation received a briefing from the Clerk and the Presiding Officers hosted a lunch in their honour.

### Visit to Westminster and the Scottish Parliament

In October 2007 the President and Clerk visited Westminster and the Scottish Parliament in Edinburgh. The purpose of the visit was to examine recent developments in the committee system, security arrangements in the light of the increased terrorism threat, the practice in relation to the capacity of the Houses to compel the production of documents from the Executive, the next stage of the modernization of the House of Lords, and the role of the Clerks and Chamber support staff. Whilst at Westminster the opportunity was taken to view the proceedings in both Houses including Prime Minister's questions and meetings were held with both Clerks and senior staff in both Houses in relation to a range of issues. The President and Clerk were also fortunate to meet with a Member of the House of Lords with a connection to Australia.

The visit to the Scottish Parliament was undertaken to obtain an overview of the operations of a newly established Parliament in contrast to that of Westminster. Whilst in Edinburgh, the President and the Clerk toured the Scottish Parliament building and held a series of meetings regarding the operation of the committee system and the handling of legislation. A briefing was received on Devolution and the Scottish Parliament, a courtesy call was made on the Deputy Presiding Officer, and the President and Clerk also attended a meeting of the Finance Committee. Finally, the Scottish Deputy Presiding Officer hosted a dinner in honour of the visit.

# PHYSICAL RESOURCES



*'Plenty' is a semi draped figure who stands holding a cornucopia or horn of plenty overflowing with the fruits of the earth.*

## Department Goal

To provide the Legislative Council's Members and staff with a safe and healthy working environment, to ensure the Legislative Council's maintenance and security, and to assist in the management and use of the wider parliamentary precincts.

## Strategies

To achieve this goal we will:

- Improve and upgrade the level of security in the Chamber during sittings, in the Council generally and in the wider parliamentary precincts.
- Maintain and upgrade the Legislative Council workplace environment.
- Contribute to the implementation of a new resource booking system.
- Assist in ensuring conditions in the precincts continue to meet satisfactory Occupational Health and Safety levels.



## Security

### Security Issues

As outlined in last year's report, the security function in the parliamentary precincts has traditionally been handled by the Usher of the Black Rod and Serjeant-at-Arms under the oversight of the Presiding Officers. However, in 2005, the Presiding Officers and the Parliamentary Executive Group (PEG) determined that responsibility for the majority of Parliament's security functions should be gradually transferred to the Security and Electorate Properties Unit in the Department of Parliamentary Services. The Usher and Serjeant were to retain responsibility for security within their respective Chambers.

Although this process has not progressed as quickly as hoped, by the end of the period under review detailed discussions and planning had occurred and it was expected that most security functions would be transferred by the end of 2008. It is still anticipated that the Usher and Serjeant will continue to be involved in the Parliament-wide development of security policies as representatives of their respective departments.

## Workplace Maintenance

### Refurbishment of the Council Chamber

The proposal to refurbish the Council Chamber, first referred to in last year's Annual Report proceeded during 2007-08. The underlying objective of the project is to acknowledge that the Chamber is a place of work and that there is therefore a need to maintain basic occupational health and safety standards whilst at the same time recognize and maintain the heritage significance of the Chamber.

Following a selective tender process FPPV Architects headed by Principal Paul Viney were chosen to undertake an investigation of the functional and operational efficiency of the Chamber and give consideration to a number of issues regarding occupational health and safety, disabled access, building code compliance and technological opportunities. An initial issues paper was produced in August 2007 which identified a number of specific issues to be pursued in the investigation.

On 31 March 2008 the Clerk and Paul Viney visited the Western Australian Parliament to inspect the newly renovated Legislative Assembly Chamber and meet with the stakeholders involved in the renovation project there. The visit was especially fruitful and provided a useful basis upon which to proceed in Victoria.

In April 2008 FPPV Architects provided a detailed report on the issues that had been identified in the investigation, initial observations and key lessons learned in the review of the Legislative Assembly upgrade project in Western Australia.

The following specific issues were identified:

- The layout, function and flow of the Chamber.
- Appropriate ergonomic seating and desks for staff.
- Chamber seating plan.
- Disabled access for Members, staff and public gallery areas.
- Access for Members to the back rows of the Chamber each side.
- A consideration of the heritage significance of the Chamber and the implications of the scope of works.
- Additional working space at the Chamber table.
- Solutions to key occupational health and safety issues.
- Carpet design.
- Structural and fabric survey.
- Suitability of lighting.
- Suitability of the air conditioning system.
- Chamber security.
- Options for microphone, television and audio systems.

Following a further progress report from FPPV Architects in May 2008 the key stakeholder groups were identified for consultation in the workplace review. At the end of the reporting period the consultations were ongoing and a detailed existing conditions report is expected early in the new financial year.



## Use of Precincts

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### Filming in the Legislative Council Precincts

Since the adoption in late 2002 of more relaxed rules of practice in relation to filming the Legislative Council's sittings, television crews have recorded proceedings in the Chamber more regularly. Filming in the Legislative Council's Committee Room during public hearings has also increased, particularly when committees were dealing with controversial matters or committees taking evidence from prominent individuals, have met for public hearings. The net result has been the Legislative Council, and joint committees under its oversight, receiving greater coverage than in the past. This certainly occurred during 2007-08 with the Select Committee of the Legislative Council on Gaming Licensing in particular attracting considerable media attention.

### Council Chamber and Committee Room

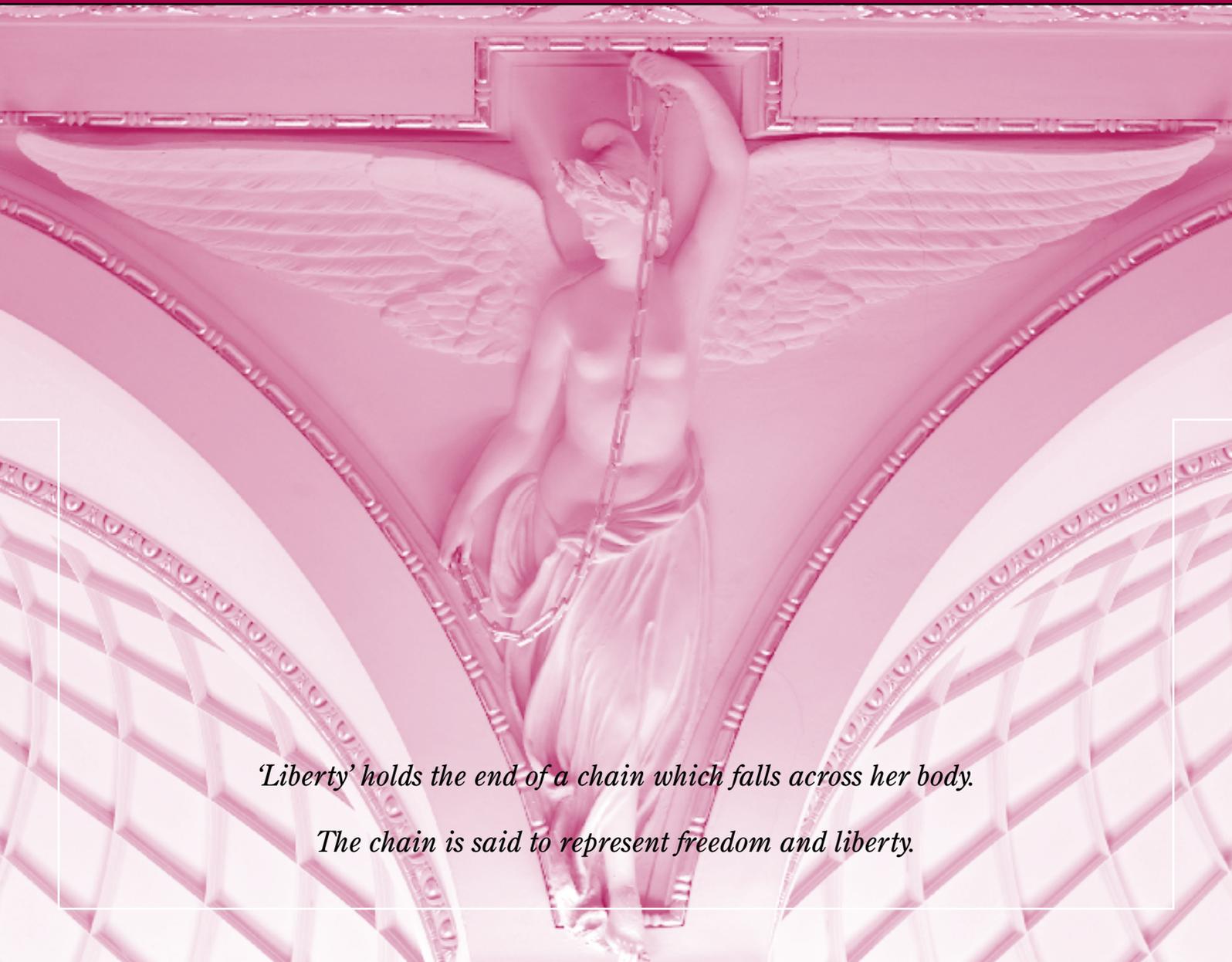
The President, on advice from the Department, deals with requests for use of the Council Chamber and the Legislative Council Committee Room. Co-ordination of arrangements for those venues and their servicing is undertaken by attendant staff under the Usher of the Black Rod's direction. Apart from Legislative Council sittings, the Chamber was used through the year for a variety of meetings, seminars and conferences.

