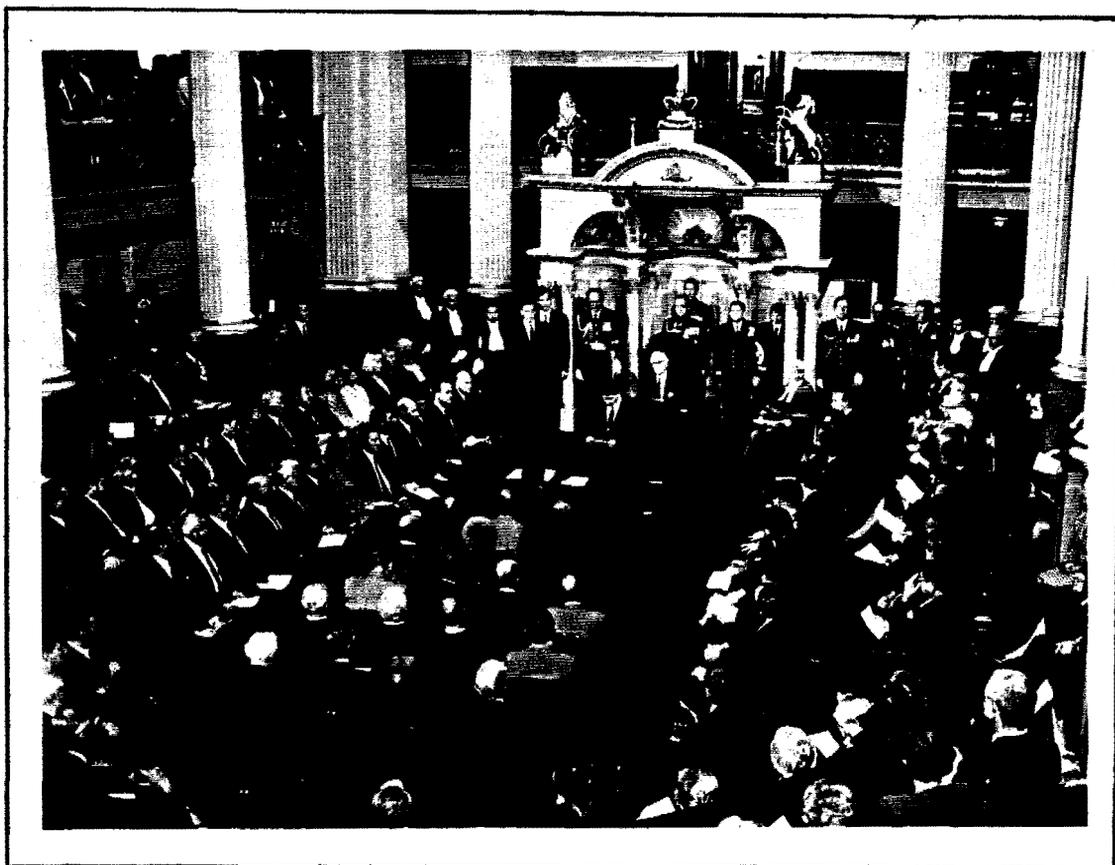




# DEPARTMENT OF THE LEGISLATIVE COUNCIL



**ANNUAL REPORT 1991-92**

**FRONT COVER:**

**Inauguration of His Excellency the Governor of Victoria, the Honourable Richard E. McGarvie,  
in the Legislative Council Chamber on 23 April 1992**



# LEGISLATIVE COUNCIL

PARLIAMENT HOUSE, MELBOURNE, VIC. 3002

TELEPHONE 651 8911

23 October 1992



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

Dear Mr. President

I have pleasure in forwarding to you my report to the Legislative Council on the operations of the Department of the Legislative Council for the year ended 30 June 1992.

Yours sincerely

A handwritten signature in black ink, appearing to read "A.V. Bray".

A.V. Bray  
Clerk of the Legislative Council.



## CONTENTS

ORGANIZATION AND FUNCTIONS.....	1
Mission.....	1
Objectives.....	1
ORGANIZATION CHART OF THE DEPARTMENT OF THE LEGISLATIVE COUNCIL .....	2
FEATURES OF THE YEAR .....	3
JOINT SELECT COMMITTEE ON THE PARLIAMENT OF VICTORIA.....	4
IMPACT OF THE OFFICE BASED STRUCTURE.....	5
STAFF.....	6
Establishment.....	6
Staff employed during 1991-92.....	6
Appointment of Clerk of the Parliaments.....	6
Housekeeper.....	6
Retirement.....	7
Training and Development .....	7
Presiding Officers' and Clerks Conferences.....	8
Clerks-Assistant (Committees) Seminar.....	8
Queensland EARC Seminar.....	8
Review of Attendant Positions .....	9
REFURBISHMENT OF THE PAPERS OFFICE .....	9
COMPUTERIZATION.....	9
COMMONWEALTH PARLIAMENTARY ASSOCIATION.....	10
GOVERNOR'S INAUGURATION .....	10
FINANCIAL STATEMENT AND STATISTICAL INFORMATION.....	11
COMMITTEES.....	12
Chairmen's Panel .....	12
Research staff classifications.....	12
Public Bodies Review Committee staff.....	12
Public Bodies Review Committee premises.....	13
Renovations at Nauru House .....	13
Committee Administrative Procedures Manual .....	14
JOINT SELECT COMMITTEE ON THE PARLIAMENT OF VICTORIA.....	14
SELECT COMMITTEE ON GOVERNMENT APPOINTMENTS.....	14