As usual, the Legislative Council Committee Room proved to be one of the most used rooms in Parliament House. Members of Parliament frequently use the room for party meetings and functions, while parliamentary committees regularly occupy the room for public hearings. Other uses included book and institutional launches, presentations, seminars and lectures.

### Functions

The Department assisted in providing services for various functions staged in the Legislative Council Chamber, Queen's Hall, the Legislative Council Committee Room, Room K, and the Parliamentary Gardens. As well as major functions, these included numerous luncheons, dinners, book launches, exhibitions and other events, all of which required support and a staffing presence from departmental staff.

# HUMAN RESOURCES



*'Liberty' holds the end of a chain which falls across her body.*

*The chain is said to represent freedom and liberty.*

## Department Goal

To implement fair and equitable staff management practices which develop the skills base of staff in order to achieve corporate, departmental and committee objectives.

## Strategies

To achieve this goal we will:

- Ensure consistency with the Victorian Public Service career structure and human resource management policies of the public service as far as practicable.
- Enhance communication within the Department and across the Parliament.
- Provide relevant professional and personal development programs to ensure staff continue to develop their competencies.



## Human Resources Management

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### Equal Opportunity Officers

As part of the Department's ongoing commitment to providing a non-discriminatory and harassment free workplace, it continued to support the role of staff previously appointed as Equal Opportunity Officers. The continuation of this process is part of a larger commitment by the Parliament to providing a safe and secure working environment.

The emphasis in equal opportunity at Parliament focuses on target areas such as 'workplace bullying'. Workplace bullying covers a wide range of discriminatory and unsatisfactory forms of behaviour in the workplace. The focus on these forms of behaviour exemplifies the Department's continuing commitment to an active system that aims to limit and eradicate passive forms of workplace discrimination and harassment as well as the more overt type.

### Occupational Health and Safety Committee

The Legislative Council's management representative on the Occupational Health and Safety Committee continued to be the Assistant Clerk – House and Usher of the Black Rod, Stephen Redenbach, with Graham Tatnell from the Attendant group continuing as staff representative.

The Committee worked actively both at the practical level of resolving occupational health and safety matters brought before it by departmental representatives, and at the level of policy where a number of draft guidelines for procedures and practices were developed for comment and implementation. The Committee was active in promoting a "healthy" Parliament and a workplace that was aware and informed of occupational health and safety issues.

## Communication

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### General Staff Meetings

Regular general staff meetings continued to be held during 2007-08. Those meetings which are conducted by the Presiding Officers allow staff from all parliamentary departments to come together to hear and exchange information about what is occurring in Parliament generally. It also provides the Presiding Officers and management the opportunity to convey information that affects all parliamentary staff as well as providing staff the opportunity to ask questions and raise matters of general interest. This initiative from the Presiding Officers, which commenced in April 2003, is very well attended by staff and has improved communication in all areas of the organisation.

## Professional and Personal Development

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### Australia and New Zealand Association of Clerks at the Table Professional Development Seminar

The 2008 ANZACATT Professional Development Seminar was held at Parliament House in Hobart from 22-26 January 2008. In what was a departure from previous seminars the theme was *Parliament and Technology; the management of change*. The seminar program also included sessions not necessarily related to technology in recognition of the fact that professional development for parliamentary officers encompasses a broad range of subject matter.

Three members of the Department's staff attended the seminar, the Clerk, Robert McDonald, Manager, Chamber Support, and Sarah Hyslop, Procedural Research Officer. The Clerk gave a presentation at the final plenary session on the topic of *"But some things don't change"* which, as a contrast to the theme of the seminar concentrated on our role as parliamentary officers and the heritage we have inherited and its tradition of independence and professionalism. Sarah Hyslop presented a paper at the workshop on Chamber Research and Database Support which summarized the various procedural research projects she undertakes in her role as Procedural Research Officer. Robert McDonald acted as rapporteur at the workshop on Technology at the Table. This required him to present a written report on the presentations given at the workshop and the subsequent discussion.



### **Parliamentary Law, Practice and Procedure Course**

The fourth Parliamentary Law, Practice and Procedure program conducted by ANZACATT was held at the Queensland University of Technology in Brisbane from 19-24 July 2007. Twenty-two parliamentary officers from Australia and New Zealand attended including Anthony Walsh, Research Assistant, Council Committees Office from this Department. The Clerk was also a participant in the panel discussion on contemporary procedural issues along with three Clerks from other jurisdictions.

### **Commonwealth Serjeant-at-Arms Professional Development Conference**

The Assistant Clerk – House and Usher of the Black Rod, Stephen Redenbach, attended the Commonwealth Serjeant-at-Arms Professional Development Conference in Canberra between 30 July and 3 August 2007. Approximately twenty nations of the Commonwealth were represented from countries in Africa, Asia, the Caribbean, Pacific Islands, United Kingdom and Canada, as well as nearly all of the States and Territories of Australia. Topics covered at conference sessions included security, business continuity planning, parliamentary privilege, public relations and the media. The Assistant Clerk – House and Usher of the Black Rod presented a paper at the conference titled “Meeting Modern Challenges: Developments in the Offices of Usher and Serjeant in Australian Legislatures”.

### **Training Program for Attendants**

As outlined in last year's Annual Report, a need for greater and more systematic training opportunities for Attendants was identified and commenced. This was consistent with a desire expressed by a number of Attendants, as well as with changes to Parliament's structure and administrative changes, which encouraged the development amongst staff of a wider range of skills. During the year under review, Attendants were given the opportunity to participate in training in three principal ways:

1. specific courses in relation to practical and personal development such as leadership skills, time management and computer skills. Several courses of this type were either conducted or had been arranged by 30 June 2008;
2. a program to enhance the ability of Council Attendants to conduct public tours of Parliament House. During 2007-08, two Council Attendants recruited in the latter part of the previous year undertook this training and began leading such tours on a regular basis. This brought to four the number of Council Attendants conducting tours with the Council generally handling two tours each day. The Council has identified a capacity to increase this number to three tours which it hopes to implement in the forthcoming year; and
3. facilitating the participation of some Attendant staff in alternative duties, particularly to give them experience in a clerical/administrative setting. For example, Philip Stoits was given an opportunity to work as the Acting Administrative Assistant (President's Office) between April 2007 and December 2007.

# ADMINISTRATION & PLANNING



*The figure representing 'Architecture' has her knee bent to support an open ledger.*

*The figure also holds symbols of Architecture including a pair of compasses, a ruler set with circular protractor and a small set square.*

## Department Goal

To ensure that departmental strategies, planning and directions are in accordance with the highest standards of governance and enable an effective system of ongoing improvement.

## Strategies

To achieve this goal we will:

- Maintain a commitment to the effectiveness of the Annual Plan approach to planning.
- Institute processes to critically review our operations to enable continuous improvement of service delivery.
- Maintain a corporate approach to the management of the Parliament.
- Ensure that committees have sufficient resources to undertake their inquiries.



## Departmental Management and Planning

### **Whistleblowers Protection Act 2001**

The *Whistleblowers Protection Act 2001* came into operation on 1 January 2002. The purpose of the Act is to encourage and facilitate the making of disclosures of improper conduct by public officers, which includes Members of Parliament.