<b>INTER-DEPARTMENTAL COMMITTEES .....</b>	<b>15</b>
Consultative Committee .....	15
Review Committee.....	15
Occupational Health and Safety Committee.....	16
Steering Committee on Information Technology Project.....	16
Joint Technological Change Standing Committee.....	16
Building Emergency and Evacuation Committee.....	17
Fire Protection Committee.....	17
 <b>ACTIVITIES EXTENDING BEYOND HOUSE AND COMMITTEE SERVICES.....</b>	 <b>18</b>
Parliament Week.....	18
YMCA Youth Parliament.....	18
Open Day .....	19
Functions - Queen's Hall.....	19
Official delegations.....	19
Official calls.....	19
Other visitors.....	20
Council Chamber and meeting rooms .....	20
 <b>PUBLICATIONS.....</b>	 <b>22</b>
Notice Papers, Minutes of the Proceedings and Divisions in Committee .....	22
List of Members.....	22
Progress on Investigations and Ministerial Responses.....	22
Register of Members' Interests.....	22
Bound Volumes .....	22
Index.....	22
 <b>ISSUES IN THE YEAR AHEAD.....</b>	 <b>23</b>
 <b>APPRECIATION.....</b>	 <b>24</b>
 <b>APPENDICES</b>	
A - Role of Staff.....	25
B - Staff employed during 1991-92.....	27
C - Financial Statement 1991-92.....	31
D - Supplementary Information as at 30 June 1992.....	32
E - Non-current Physical Assets .....	33
F - Selected Statistics relating to the sittings of the Legislative Council.....	34
G - 1991-92 Statistics relating to Committees Administered by the Department of the Legislative Council.....	35
H - Administration of Acts.....	36

## ORGANIZATION AND FUNCTIONS

Broadly, the Department's main role is, firstly, to service the Legislative Council and, secondly, to service a number of Parliamentary Committees. Details as to the roles of staff appear in Appendix A.

The mission and objectives of the Department as they presently stand are as follows:

### **Mission:**

To provide effective apolitical support and assistance to the Parliament in general and, specifically, the Legislative Council, Parliamentary Committees, and the President and Members of the Legislative Council in fulfilling their constitutional role and responsibilities as an arm of the legislature of Victoria.