The Parliament of Victoria has established a set of written procedures for handling disclosures made under the Act. Those procedures include a system for reporting disclosures of improper conduct or detrimental action by Victorian Members of Parliament. The system enables such disclosures to be made to the President of the Legislative Council, if the disclosure relates to a Member of the Legislative Council, or the Speaker of the Legislative Assembly, if the disclosure relates to a Member of the Legislative Assembly.

The coverage of the Act specifically excludes certain persons, including parliamentary officers. This means that disclosures about parliamentary officers cannot be made under the Act. Parliamentary officers are, however, entitled to make disclosures under the Act, as are all members of the public.

Section 8 of the procedures state that the Presiding Officers will ensure a secure register is established to keep account of the status of whistleblower disclosures and that this information will be published in the relevant annual reports of the Department of the Legislative Council and the Department of the Legislative Assembly.

In 2007-08, no disclosures were made to the President under the *Whistleblowers Protection Act 2001*.

### **Presiding Officers and Clerks Conference**

The 38th Presiding Officers and Clerks Conference was held in Rarotonga, Cook Islands from 7-14 July 2007. Both the Deputy President and the Clerk attended the Conference which comprised delegates from each of the Australian jurisdictions together with New Zealand, Norfolk Island and most of the Pacific nations. At the conference, the Clerk gave the jurisdiction report on recent events in the Legislative Council and also presented a paper entitled "The New Legislative Council of Victoria; six months on". The paper gave a review of the first six months of operation of the first Legislative Council of Victoria elected under proportional representation.

The next conference will be held in Adelaide in July 2008.

## Parliamentary Committees

### **Parliamentary Joint Investigatory Committee System**

Throughout 2007-08, the Department was responsible for the administration of six Joint Investigatory Committees: Economic Development and Infrastructure; Education and Training; Environment and Natural Resources; Law Reform; Outer Suburban/Interface Services and Development; and Road Safety. The Legislative Assembly is responsible for the administration of six other Joint Investigatory Committees.

The Joint Investigatory Committees are established by the *Parliamentary Committees Act 2003* and their functions and powers are governed by both the Act and the Standing Orders of both Houses. A Joint Investigatory Committee must inquire into and report to the Parliament on any relevant matter referred to it by either House or by Order of the Governor in Council published in the Government Gazette. A Joint Investigatory Committee may also inquire into any annual report or other document relevant to the functions of the Committee that is laid before either House.

### **Economic Development and Infrastructure Committee**

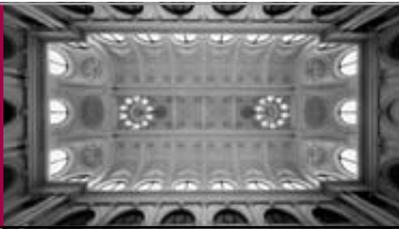
The Economic Development and Infrastructure Committee had three references during the reporting period.

#### *Inquiry into Key Competitive Advantages in Victoria's Financial Services Sector*

Under this reference the Committee was required to inquire into, consider and report to Parliament on the key competitive advantages underpinning the performance and growth in Victoria's financial services sector, particularly with regard to the sector's presence interstate. The Committee was to recommend strategies to:

1. maintain this growth;
2. maximise employment opportunities from the sector's further expansion;
3. ensure the benefit of the sector's growth and operation shared across the state; and
4. identify likely risks and impediments to the sector.

The Committee received a briefing from the Minister for Industry and Trade on the Inquiry in April 2008. The Inquiry was rescinded by motion of the Legislative Assembly on 31 July 2008.



### *Inquiry into Mandatory Ethanol and Biofuels Targets in Victoria*

Under this reference the Committee was required to :

- a) report on the merits or otherwise of a mandated target for alternative fuels including biofuels and ethanol;
- b) report on whether a mandatory target should be 5% by 2010, 10% by 2015 or otherwise;
- c) report on the measures required by Government to facilitate an alternative fuels industry in Victoria for transport and non-transport applications; and
- d) report on how to maximise the regional economic development benefits of a mandatory biofuels target including jobs growth and investment potential.

The Committee was required to table its report by 31 March 2008. The Committee received 65 submissions and convened four public hearings, receiving evidence from 35 witnesses representing 24 organisations. The Committee also received briefings from the Department of Primary Industries, Regional Development Victoria, the Environmental Protection Authority (EPA) Victoria and the Minister for Rural and Regional Development.

The final report was tabled on 7 February 2008.

### *Inquiry into Improving Access to Victorian Public Sector Information and Data*

Under this reference the Committee is required to inquire into, consider and report to Parliament on the potential application of open content and open source licensing to Victorian Government information, and in particular, the Committee is asked to:

- a) report on the potential economic benefits and costs to Victoria of maximising access to and use of Government information for commercial and/or non-commercial purposes, including consideration of:
  - i. public policy developments elsewhere in Australia and internationally; and
  - ii. the types of information that will provide the greatest potential benefit;
- b) consider whether the use of open source and open content licensing models, including Creative Commons, would enhance the discovery, access and use of Government information;
- c) report on the use of information and communication technology to support discovery, access and use of Government information; and

- d) identify likely risks, impediments and restrictions to open content and open source licensing of Government information, including impacts on and implications for any existing cost recovery arrangements.

The Committee is required to report to Parliament by 30 June 2009.

The Committee was briefed by a representative from the Department of Innovation, Industry and Regional Development (DIIRD) on matters pertaining to the Inquiry in April 2008. The Committee secretariat attended seminars on access to Public Sector Information (PSI) and creative commons in March and June 2008 respectively.

### **Education and Training Committee**

The Education and Training Committee had three references during the reporting period.

#### *Inquiry into Dress Codes and School Uniforms in Victorian Schools*

The Committee completed the inquiry into dress codes and school uniforms in Victorian schools, which was referred by the Legislative Assembly on 1 March 2007.

The Committee received 125 written submissions in total. For the reporting period, the Committee held public hearings at Princes Hill Secondary College (involving representatives of the Princes Hill Secondary College and Princes Hill Primary School communities), as well as at Parliament House.

A significant event for the inquiry was a public hearing held for students in the Legislative Assembly and Legislative Council chambers on 6 September 2007. The hearing brought together 125 Victorian primary and secondary school students from 30 government schools selected by the Committee to represent a diverse range of locations, communities and approaches to dress codes and school uniforms. Prior to the event, students were presented with a mock 'School Uniform Bill' drafted by the Committee to help them consider and debate issues associated with the inquiry. At the conclusion of the hearing, students also participated in an 'adjournment debate' covering an issue of significance to their school community. Their adjournment matters were referred to the relevant Minister by the Committee and the Ministers responded to the students and their schools on all matters raised in the 'adjournment'.



A second innovative evidence-gathering process adopted by the Committee was an online survey of school principals, seeking data on current school uniform policies and practices. The survey achieved an 82 per cent response rate across a statistically valid sample of 710 primary, secondary and primary/secondary schools in the Catholic, government and independent sectors.

The Committee tabled a final report in Parliament on 5 December 2007 and the Victorian Government's response was tabled in Parliament on 27 March 2008.

#### *Inquiry into Effective Strategies for Teacher Professional Learning*

Referred by the Legislative Assembly on 1 March 2007, the Committee is required to inquire into, consider and report on effective strategies for teacher professional learning. On 27 February 2008, the Legislative Assembly resolved to amend the reporting date to 31 December 2008.

From April 2008 it became possible to make an online submission to the inquiry via the Committee's website. As at 30 June 2008, the Committee had received 78 written submissions. Public hearings commenced in July 2007. The Committee held 34 public hearings for the reporting period involving teachers, subject associations and school leaders; government representatives; TAFE and university representatives; and professional learning consultants.

The Committee also travelled to Canberra to meet with professional associations and relevant divisions from within the Department of Education, Employment and Workplace Relations.

Various Committee members and staff attended professional learning sessions at the following schools: Balwyn High School, St Helena Secondary College, Waverley Meadows Primary School, Altona Primary School and Hampton Park Primary School.

#### *Inquiry into Geographical Differences in the Rate in which Victorian Students Participate in Higher Education*

Referred by the Legislative Council on 18 July 2007, the Committee is required to inquire into, consider and report on geographical differences in the rate in which Victorian students participate in higher education. The reporting date is 30 June 2009.

From April 2008, members of the community could make an online submission via the Committee's website. As at 30 June 2008, the Committee had received 176 written submissions.

Public hearings commenced in February 2008.

The Committee held seventy-nine public hearings for the reporting period, sixty-two of which were conducted in the centres of Hamilton, Colac, Rosebud, Churchill, Bairnsdale, Robinvale and Ouyen. During the regional hearings, the Committee also conducted site visits at various schools, universities and TAFE facilities.

The Committee also visited Canberra to meet with professional associations and relevant divisions from within the Department of Education and Employment and Workplace Relations.

The Committee was represented at a Statewide meeting of Local Learning and Employment Network (LLEN) Executive on 29 February 2008 and the meeting of the Victorian Council of Deans of Education on 5 June 2008, to outline issues and respond to queries pertaining to this inquiry. The Committee was also represented at the 6th annual *Higher Education Summit*, held in Sydney in April 2008. Staff members represented the Committee at the *Investing in the Future: Renewing Australian Tertiary Education* seminar on 30 June 2008.

#### **Conferences**

The Committee was represented at the following conferences:

- ACPET 2007 National Conference, *Private Education and Training: knowing reality, realising potential, crossing frontiers*, held in Perth on 23, 24, 25 August 2007.
- The 6th Annual *Higher Education Summit*, held in Sydney on 3 and 4 April 2008.

#### **Environment and Natural Resources Committee**

The Environment and Natural Resources Committee received one reference and tabled one report during the reporting period.

#### *Inquiry into the Impact of Public Land Management Practices on Bushfires in Victoria*

On 14 March 2007 the Committee received terms of reference from the Legislative Council to inquire into and report by 30 June 2008 upon the impact of public land management practices on the frequency, scale and intensity of bushfires in Victoria. On 18 July 2007, the terms of reference were amended to include the 'consequent impact of bushfires on the June/July 2007 Gippsland flood'.



The Committee tabled its report on 26 June 2008. The Committee received 257 written submissions; a further 719 proforma submissions; held 17 public hearings; and participated in 18 site visits and briefings. The report contained 20 recommendations and 17 findings that the Committee believes will significantly contribute to: mitigating the effects of future bushfire events, such as those experienced in 2002/03 and 2006/07; promoting improved ecological management of public lands; and ensuring improved community engagement in bushfire management processes.

#### *Inquiry into Melbourne's Future Water Supply*

On 19 September 2007 the Committee received terms of reference from the Legislative Council to inquire, consider and report no later than 31 December 2008 on the relative merits of supplementing Melbourne's water supply.

The Committee called for submissions to the inquiry in June 2008.

#### **Law Reform Committee**

The Law Reform Committee had three references and tabled one report during the reporting period.

#### *Inquiry into Property Investment Advisers and Marketeers*

This inquiry was referred to the Committee by the Legislative Assembly on 1 March 2007.

The Committee received 16 submissions and held two public hearings. The Committee was also represented at several property investment seminars and events.

The Committee tabled a final report on 10 April 2008. The report identifies a number of issues with property marketeers and providers of property investment advice, including overpricing, failure to disclose risks and unscrupulous businesses disguising their selling activities as 'independent' education or advice. The report contains 45 recommendations which provide the framework for a multifaceted and coordinated approach to addressing the issues identified.

#### *Inquiry into Alternative Dispute Resolution*

This reference was referred to the Committee by the Legislative Assembly on 1 March 2007.

The Committee released a discussion paper in September 2007 and received 42 submissions to the inquiry. The Committee held seven public hearings, including forums for Indigenous and culturally and linguistically diverse stakeholders. Representatives of the Committee visited

New Zealand and New South Wales to gather information about restorative justice initiatives in those jurisdictions. The Committee was also represented at a variety of relevant conferences and seminars, and representatives observed both a civil mediation and a restorative justice conference.

On 26 June 2008 the Legislative Assembly resolved to extend the deadline for tabling the report to 31 March 2009.

#### *Inquiry into Vexatious Litigants*

This inquiry was referred to the Committee by the Legislative Assembly on 1 March 2007.

The Committee released an issues paper in April 2008. 28 submissions were received in the reporting period.

The Committee engaged a consultant, Dr Ian Freckelton SC, to conduct interviews and focus groups with judicial officers and staff in the Supreme Court, County Court, Magistrates' Court and VCAT to gain insight into their experiences dealing with vexatious litigants.

On 20 November 2007 the Legislative Assembly amended the reporting date for this inquiry to 4 December 2008.

#### **Outer Suburban/Interface Services and Development Committee**

The Outer Suburban/Interface Services and Development Committee continued its inquiry into 'Strengthening Communities through Local Economic Development in Outer Suburban Areas' during 2007-08.

The reference was received from the Legislative Assembly on 1 March 2007 and the Committee is due to make its final report to the Parliament by 30 September 2008.

The Committee is currently at the drafting and report deliberation stage.

In addition to a range of hearings, briefings and site visits conducted in connection with the inquiry, the Committee members and/or staff attended a number of conferences and seminars relevant to the inquiry during 2007-08.



### Road Safety Committee

The Committee had two references and received a third one during the reporting period.

#### *Vehicle Safety Inquiry*

During the reporting period the Committee received 25 submissions and held 27 public hearings in Melbourne, including taking evidence from all local vehicle manufacturers and major importers. As most of the technologies that were being considered are developed overseas – and a number not yet available in Australia – the Committee undertook a three week study tour. The Committee held 26 meetings in Tokyo, Nagoya, Detroit, Washington, Brussels, Munich and Stuttgart. The Committee met with and were briefed by: leading car manufacturers; research and developers of technologies; academics and organisations who crash-test vehicles to ensure that these technologies are robust; and held discussions with government agencies to discuss strategies used by these countries that both increase the consumers' awareness of these technologies, and encourage vehicle manufacturers to fit leading edge technologies at a much faster and higher rate than in Victoria.

In December 2007 an extension to the reporting date was granted from 31 March 2008 to 31 August 2008.

#### *Federal – State Road Funding Arrangements Inquiry*

The Committee did not begin this inquiry during the reporting period. An extension has been granted and the report is due to be tabled by 30 September 2009.

#### *Improving Safety at Level Crossings Inquiry*

The inquiry was referred by the Legislative Council on 18 July 2007. The Committee is to inquire into and report on existing, new and developing technologies for implementation to improve safety at level crossings. In December an extension was granted to the reporting date from 29 February 2008 to 31 October 2008.

The Committee received 50 submissions and conducted 18 hearings during the reporting period. It also undertook a two-day site inspection of Western Victoria, examining various level crossings with representatives from the Department of Transport.

### Joint Committee Administration Office

The Joint Committee Administration Office provided a range of whole-of-committees administrative support throughout the reporting period, in particular assisting the relocation and post relocation process for all committees into 55 St Andrew's Place.

### Legislative Council Committees

#### Select Committee on Gaming Licensing

During the reporting period, the Committee continued its investigations into gaming licensing (including public lotteries and electronic gaming machine licensing, problem gambling and the Community Support Fund). The Committee's initial 28 February 2008 reporting deadline was extended by the Legislative Council to 8 May 2008.

On 17 July 2007, the Committee tabled a First Interim Report, in which it reported issues relating to the non-compliance of summonses, together with a legal opinion sought by the Legislative Council regarding the Council and Committee's powers to order the production of documents. A further interim report dealing with the Committee's powers to call for documents was tabled on 10 October 2007.

Between 3 August 2007 and 24 October 2007, the Committee held public hearings in relation to the lottery licensing process. Between 11 December 2007 and 3 March 2008, the Committee held further public hearings in relation to the remaining parts of its terms of reference.

In 2007-08, Committee held a total of 22 meetings, including 12 days of public hearings. A total of 52 written submissions were received during the Inquiry.

The work of the Committee concluded on 8 May 2008 upon tabling of the Committee's final report. Two minority reports were attached to the final report.

#### Select Committee on Public Land Development

In 2007-08 the Select Committee continued its Inquiry into the sale or alienation of public land and open space for development, including the relationship to the Melbourne 2030 policy and Green Wedges. The reporting deadline of 30 June 2008 was extended by the Legislative Council to 11 September 2008.

In 2007-08 the select committee held a total of 40 meetings, including 23 days of public hearings. A total of 136 written submissions were received during the Inquiry.

The Committee tabled interim reports on 6 December 2007 and on 11 June 2008. The purpose of the first interim report was to provide the Parliament with a progress of investigations as at the end of 2007, to highlight concerns raised in evidence with respect to specific public land sites and to bring to the House's attention restrictions placed on the Committee's investigations by the Government.