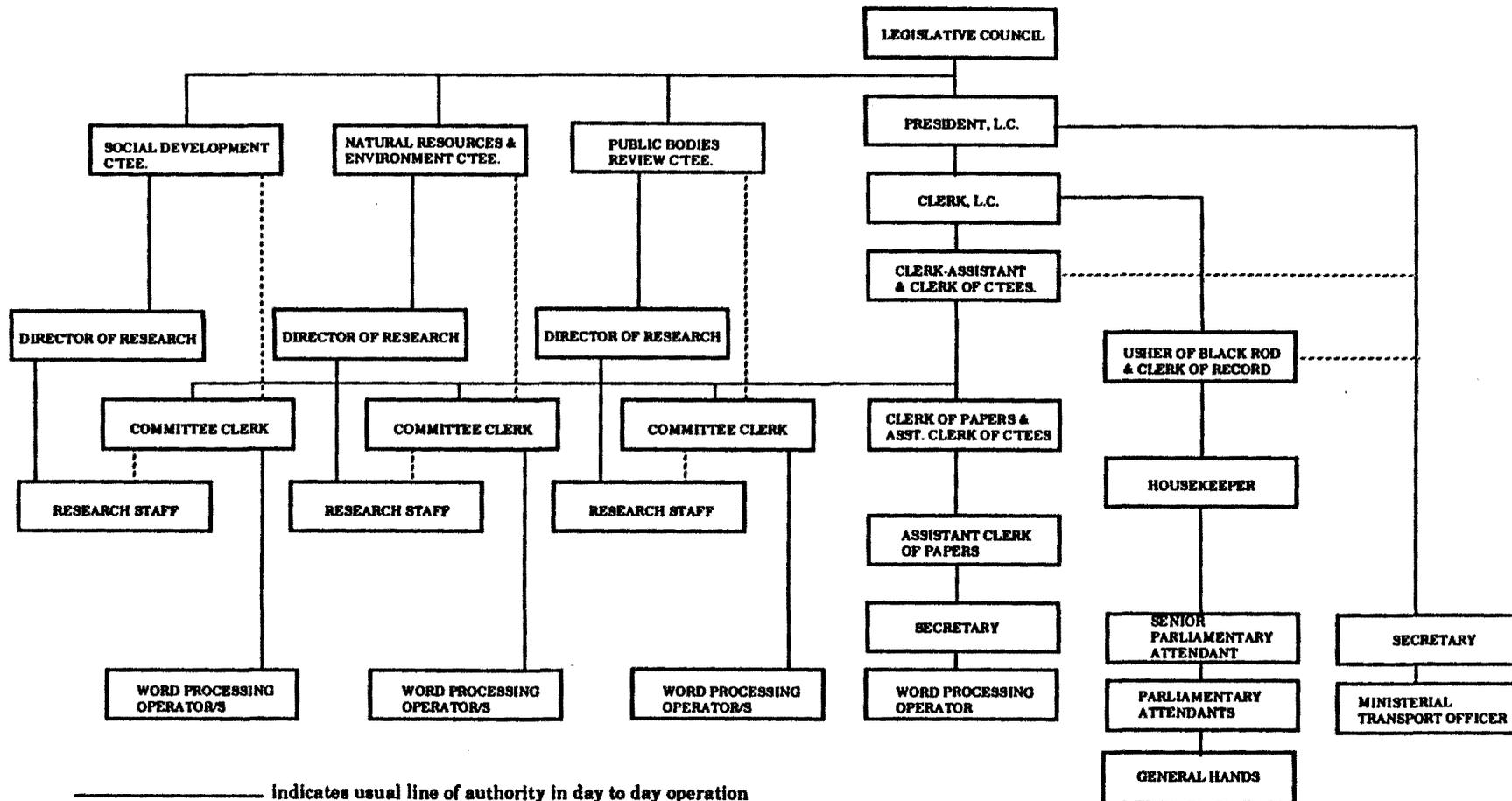
### **Objectives:**

- To ensure that the business of the Legislative Council and Committees is conducted in accordance with constitutional and other statutory requirements, the Standing and Sessional Orders, relevant Parliamentary Practice and the traditions of the Westminster system.
- To provide appropriate support services for the Legislative Council, Members and the Committees serviced by the Department, the Clerk of the Parliaments, and the Commonwealth Parliamentary Association (Victoria Branch) and to ensure that the resources of the Department are most efficiently and effectively managed.
- To provide to interested parties timely information and/or documents relating to the proceedings of the Legislative Council and Parliamentary Committees and to take such other measures as are necessary to promote public awareness and education of the electorate of the role, functions and processes of the Legislative Council and participation in the Committee process.
- To provide Legislative Councillors, Parliamentary Committee Members and staff with an adequate, safe and healthy working environment and to implement staff management practices designed to ensure both personal satisfaction and the achievement of the Department's and the Committees' objectives.
- To ensure the maintenance and security of the Legislative Council and other precincts, including Parliamentary Committee accommodation, and assist in the management of Parliament House and surrounds as one of Victoria's most historic buildings and grounds, as well as its valuable historic collections.
- To regularly monitor and review the Corporate Plan, together with the operations, functions and organizational structure of the Department and effectively manage any changes resulting from such review.



DEPARTMENT OF THE LEGISLATIVE COUNCIL

1991-92



————— indicates usual line of authority in day to day operation  
 - - - - - indicates line of authority in certain circumstances

**FEATURES OF THE YEAR**

This fourth annual report of the Department of the Legislative Council covers the year ended 30 June 1992. Some features of the year under review included —

- The appointment of a Select Committee on the Parliament of Victoria to inquire into the administration and funding of the Parliament and to examine issues raised in the Strategic Management Review — advantage was taken of the opportunity to make submissions and present evidence to the Committee.
- A combination of the appointment of additional Committees, staff absences and increased use of facilities such as Queen's Hall placed available staff under greater pressure and severely stretched those resources.
- The refurbishment of the Papers Office with a view to providing increased storage space and improving functionality.
- The completion and publication of the first edition of the Committee Administrative Procedures Manual under the guidance of the Clerk-Assistant and Clerk of Committees.
- The successful staging of the Inauguration of Victoria's 24th Governor, the Honourable Richard E. McGarvie.

**JOINT SELECT COMMITTEE ON  
THE PARLIAMENT OF VICTORIA**

In September 1991 a Joint Select Committee was established to inquire into and report upon the administration and funding of the Parliament and into all issues contained in, and the recommendations of, the Strategic Management Review of the Parliament. The appointment of this Committee was foreshadowed in last year's report.

Submissions were made and evidence given to the Committee on the Budget Process for the Parliament and on the question of strategy and structure.

During the year the Committee presented three reports, the first two of which dealt with the Parliamentary budget and the third with the notion of a Parliamentary Service Committee.

The second of my submissions to the Committee dealt primarily with the issues of strategy and structure and the opportunity was taken to urge the Committee to bear in mind three important factors in considering those issues. Briefly, those factors are —

- that the Presiding Officers are in effect the "Ministers" for the Parliament and in certain essential respects should not be subject to the control or direction of a Joint Committee — a course which the Committee appeared to be pursuing and which would seriously erode their positions.
- that responsibility for day to day administrative and operational matters should remain with the permanent heads of the Parliamentary departments rather than being vested in a Parliamentary Service Committee — it should be recognized that they are employed for this purpose.
- that the traditional independence of staff from the political process be preserved through selection and appointment procedures designed to guarantee the appointment of apolitical personnel — contrary to suggestions from some quarters which could open the way to partisan appointments.

As at 30 June 1992 the Committee had not dealt with a number of issues and the concerns expressed last year in relation to some of the recommendations of the Strategic Management Review, most notably the issues of structure and of the need to safeguard the independence and integrity of the Legislative Council, remain.

## IMPACT OF THE OFFICE BASED STRUCTURE

In 1991 the permanent heads of the Parliamentary Departments decided to implement the Office Based Structure (OBS) within the Parliament. Implementation of OBS is expected to impact upon the positions of many staff in the Department of the Legislative Council.

This decision was taken in order to maintain conformity with the public service where, following an agreement between the Government and the State Public Services Federation Victoria, the Public Service Board endorsed the new structure for service-wide implementation.

OBS amalgamates the administrative, secretarial, clerical and keyboard categories into a single eight level structure (AM) and was designed with the following objectives in mind:

- a more efficient use of resources in the workplace;
- greater flexibility in designing office-based jobs and the allocation of tasks;
- creating more varied and fulfilling jobs by allowing individuals to perform a wider range of duties;
- increasing the skill levels of staff by enabling them to perform a wider range of tasks and by providing appropriate training and development opportunities;

- increasing career opportunities for keyboard and clerical staff.