The purpose of the second interim report was to provide the Parliament with a further progress of investigations and to outline a timetable for completion of the Inquiry beyond the initial reporting date of 30 June 2008. Following tabling of the second interim report, the Legislative Council agreed to extend the Committee's final reporting date from 30 June 2008 until 11 September 2008.

The Committee will table its final report by 11 September 2008 and upon doing so, will cease to function.

### **Standing Committee on Finance and Public Administration**

On 21 November 2007, the Legislative Council resolved to appoint a Standing Committee on Finance and Public Administration comprising seven Members. The Council's resolution came into operation on 1 April 2008 and the Committee's inaugural meeting was convened on 7 April 2008.

On 27 February 2008, the Legislative Council resolved to require the Standing Committee on Finance and Public Administration to:

*Examine the business case for the Port Phillip Bay channel deepening project as presented by the Port of Melbourne Corporation and the Victorian government and the legal and financial arrangements between the PoMC and Boskalis Australia Pty Ltd.*

In 2007-08, the Committee held a total of seven meetings. With respect to the Channel Deepening Inquiry, two days of public hearings were held and 37 written submissions were received.

On 24 June 2008, the Committee tabled an interim report advising of progress to date and seeking an extension to its final reporting date to 11 September 2008.

The Legislative Council subsequently agreed to the extension. The purpose of the extension was to complete drafting of the final report; no further evidence was taken beyond 30 June 2008.

The Committee will table its final report by 11 September 2008.

### **Legislation Committee**

Two Bills, or parts thereof, were referred to the Legislation Committee during the reporting period.

On 5 December 2007, clauses 22 to 28 of the Liquor Control Reform Amendment Bill 2007 were referred to the Legislation Committee. The Committee met on 6 December 2007, and reported to the House the same day.

On 7 February 2008, the Criminal Procedure Amendment Bill 2007 was referred to the Legislation Committee. The Committee met between 26 and 28 February 2008 to consider the Bill. On 26 February 2008, when public hearings were held, the Legislative Council adjourned at 8.00 p.m., in accordance with Standing Orders, to enable the Legislation Committee to meet. This was the first time that this procedure was used since the adoption of the new Standing Orders. The Committee reported to the House on 28 February 2008.

The two Legislation Committees established have both sought to meet immediately and concurrently with the Legislative Council. This has placed significant additional demands on the staff and resources within both the Legislative Council and Parliamentary Debates (Hansard). On both occasions the Legislation Committees were staffed by a combination of staff from the Council Committees Office and Table Office.

### **Standing Orders Committee**

The Standing Orders Committee met only once during the reporting period, for the purpose of a joint meeting with the Legislative Assembly Standing Orders Committee. The joint meeting, held on 5 December 2007, was the result of the Council's concern with language used by the Assembly in a Message conveyed to the Council on 18 July 2007. The Message was received by the Council following its request to the Assembly earlier the same day for certain ministers and a member to appear before the Legislative Council Select Committee on Gaming Licensing. The Assembly's Message noted that 'the request represents interference in the operation of the Assembly and its members and undermines the traditional Westminster principles underpinning parliamentary democracy.'

Joint Standing Orders 1 and 2 provide only general guidance on Messages, requiring communications between the two Houses to be by written message. Therefore, the wording of a Message can only reflect the decision or resolution made by a House. As a consequence of this independent autonomy of both Houses the matter could not be resolved and the two Presiding Officers reported back to their respective Houses that the 'Council expressed its disappointment in the language of the resolution passed by the Legislative Assembly on 18 July 2007.'

# FINANCIAL MANAGEMENT

*'Fame' is a semi draped figure who has a series of sun rays behind her head.*

*Traditionally, such rays can symbolise a 'claim to respect and praise - something that deserves a reward that is visible to all'. She has a trumpet raised to her lips, quite possibly to proclaim the fame and glory of the new Parliament.*

## Department Goal

To ensure that departmental financial and resource planning and management is in accordance with the highest standards of compliance and accountability.

## Strategies

To achieve this goal we will:

- Develop business cases for projects for approval by the Parliamentary Executive Group.
- Ensure the departmental budget is constantly monitored for financial integrity.
- Participate in effectiveness audit reviews of our Department.



## Finance

Funding for the Legislative Council in 2007-08 was provided in two ways — 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*, under which prescribed salary, allowances and superannuation contributions are automatically appropriated. They also cover the fixed appropriation for the Council paid under the *Constitution Act 1975*. Funding for the parliamentary joint investigatory committees in 2007-08 was also included in the Parliament's Appropriation Act.

The *Appropriation (Parliament 2007/2008) Act 2007* provided funds for the Legislative Council on the basis of provision of outputs, covering salaries and overtime, operating expenses, subsidiary expenses associated with the employment of personnel, including both Members and staff employed in the parliamentary precinct (i.e., payroll tax, superannuation levy, WorkCover levy), and parliamentary printing.

The *Appropriation (Parliament 2007/2008) Act 2007* again provided separate funds for each parliamentary department, as well as the Auditor-General, rather than on a 'global' one-line basis as was the case with the remainder of the public sector. This approach ensures that the Legislative Council's annual budget is guaranteed by law.

For budgeting purposes, the 'Department of the Legislative Council' is treated as an output group which is required to meet certain performance targets in delivering outputs in return for the Department's budget resources. Those outputs, which are grouped on a quantity, quality and timeliness basis in the budget documents, represent a summary of the Department's main functions in relation to the sittings of the Council and some education and public relations related activities. A detailed account of those outputs and their performance measures appears at Appendix H to this report.

The sources of the Council's budget for 2007-08 were —

### SPECIAL APPROPRIATIONS

Members' salaries and allowances	\$6,411,600
Clerk and expenses of the Legislative Council	\$200,000
Auditor-General's Office Audit	\$14,000

### PARLIAMENT APPROPRIATION ACT

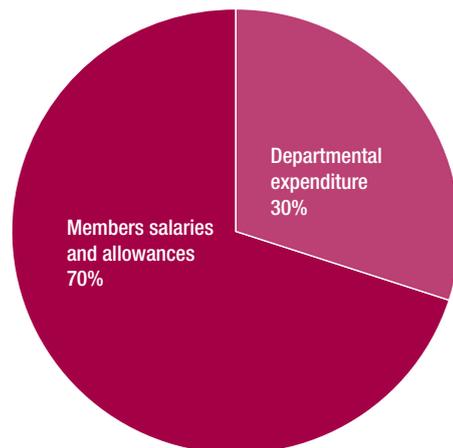
Provision of outputs	\$2,667,000
<b>TOTAL</b>	<b>\$ 9,292,600</b>

The *Appropriation (Parliament 2008/2009) Act 2008* provides \$2,637,000 to the Legislative Council for the provision of outputs only.

The detailed figures for 2007-08 for the Department appears in the expenditure statements at Appendix F to this report and a breakdown of expenditure for the Legislative Council on a percentage basis is depicted in the following charts:

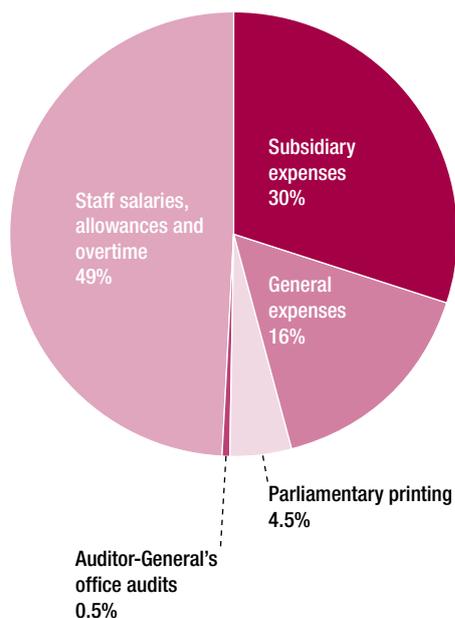
**FIGURE 6**  
**TOTAL EXPENDITURE, MEMBERS AND DEPARTMENTAL EXPENDITURE, 2007-08**

**N = \$9,054,540** (Source: Appendix F)





**FIGURE 7**  
**EXPENDITURE, DEPARTMENT OF THE LEGISLATIVE COUNCIL,**  
**2007-08**  
**N = \$2,734,947** (Source: Appendix F)