Staff affected by OBS translated to the new structure on 1 March 1992, and a process of Workplace Redesign, which will be accomplished by two separate bodies covering affected staff in all Parliamentary Departments — a Working Party and an Evaluation Committee — was then commenced.

The Working Party's task is to gather and analyse information from work areas and, in consultation with staff and department heads, to determine proposals for redesigned positions in the Parliamentary Departments. This body is chaired by the Clerk-Assistant of the Legislative Council. Its proposals will then be submitted to the Evaluation Committee comprised of a representative from both management and staff and an independent chairperson. Membership of this group is still to be finalized.



**STAFF**

**Establishment**

The Department's regular staffing establishment is as follows:

<b>House staff</b>	-	administrative	5
	-	keyboard	3
	-	attendant	9
	-	cleaning	2
	-	transport	1
<b>Committee staff</b>	-	administrative	3
	-	research	3
	-	keyboard	4
		<b>TOTAL</b>	<b>30</b>

Other staff are engaged as the need arises, almost exclusively to service Committees.

**Staff employed during 1991-92**

A list of staff employed by the Department at any time during the year under review appears as Appendix B to this report.

**Appointment of Clerk of the Parliaments**

With effect from 2 August 1991 the Clerk of the Legislative Council, Mr. A.V. Bray, assumed the additional office of Clerk of the Parliaments following the retirement of the previous incumbent, Mr. R.K. Boyes.

**Housekeeper**

As mentioned in previous annual reports, the Housekeeper, Mr. G.J.F. Oliver, was due to retire late in 1990-91 on attaining the age of 65 years.

Following consideration of the position and representations from Members of the House, Mr. President recommended to the Governor in Council that Mr. Oliver's employment be extended from 28 April 1991 for a period of 12 months - the maximum extension permitted under the *Parliamentary Officers Act 1975* at any one

time. That extension was approved by the Governor in Council, together with a further extension until 30 June 1992.

During May 1992, Mr. President considered the question as to whether a resident or non-resident Housekeeper should be appointed in place of Mr. Oliver and, following extensive consultation, determined that the position of resident Housekeeper would be retained.

Following representations made to him by a number of Members of the House, Mr. President gave consideration to a further extension in Mr. Oliver's service and this matter was debated on 10 June 1992, when the House requested by resolution that Mr. President, firstly, recommend to the Governor in Council a further extension until 31 December 1992, and, secondly, proceed with the appointment of his successor to take effect on 1 January 1993. The Governor in Council subsequently approved this further extension.

The process of selecting a successor commenced towards the end of the year under review.

### Retirement

On 31 July 1991, Mr. D.J. Bevis, a Parliamentary Attendant who had served on the staff for almost 16 years, retired. Des Bevis was a dedicated and very efficient officer who was held in high esteem by both Members and staff of the Parliament. I thank him most sincerely for his fine contribution to the Department and wish him well in his retirement.

### Training and Development

The Department recognizes the need to implement staff management practices designed to ensure both personal satisfaction and the achievement of the Department's objectives. Its staff are therefore encouraged where relevant to pursue appropriate study and training to complement their Parliamentary experience and enhance their personal development. This is seen as being achieved by —

- On the job training.
- Attendance at relevant training courses conducted by outside organizations.
- In-house training sessions and courses.
- Attendance at relevant seminars and conferences.
- Attachments to other Parliaments.

The Department is also cognizant of the Australian Government's Training Guarantee Scheme and an appropriate amount is included in its operating expenses for staff training.

During the year the following staff attended training courses:

Dr. K.B. White, Director of Research, Social Development Committee - Public Service Board course entitled "Acting Strategically".

Mr. G.H. Westcott, Executive Officer, Social Development Committee - Royal Melbourne Institute of Technology Excel 3 Introduction course.

Miss V. Velickovic, Executive Officer, Natural Resources and Environment Committee - Drake Training Excel 3 course and Micro Intelligence Filemaker Package course.

Mrs. R. MacMahon, Administrative Officer, Natural Resources and Environment Committee - Drake Training Excel 3 course and Micro Intelligence Filemaker Package course.

Ms. J. Duffy and Ms. J. Anderson, Research Officers, and Ms. M. McLoughlin, Word Processing Operator, Public Bodies Review Committee - MKF Publishing Filemaker Pro course.

In February 1992, the Parliament House Information Technology Unit conducted a week-long round of computer training courses for Parliamentary staff. These courses, which were primarily for Apple Macintosh users, were attended by many staff in the Department.

In addition, Miss G.P. Wade, Word Processing Operator, and Mr. G.W. Mills, Attendant, participated in a St. John's Ambulance First Aid Training Course.

No applications for study leave were received from staff during the year.

### **Presiding Officers' and Clerks Conferences**

The Department was represented by the Clerk of the Legislative Council at the 22nd Regional Conference of Presiding Officers and Clerks held in July 1991. Mr. President also attended this conference.

The Department was again represented by the Clerk at the 23rd Regional Conference held in June 1992. The Deputy President attended this conference.

### **Clerks-Assistant (Committees) Seminar**

On 6 April 1992 the Clerk-Assistant and Clerk of Committees attended a management seminar for Parliamentary officers with management responsibilities for Parliamentary Committees hosted by the Clerks of the New South Wales Parliament. All Parliaments in Australia were represented at the seminar which comprised the presentation of a number of papers and round-table discussions on committee management practices and procedures of common interest.

### **Queensland EARC Seminar**

On 1 May 1992 the Clerk-Assistant and Clerk of Committees attended a public seminar held by the Queensland Electoral and Administrative Review Commission on *Parliamentary Committees: Their Role in Responsible Government*. Speakers included Members of Parliament from both Australia and New Zealand, the Clerk of

the Legislative Assembly of Queensland, academics and public servants.

### **Review of Attendant Positions**

On 28 June 1991, the Clerks of the Legislative Council and Legislative Assembly sought the assistance of the Chairman of the Public Service Board in undertaking a category review of Parliamentary Attendant positions.

This review was subsequently undertaken during April and May 1992, and the Board responded on 9 June 1992. That response is still under consideration.

### **REFURBISHMENT OF THE PAPERS OFFICE**

Towards the end of the year, the Papers Office was refurbished. This refurbishment has resulted in more efficient utilisation of the room and provided a more uniform appearance instead of the previous 'untidy' mix of furniture. The works also included installation of much needed additional storage units for current Parliamentary Papers and other documents and a display unit to house the latest editions of publications for which there is most demand.

### **COMPUTERIZATION**

The Department's network computer system was completed during the year with terminals and printers now available to all Departmental administrative and keyboard staff at Parliament House.

In early 1992 the Department connected its network to the Legislative Assembly network. Although, at this stage, the joint server network is only being used for the transfer of documents between the Legislative Council and the Legislative Assembly, priority is to be given in the next financial year to the establishment of appropriate databases and statistical information on the Joint server to further improve the service to Members and the public and also to eliminate unnecessary duplication. The Department also aims to connect its network to the Hansard network and link in with databases of the Parliamentary Library as soon as practicable.

This year there have been continued savings to the Department's Parliamentary Printing Budget flowing from the production of a number of documents in "camera-ready" form for the Law Printer. These documents include the Notice Papers, Minutes of the Proceedings, Divisions in Committee, Unanswered Questions on Notice, Joint Sitting Minutes and Members' Lists. Additional material now produced in this way includes progress Bulletins on Committees Investigations, Summaries of Members' Interests and Select Committee Reports.

**COMMONWEALTH  
PARLIAMENTARY  
ASSOCIATION**

With effect from 1 July 1991, the Clerk of the Legislative Council assumed office as Honorary Secretary to the Victoria Branch of the Commonwealth Parliamentary Association. Accordingly, the Department assumed responsibility for the administration of the Branch. The Usher of the Black Rod was appointed Honorary Treasurer of the Branch on 27 August 1991.

Apart from routine administrative matters, the Honorary Secretary's duties take in administration of the Overseas Study Tour Scheme, arrangements for conference attendances, and arrangements for the reception of CPA delegations and individual visitors. Assistance is provided by the Clerk of the Legislative Assembly in his capacity as Honorary Assistant Secretary and is also obtained from other staff of the two "House" departments when necessary.

The activities of the Branch are the subject of a separate report to Members at the Annual General meeting.

**GOVERNOR'S INAUGURATION**

On 23 April 1992 the Honourable Richard E. McGarvie was sworn in as Governor of Victoria.

The Inauguration Ceremony took place in the Legislative Council Chamber and, in keeping with the usual practice, the Usher of the Black Rod and his staff handled the detailed arrangements.

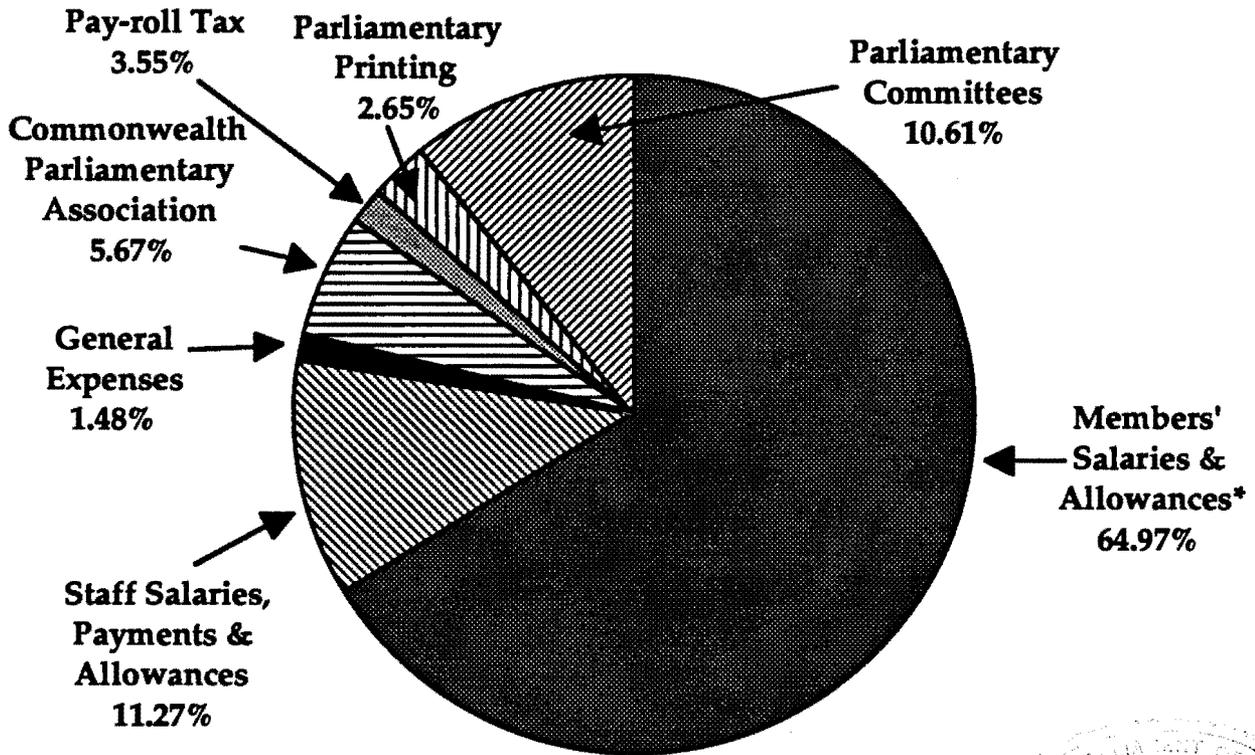
On this occasion, in excess of 600 guests were invited to attend and both the Council Chamber and Queen's Hall were utilized to accommodate them.