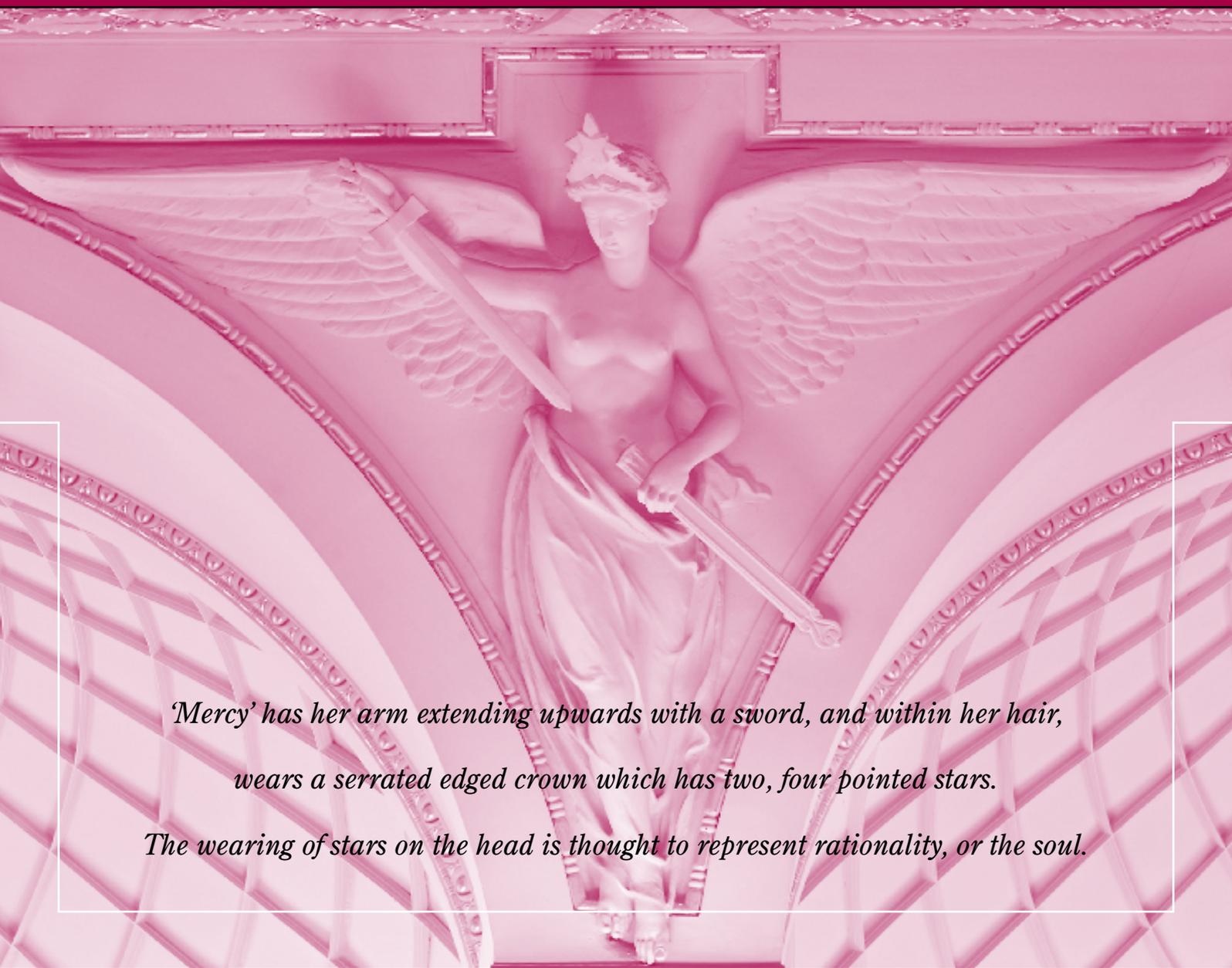


**Joint Investigative Committee  
 Budget Arrangements**

\$5.803 million was appropriated by the *Appropriation (Parliament 2007/2008) Act 2007* for the operations of Joint Investigative Committees in 2007-08. This appropriation is separate from the appropriations for each House department.

The Parliamentary Joint Investigative Committees group is, for budgeting purposes, also treated as an output group that is required to meet certain performance targets in delivering outputs in return for its budget resources. A detailed account of those outputs and their performance measures appears at Appendix H to this report.

# APPENDICES



*'Mercy' has her arm extending upwards with a sword, and within her hair, wears a serrated edged crown which has two, four pointed stars.*

*The wearing of stars on the head is thought to represent rationality, or the soul.*



## Appendix A

# Role of the Legislative Council Staff

### Clerk's Office

The Department's administration is headed by the Clerk whose main role is to provide policy, procedural and management advice to the President and Members of the Council on all matters relating to the operations of the Council and the Committees which it services. The Clerk is assisted by the Deputy Clerk who is responsible for the day to day management of the Department. The Clerk is required to provide an accurate record of the decisions and proceedings of the Council and to ensure that the passage of legislation is in accordance with legislative and procedural requirements. As Department Head, he has overall responsibility for the financing, staffing and administration of the Department and is a member of the Parliamentary Executive Group. The Clerk's Office is also responsible for the management of projects and special events as well as a number of other administrative and operational matters.

Other staff in the Clerk's Office are the Executive Assistant to the Clerk and the Project Officer.

The Clerk of the Legislative Council is also Honorary Assistant Secretary to the Victoria Branch of the Commonwealth Parliamentary Association. The Department accordingly provides some support services to the Branch. The Deputy Clerk also maintains the Register of Members' Interests on behalf of the Clerk of the Parliaments.

### Table Office

The Assistant Clerk – House and Usher of the Black Rod is responsible for the oversight of the Table Office and is the President's Executive Officer. Under direction from the Clerk, he provides assistance in the day to day administration of the Department and, also the management of Attendant Staff. He is also required to provide policy advice to the President and Clerk as required. The Usher is a central ceremonial figure at Openings of Parliament and Governors' Inaugurations. During sittings of the Council he has various responsibilities, including the preparation of the Notice Paper and recording the proceedings of the Committee of the Whole. The Usher also attends to a range of operational matters such as the use of the Chamber and other meeting/function facilities, security of the building and its occupants and fire protection.

The Office provides procedural, research, writing and managerial support to the Legislative Council, the President, and senior officers of the Department and is responsible for the maintenance and expansion of the Department's procedural database.

The Assistant Clerk – House and Usher of the Black Rod is assisted by a Manager, Chamber Support and three other staff, who provide extensive administrative support to the Legislative Council Chamber during sittings of the House, Select Committees appointed from time to time, the Legislation Committee and to the Department and Members during non-sitting periods.

In sitting periods, Table Office personnel liaise closely with Government Departments, Parliamentary Counsel, contract printers and all other interested parties to ensure the timely presentation of documents to the House.

The Office is responsible for preparing, checking, recording, printing, storing and archiving the official records and papers of the Legislative Council.

These include Acts, Bills, amendments, questions on notice, petitions, diverse papers and reports, Minutes of the Proceedings and Notice Papers. The Office serves as the general enquiry centre of the Department dealing with parliamentary, governmental, media and public enquiries.

The Office compiles information and provides parliamentary documents and stationery to Members as required. It also provides administrative support to the Department by processing and recording Departmental expenditure, and by sourcing and supplying equipment and stationery. In addition, the Office is the repository of procedural information in the Department, particularly through its development, management and use of the Legislative Council's procedural database, books and manuals.

The Office compiles and distributes procedural bulletins, the Legislative Council's Rulings Book and information sheets and contributes related information to various internal and external procedural publications.

### Attendant Staff

Under the direction of the Assistant Clerk – House and Usher of the Black Rod, the Principal Attendant manages and supervises a team of Attendants and a cleaner. The Principal Attendant provides general assistance to the Table Officers and attends to various requirements of Members, especially during the sittings of the Council. He also plays a ceremonial role on parliamentary occasions such as the Opening of Parliament and in greeting and escorting dignitaries on official calls at Parliament House.

The Attendants' group is generally responsible for the daily cleaning and maintenance of offices, meeting rooms and other areas of the Council precincts, the provision of security and enquiry services, assistance in the Parliament's information and gift shop (when it becomes operational) 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.

### Committees' Office

During the 56th Parliament the Department continues to be responsible for administering six of the Parliament's twelve Joint Investigatory Committees – Economic Development and Infrastructure, Education and Training, Environment and Natural Resources, Law Reform, Outer Suburban/Interface Services and Development and Road Safety. Centralised administrative support services are provided by the Joint Committee Administration Office which comprises some staff from this Department.

The Committees' Office is responsible for the provision of accurate and timely advice, and effective and efficient support services to the joint committees. These support services include the allocation to each committee of adequate and competent staff and the provision of financial and physical resources to facilitate the analysis of evidence and the presentation of reports to Parliament. The Assistant Clerk – Committees has responsibility for the Executive Officers, Research Officers and Committee Administration Officers who provide administrative, research, procedural and budgetary support to each committee. Consultants are also engaged from time to time depending on the inquiries before the committees.

In addition to the joint committees, the Committee Office oversees Legislative Council appointed committees, including the Standing Orders, Legislation, Select and Standing Committees. During 2007-08, the Council's two select committees, its standing committee and the Legislation Committee were staffed primarily by the Secretary, Council Committees Office, a Research Assistant and a part-time, fixed term Research Officer.

The Assistant Clerk – Committees supervises all committees for which the Department is administratively responsible and is responsible to the President for the oversight of their operations.

### President's Office

The President's Office is comprised of two staff, a Parliamentary Advisor to the President and an Administrative Assistant, that service the needs of the President. The staff provide advice and assistance to the President in his role as the Ministerial Head of the Department on matters relating to the management of the Parliament and on a wide range of other matters including official dealings with other Parliaments and organisations, distinguished visitors, diplomatic calls and ceremonial events. The President's Administrative Assistant also provides administrative support to the Assistant Clerk – House and Usher of the Black Rod, providing a range of administrative services.



## Appendix B

### The following Staff were employed in the Department of the Legislative Council as at 30 June 2008

WAYNE TUNNECLIFFE	Clerk of the Legislative Council
MATTHEW TRICARICO	Deputy Clerk
STEPHEN REDENBACH	Assistant Clerk - House and Usher of the Black Rod
ANDREW YOUNG	Assistant Clerk - Committees
RICHARD WILLIS	Secretary, Council Committees Office
ROBERT McDONALD	Manager, Chamber Support
ANTHONY WALSH	Research Assistant, Council Committees Office
LINDA SHATILKO	Executive Assistant to the Clerk
ANDREA AGOSTA	Project Officer
SARAH HYSLOP	Procedural Research Officer
SEAN MARSHALL	Senior Client Services Officer
ANNALIES ENGWERDA	Client Services Officer
RUSSEL BOWMAN	Principal Attendant
CHERELYN BREARLEY	Administrative Assistant - President's Office
SARAH KERWICK	Research Officer Council Committees Office
MICHAEL STUBBINGS	Deputy Principal Attendant
GREGORY MILLS	Parliamentary Attendant
PETER ANASTASIOU	Parliamentary Attendant
PATRICK BORIBON	Parliamentary Attendant - Clerk's Post
PHILIP STOITS	Parliamentary Attendant
GRAHAM TATNELL	Parliamentary Attendant
CHRIS WELSTEAD	Parliamentary Attendant
QUENTIN CORNELIUS	General Hand

The following staff were employed in the Department on an ongoing, part-time or casual basis during 2007-08:

Vivienne Bannan, Andrew Butler, Geoff Barnett, Andrew Campbell, Rachel Gatewood, Lauren Kaerger, Kirsty Lewis, Mary Martin (dec), Mary Pink and Michael Pescott.

#### Joint Investigatory Committees

##### Economic Development and Infrastructure Committee

VAUGHN KOOPS	Executive Officer
SHANTHI WICKRAMASURYA	Committee Administrative Officer
YUKI SIMMONDS	Research Officer

##### Education and Training Committee

KAREN ELLINGFORD	Executive Officer
NATALIE TYLER	Committee Administrative Officer
JENNIFER HOPE	Research Officer
CAITLIN WHITEMAN	Research Officer

##### Environment and Natural Resources Committee

CAROLINE WILLIAMS	Executive Officer
DEREK BENJAMIN	Acting Executive Officer
JANE PHELAN	Committee Administrative Officer
NATHAN BUNT	Research Officer
MARION GAD	Research Officer

##### Law Reform Committee

KERRY RISELY	Executive Officer
HELEN ROSS-SODEN	Committee Administrative Officer
SUSAN BRENT	Research Officer
KATE BUCHANAN	Research Officer

##### Outer Suburban/Interface Services and Development Committee

SEAN COLEY	Executive Officer
NATALIE-MAI HOLMES	Committee Administrative Officer
KEIR DELANEY	Research Officer
GEOFF RUSSELL	Research Officer

##### Road Safety Committee

ALEX DOUGLAS	Executive Officer
KATE WOODLAND	Committee Administrative Officer
DAVID BAKER	Research Officer
LAWRIE GROOM	Research Officer

##### Joint Committee Administration Office

MARIA MARASCO	Administrative Officer
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## Appendix C

### Members of the Legislative Council – 56th Parliament

REGION	NAME	PARTY	REGION	NAME	PARTY
Eastern Metropolitan Region	Mr Bruce Atkinson	LIB	South Eastern Metropolitan Region	Mr Gavin Jennings	ALP
	Mr Richard Dalla-Riva	LIB		Mrs Inga Peulich	LIB
	Mrs Jan Kronberg	LIB		Mr Gordon Rich-Phillips	LIB
	Mr Shaun Leane	ALP		Hon Robert Smith	ALP
	Mr Brian Tee	ALP		Mr Adem Somyurek	ALP
Eastern Victoria Region	Mr Philip Davis	LIB	Southern Metropolitan Region	Mrs Andrea Coote	LIB
	Mr Peter Hall	NAT		Mr David Davis	LIB
	Mr Edward O'Donohue	LIB		Mr John Lenders	ALP
	Mr Johan Scheffer	ALP		Ms Sue Pennicuik	AG
	Mr Matt Viney	ALP		Mr Evan Thornley	ALP
Northern Metropolitan Region	Mr Greg Barber	AG	Western Metropolitan Region	Mr Khalil Eideh	ALP
	Mr Nazih Elasmr	ALP		Mr Bernie Finn	LIB
	Mr Matthew Guy	LIB		Ms Colleen Hartland	AG
	Ms Jenny Mikakos	ALP		Hon Justin Madden	ALP
	Hon Theo Theophanous	ALP		Mr Martin Pakula	ALP
Northern Victoria Region	Ms Candy Broad	ALP	Western Victoria Region	Mr Peter Kavanagh	DLP
	Ms Kaye Darveniza	ALP		Mr David Koch	LIB
	Mr Damian Drum	NAT		Ms Jaala Pulford	ALP
	Ms Wendy Lovell	LIB		Ms Gayle Tierney	ALP
	Mrs Donna Petrovich	LIB		Mr John Vogels	LIB

ALP – Australian Labor Party - 19 Members

LP – Liberal Party - 15 Members

AG – Australian Greens - 3 Members

NAT – The Nationals - 2 Members

DLP – Democratic Labor Party - 1 Member



## Appendix D

### Selected statistics relating to sittings of the Legislative Council, 2003-04 to 2007-08

	2003-04	2004-05	2005-06	2006-07	2007-08
Number of days House met	43	47	54	42	51
Number of hours House met	452	435.47	436.47	365.02	459.59
Average number of hours per sitting	10.3	9.14	7.8	8.69	9.01
Bills dealt with					
Initiated in L.C.	1	1	3	3	9
Initiated in L.A.	103	97	91	77	86
Passed without amendment	103	91	92	74	75
Passed with amendments	3	2	3	2	7
Defeated	0	0	2	1	3
Lapsed	1	0	0	2	0
Withdrawn	0	0	0	0	1
Ruled out of Order	0	0	0	0	1
Sets of amendments circulated	27	28	35	36	37
Questions on notice processed	2,826	1,670	2,878	1,937	2,816
Petitions tabled	53	73	92	99	60
Papers tabled (total)	1,038	1,074	1,127	1,155	1,406
Annual reports	342	328	328	326	328
Statutory Rules	158	177	152	170	169
Planning scheme amendments	378	362	293	420	430
Proclamations	47	46	32	43	26
Other (including special reports, Parliamentary Committee reports etc)	113	161	228	196	453