The Honourable Mr. Justice J.H. Phillips, Chief Justice of the Supreme Court, administered the Oath of Allegiance and the Oath of Office and, following the ceremony, guests were invited to the Parliamentary Gardens for afternoon tea, at which the Blackburn High School Symphonic Band provided a musical programme.

**FINANCIAL STATEMENT AND STATISTICAL INFORMATION**

The financial statement for the year 1991-92 appears as Appendix C to this report. Whilst detailed figures appear in the Appendix, a breakdown of expenditure for the Legislative Council on a percentage basis is depicted in the chart below.

**LEGISLATIVE COUNCIL EXPENDITURE 1991-92**



\*Excluding Ministers.

Supplementary information in relation to stores, outstanding employee benefits and non-current physical assets appears in Appendices D and E.

Statistics in relation to sittings of the House appear in Appendix F, which also includes information aimed at providing some indication as to the work required of the Department in this area of its activities.

## COMMITTEES

Of the five Joint Investigatory Committees established in 1982 the Department is responsible for the administration of the Natural Resources and Environment Committee, Public Bodies Review Committee and Social Development Committee. Statistics regarding the activities of these Committees are included in Appendix G.

The Department also provides secretarial support for the Printing and Standing Orders Committees, for any Select Committees established by the Council and, in rotation with the Department of the Legislative Assembly, for any Joint Select Committees which may be appointed.

### Chairmen's Panel

The *Parliamentary Committees Act 1968* provides for a committee consisting of the Presiding Officers and the chairmen of the Joint Investigatory Committees to meet and consider matters aimed at ensuring the effective functioning of the committees. This body, known as the Chairmen's Panel, meets as required and is assisted by both Clerks of Committees who attend as advisers. During the year the Chairmen's Panel met on three occasions.

### Research staff classifications

In last year's annual report it was indicated that the Chairmen's Panel had unanimously endorsed the recommendations contained in a review by the Public Service Board of the classifications of research staff.

Certain other matters having been raised by the Chairman of the Economic and Budget Review Committee in relation to those recommendations, the Chairmen's Panel resolved at its meeting on 16 July 1991 that its resolution adopting the recommendations be revoked, and that the Board be requested to further review the classifications of the research staff in the light of the additional information presented by that committee.

Following its further examination of the issues raised by the Economic and Budget Review Committee, the Board confirmed its earlier assessment in all substantial respects.

### Public Bodies Review Committee staff

During the year the opportunity was taken to implement revised staffing arrangements for the Public Bodies Review Committee on a trial basis. As a result of the transfer of the Committee's Executive Officer to the position of Clerk of the Papers and the resignation of its Director of Research, Mr. President agreed to a request from the Committee not to proceed with the appointment of a replacement Director, but instead redesign the position of Executive Officer to encompass certain tasks previously carried out by the Director.

Broadly speaking, these measures involved assigning the Executive Officer responsibility for the co-ordination of research and the preparation of reports and research material, in addition to the

existing administrative, secretarial, budgetary and procedural functions. To accommodate these additional functions, certain administrative tasks previously carried out by the Executive Officer were assigned to a newly created position of Office Manager.

The Department believes that these new arrangements have worked satisfactorily to date and envisages that they might provide a model for future support for committees. Under this system, committees would be supported by a core staff of two, rather than a minimum of three as at present, supplemented by staff with highly developed keyboarding and desktop publishing skills who would be drawn, as required, from a pool available to service all committees. Committees would retain the ability to appoint specialist research staff and engage consultants, depending on their requirements and sufficient funds being made available for this purpose in inquiry budgets.

#### **Public Bodies Review Committee premises**

On 1 July 1991, the Public Bodies Review Committee, following arrangements made between its Chairman and the management of the State Electricity Commission which were subsequently approved by Mr. President, vacated its offices at Nauru House in favour of larger premises in Custom Credit House, 136 Exhibition Street. This relocation was necessary because the Committee's existing

premises were considered to be inadequate to accommodate the number of staff required for its inquiry into the Commission and because there were insufficient meeting rooms at Nauru House for Committee members.

The State Electricity Commission met all rental costs for the new offices which were occupied by the Committee until 30 March 1992 when it returned to Nauru House following the completion of the corporatization aspect of its inquiry.