## Appendix E

### Statistics relating to Joint Investigatory Committees administered by the Department of the Legislative Council

	EDIC	ETC	ENRC	LRC	OSISDC	RSC
<b>Deliberative meetings</b>						
Full committee	9	23	12	11	3	8
Sub committee	-	-	1	-	-	-
<b>Public Hearings</b>						
Full committees	21	101	118	49	49	45
Sub committees	1	15	-	-	-	-
<b>Visits/Inspections</b>						
Full	4	4	11	25	3	14
Sub	2	4	1	-	-	-
<b>Reports presented</b>						
	1	1	1	1	-	-
<b>Discussion papers</b>						
	-	-	-	2	-	-

### Statistics relating to Legislative Council Committees

	SCGL	SCPLD	SCFPA	LC	SOC
<b>Deliberative meetings</b>					
Full committee	11	28	5	4	1
Sub committee	-	-	-	-	-
<b>Public Hearings</b>					
Full committees	42	73	11	3	-
Sub committees	-	16	2	-	-
<b>Visits/Inspections</b>					
Full	-	5	-	-	-
Sub	-	2	-	-	-
<b>Reports presented</b>					
	2	2	1	2	-
<b>Discussion papers</b>					
	-	-	-	-	-

EDIC Economic Development and Infrastructure Committee  
 ETC Education and Training Committee  
 ENRC Environment and Natural Resources Committee  
 LRC Law Reform Committee  
 OSISDC Outer Suburban / Interface Services and Development Committee  
 RSC Road Safety Committee

SCGL Select Committee on Gaming Licensing  
 SCPLD Select Committee on Public Land Development  
 SCFPA Standing Committee on Finance and Public Administration  
 LC Legislation Committee  
 SOC Standing Orders Committee

## Appendix F

### Legislative Council Expenditure Statements, 2007-08

2006-07 Actual \$	EXPENDITURE	2007-08 Budget \$	2007-08 Actual \$
1,158,217	STAFF SALARIES, ALLOWANCES AND OVERTIME	1,462,000	1,348,849
823,401	SUBSIDIARY EXPENSES (1)	776,300	829,326
343,698	GENERAL EXPENSES	505,200	423,683
142,925	PARLIAMETARY PRINTING	123,500	119,264
12,500	AUDITOR-GENERAL'S OFFICE AUDITS	14,000	13,825
<b>2,480,741</b>	<b>Total – DEPARTMENTAL</b>	<b>2,881,000</b>	<b>2,734,947</b>
<b>LEGISLATIVE COUNCIL – MEMBERS – Special Appropriations</b>			
5,909,402	MEMBERS SALARIES AND ALLOWANCES	6,411,600	6,319,593
<b>5,909,402</b>	<b>Total – MEMBERS</b>	<b>6,411,600</b>	<b>6,319,593</b>
<b>8,390,143</b>	<b>TOTAL</b>	<b>9,292,600</b>	<b>9,054,540</b>

**NOTE:**

1. Subsidiary expenses include long service leave and recreation leave provision, payroll tax, employer superannuation and WorkCover contributions.
2. This information is provided for the benefit of Members. A complete set of the financial statements of the Parliament of Victoria is provided in the Department of Parliamentary Services Annual Report for 2007-08.



## Appendix G

### Major Outputs and Performance Measures

#### Legislative Council

Major Outputs/Deliverables Performance Measures	Unit of Measure	2006-07 Actual	2007-08 Target	2007-08 Expected Outcome	2008-09 Target
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#### Procedural Support, Documentation Preparation and Provision of Information for Council

##### Quantity

Procedural references updated biannually	number	2	2	2	2
Security audit requirements met a year	number	6	2	2	2

##### Quality

Bills and amendments processed accurately through all relevant stages	per cent	100	100	100	100
Constitutional, parliamentary and statutory requirements met	per cent	100	100	100	100
Member satisfaction with accuracy and timeliness of advice	per cent	80	80	80	80
Visitors satisfaction with service quality in relation to tours of Parliament	per cent	85	85	85	85

##### Timeliness

House documents tabled within time guidelines	per cent	90	90	90	90
Parliamentary documents available one day after sitting day	per cent	98	98	98	98

##### Cost

Total output cost	\$ million	8.8	8.6	8.6	8.8
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## Appendix H Major Outputs and Performance Measures

### Joint Investigatory Committees

Major Outputs/Deliverables Performance measures	Unit of Measure	2008–09 Target	2007–08 Expected Outcome
<b>Quantity</b>			
Discussion/issues papers published per annum	Number	1	2
Inquiry reports tabled per annum	Number	28	27
<b>Quality</b>			
Committee Members satisfied with accuracy and timeliness of procedural and administrative advice	Percent	80	92.2
Inquiry and Statutory Reports produced in compliance with statutory and legislative requirements	Percent	100	100
<b>Timeliness</b>			
Statutory Reports tabled within statutory deadlines	Percent	100	100
<b>Cost</b>			
Total output cost	\$ million	\$6.237	



## Appendix I

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### (A) Distinguished Visitors and Official Delegations

Luncheon in honour of the Parliamentary Delegation from the Parliament of Latvia, led by His Excellency, Chairman Indulis Emsis

Luncheon in honour of the Australian Political Exchange Council Delegation from the Philippines

Parliamentary Delegation from Indonesia, led by Dr A. M. Fatwa, Deputy Speaker of the People's Consultative Assembly (MPR)

Luncheon in honour of the Australian Political Exchange Council Delegation from the United States of America

Delegation from Yangzhou, China, led by Ms Zhang Jingxia, Vice Chairman, Yangzhou Municipal Association for Foreign Countries

Delegation from Aichi Prefecture, Japan, led by Mr Seiju Kato, Vice-Chairperson, Aichi Prefectural Assembly

Delegation from Brazil, led by Professor Antonio Augusto Junho Anastasia, Deputy Premier of State of Minas Gerais

Luncheon in honour of the Visiting Delegation from Ireland, led by Mr Noel O'Flynn

Delegation from Nigeria, led by Tonye E. W. Harry, Speaker, Rivers State House of Assembly

Luncheon in honour of the Australian Political Exchange Council Delegation from New Zealand, led by Ms Louisa Wall, MP

### (B) Official Calls

Consul-General of Japan, Mr Shisei Kaku

Ambassador of Thailand, His Excellency Mr Bandhit Sotipalalit

Ambassador of Kuwait, His Excellency Mr Jamal Issa Al-Ghunaim

Consul-General of India, Ms Anita Nayar

Ambassador of the Netherlands, His Excellency Mr Niek Van Zutphen

Ambassador for Saudi Arabia, His Excellency Mr Hassan Talat Nazer

Ambassador for the United Arab Emirates, His Excellency Dr Saeed Mohammed Al-Shamsi

Ambassador for the People's Republic of China, His Excellency Mr Zhang Junsai

Consul-General of Japan, Mr Susumu Hasegawa

High Commissioner for Pakistan, His Excellency Mr Jalil Abbas Jilani

Lebanese Minister of Tourism, Mr Joe Sarkis

Ambassador of Japan, His Excellency Mr Takaaki Kojima

Ambassador of Israel, His Excellency Yuval Rotem

Ambassador of the Republic of Korea, His Excellency Dr Woosang Kim

Ambassador of Nepal, Mr Yogendra Dhakal and Honorary Consul for Nepal, Mr Ghandra Yonzon



## Appendix J

### Supplementary information as at 30 June 2008

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#### General Stores on Hand

As at 30 June 2008, the Table Office had the following stores on hand which were valued at cost:

Letterhead paper	\$1,314.00
Envelopes	\$8,168.95
Other Stores incl. Pads, With Compliments slips, etc	\$1,267.70

## Appendix K

### Non-current physical assets

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The Black Rod

Departmental uniforms

Furniture and fittings	Includes desks, credenzas, filing cabinets, chairs, refrigerators, hall stands, bookcases, billiard table, wardrobes, works of art, safes, desk lamps, glassware and crockery.
Office equipment	Photocopiers, television sets, DVD players, video recorders, video camera, digital camera, video projectors, portable discussion sound system etc.
Communications	Telephones, mobile telephones, two-way radios, facsimile machines, audio systems, etc.
Word processing and computer equipment	Personal desktop computers, lap top computers, printers, scanners, file servers etc.

## Appendix L

### Administration of Acts

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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:

- *Constitution Act 1975*
- *Members of Parliament (Register of Interests) Act 1978*
- *Parliamentary Administration Act 2005*
- *Parliamentary Committees Act 2003*
- *Parliamentary Precincts Act 2001*
- *Parliamentary Salaries and Superannuation Act 1968*



*Staff of the Legislative Council - November 2007*



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