#### **Renovations at Nauru House**

Following the return of the Public Bodies Review Committee to its former premises in Nauru House, the Chairmen's Panel agreed to a re-allocation of certain offices occupied by the Natural Resources and Environment and Legal and Constitutional Committees, designed to provide increased space for the Public Bodies Review Committee. In addition, the Presiding Officers gave approval for renovations which provided for the creation of new enclosed offices for Committee staff, the enclosure of an existing meeting room and the removal of the corridor adjacent to two other meeting rooms, thereby increasing their size. The changes were funded out of the Committees' existing budgets and were completed in June 1992.

## **Committee Administrative Procedures Manual**

On 18 June 1992 the first edition of the Committee Administrative Procedures Manual was issued. Work on the Manual was co-ordinated by the Clerk-Assistant and Clerk of Committees, Mr. W.R. Tunnecliffe, and is a result of the collective efforts of all Committee Executive Officers and the Clerks of Committees and Assistant Clerks of Committees of both Houses. The Manual has been produced in a loose-leaf form which will enable it to be updated regularly to ensure its effectiveness.

## **JOINT SELECT COMMITTEE ON THE PARLIAMENT OF VICTORIA**

As mentioned earlier in this Report, the Parliament appointed a Joint Select Committee on the Parliament of Victoria during the year under review. By agreement with the Department of the Legislative Assembly the Committee was serviced by two Joint Secretaries — the Clerk-Assistant of the Legislative Council and the Deputy Clerk of the Legislative Assembly.

The Committee held its first meeting on 30 September 1991 and a total of 17 meetings up to 30 June 1992. Three progress reports were presented to Parliament during that period.

## **SELECT COMMITTEE ON GOVERNMENT APPOINTMENTS**

On 13 November 1991 the Legislative Council resolved to appoint a Select Committee of five Members to enquire into and report upon all matters relating to the appointment, employment and termination of employees of or consultants to all Victorian government departments, authorities or agencies with particular emphasis on the practices operating in the Public Transport Corporation, Ministry of Transport and Ministry of Education. The Usher of the Black Rod was assigned to act as the Committee's Secretary and his Office provided secretarial support.

The Committee was particularly active during the period from December 1991 to February 1992 when numerous deliberative meetings, in camera hearings and public hearings were held.

During the reporting period, the Committee held in excess of 30 deliberative meetings and conducted 20 full days of public hearings at which evidence was taken from 36 witnesses, some of whom appeared on more than one occasion.

The Committee tabled its First and Second Interim Reports on its Terms of Reference on 17 March and 7 April 1992, respectively. It was the Committee's intention to table a final report prior to the dissolution of the Parliament in the second half of 1992.

## INTER-DEPARTMENTAL COMMITTEES

As has been indicated in previous reports, there is a high degree of co-operation between the Parliamentary Departments in Victoria, particularly the two "House" Departments - the Department of the Legislative Council and the Department of the Legislative Assembly. This co-operation is reflected at many levels and is particularly evident in the case of Inter-departmental Committees whose charter impinges on all Parliamentary Departments.

In addition, regular meetings of the permanent heads of the Parliamentary Departments also take place. As has been the case in recent years, there were several of those meetings during 1991-92, held for the purpose of discussing a wide range of matters and arriving at a consensus on issues of common interest across departments. The permanent heads also continued to meet as required with the Presiding Officers, particularly in relation to budgetary matters.

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

### Consultative Committee

The Parliament House Consultative Committee was established following the implementation of the Parliamentary Officers Agreement 1990. The role of the

Committee, which consists of representatives of management and relevant unions, is to promote harmonious industrial relations in the Parliament, and to provide a forum for central consultation between the Parliamentary departments and the relevant unions. The Committee may consider any matter of general significance to Parliamentary staff on terms and conditions of employment. It has no decision making powers but may make recommendations to the Permanent Heads. This Department is represented on the Committee by the Clerk-Assistant.

The Committee met on ten occasions during the year and made recommendations to the Permanent Heads on the provision of taxis for staff, the provision of light suppers for staff on sitting nights, the provision of improved kitchen/lunch room and recreational facilities for staff and the adoption of personnel/human resources management principles by the Parliamentary Departments. Some of those recommendations had been dealt with and others were still under consideration as at 30 June 1992.

### Review Committee

In accordance with the Parliamentary Officers Agreement 1990 a Review Committee was established for the purpose of hearing any appeals against recommendations regarding staff appointments or in relation to transfers, deferral of salary increments, reclassifications and all forms of leave. The Committee is chaired by an independent Chairman and the Parliamentary management representative is the Clerk-Assistant of the Legislative Council.



During the year the Committee met on five occasions in relation to two separate matters, both of which were settled.

### **Occupational Health and Safety Committee**

The Usher of the Black Rod is the Department's management representative on this Committee and Mr. W.R. McKenzie is the employee representative.

The Usher of the Black Rod was appointed Chairman of the Committee on 6 September 1991.

The Committee held six meetings during the year, its main aim being to facilitate co-operation between the Parliamentary Departments and their employees in developing and implementing measures designed to ensure the health and safety of employees at work. Issues raised and discussed by the Committee included smoking in the workplace, equipment, a sick-bay room and hand rails on the front steps of the building.

A First-aid training course was conducted in-house by St. John's Ambulance. Sixteen participants attended and successfully completed this course. A properly fitted sick-bay room was also established.

The Committee also initiated a campaign encouraging Members and staff at Parliament House to attend the QUIT Smoking Programme. The response to date has been very poor.

### **Steering Committee on Information Technology Project**

This Steering Committee comprising the permanent heads of the Parliamentary Departments met during the year to discuss a range of matters embracing completion of phase 1 of the Information Technology Project, the remaining phases and other areas of common concern to the departments.

### **Joint Technological Change Standing Committee**

The Clerk-Assistant is the Department's representative on this Committee and is presently its Chairman. It was established following the signing of the Technological Change Agreement between the Parliamentary Departments, the Victorian Public Service Association and the Australian Journalists Association. The main role of the Committee, which consists of both management and union representatives, is to ensure that there is appropriate consultation with staff on technological change and on its implementation and operation. As a matter of practice members of staff requiring information or having queries concerning technological change are encouraged to seek the advice of Committee members.

The Manager of the Information Technology Unit at Parliament House now attends all meetings of the Committee to advise it on the progress of the Information Technology Project.

During the year under review the Committee met on six occasions.

### **Building Emergency and Evacuation Committee**

In August 1989, a Building Emergency and Evacuation Committee was formally established to deal with emergency situations arising at Parliament House.

The Usher of the Black Rod is the Joint Chief Controller (together with the Serjeant-at-Arms) and the Housekeeper is the Deputy Joint Chief Controller (together with the Principal Attendant, Legislative Assembly).

The Committee has control over the Building Emergency Staff, which comprises seventeen area wardens, eleven door wardens, five "first-aiders" and two plant operators. An important aspect of its operation is the conduct of regular fire drills and evacuation practices during the year.

During the period under review those drills were carried out at approximately six monthly intervals. Limited funding prevented more extensive training of the Building Emergency Staff. Through the Fire Protection Committee, the Committee was in the process of purchasing two-way radios for certain members of the Committee to facilitate better fire and evacuation drills and also enhance security arrangements.

### **Fire Protection Committee**

In May 1991 a Fire Protection Committee was established to detail and prioritize various works dealing with the enhancement of fire protection in the Parliament building and related matters.

The Committee meets on average once a month and comprises staff from the Legislative Council, Legislative Assembly and House Committee Departments. The department's representatives on this Committee are the Usher of the Black Rod and the Housekeeper.

During the period under review the Committee made substantial progress on the installation of emergency lighting, installation of exit signs and smoke detectors, and improvement of egress from the attic level of the building.

The Committee's work on fire protection in the coming year is expected to include installation of *You are here* plans.

### ACTIVITIES EXTENDING BEYOND HOUSE AND COMMITTEE SERVICES

The Department is involved in arranging and/or assisting in the provision of a range of ancillary services to the Parliament, all of which entail a considerable amount of work and commitment of resources. During the year under review these included -

#### Parliament Week

The fifth Parliament Week was conducted from 23 to 27 September 1991 to coincide with the school holiday period. Its aims were again three-fold:

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

To mark Parliament Week five conducted tours of Parliament House were held each day during the period, taking in Queen's Hall, both Chambers, the Premiers' Gallery, Library and Legislative Council Committee Room. The event was once again advertised in the press and a large number of visitors were shown through the building.

#### YMCA Youth Parliament

A special feature of Parliament Week was the fifth YMCA Youth Parliament. The "Opening Ceremony" was held in the Legislative Council Chamber with the Youth Parliament itself being conducted in the Legislative Assembly Chamber on 24 and 25 September and being jointly presided over by the President of the Legislative Council and the Speaker of the Legislative Assembly. Over the two days young persons forming both a "Government" and "Opposition" debated a series of "Bills" on issues such as lowering the voting age, State aid to non-government schools, the right to strike, banning of smoking in enclosed areas, environmentally friendly products and reform of Court Room procedures. The debates were conducted in accordance with Parliamentary procedure and, at the conclusion of the event, all of the "Bills" passed were presented to the Honourable Caroline Hogg, M.L.C., Minister for Ethnic, Municipal and Community Affairs, at a reception in Queen's Hall. Arrangements for the Youth Parliament were handled by the Usher of the Black Rod and Serjeant-at-Arms who performed the Table duties in conjunction with other Parliamentary Officers — a useful staff training exercise in itself.

## Open Day

On Sunday, 8 March 1992 the Parliament again held its annual "Open Day" as part of the 1992 Moomba Festival. Staff from all Parliamentary Departments provided support on the day. This year, the theme focussed on "Votes and Proceedings — Victoria's Parliamentary Heritage — A History of the Victorian Parliament 1856-1990".

Both Chambers, Queen's Hall and the Library, as well as the Parliament Gardens, were open to the public and in excess of 6,000 visitors were in attendance.

## Functions - Queen's Hall

The Department assisted in providing services for the following functions staged in Queen's Hall:

- Melbourne Cup Carnival Reception.
- International Festival of the Arts Reception.
- Reception to meet delegates attending the Local Government, Creating Safer Communities, Conference.
- Dinner to farewell His Excellency Dr. Davis McCaughey, A.C., Governor of Victoria.

In addition to these functions, an increasing number of luncheons, dinners, book launches, exhibitions and other events were staged in Queen's Hall.

## Official delegations

A number of delegations visit the Parliament each year and special arrangements are usually made for their reception.

During the period under review the Department assisted in arrangements for the reception of the following delegations:

- Parliament of Italy.
- Aichi Prefectural Assembly.
- Taiwan Legislature.
- Supreme Soviet of the Russian Federation.
- Chinese People's Association for Friendship with Foreign Countries.
- Parliament of Poland.
- Legislative Council of the British Virgin Islands .
- Parliament of India.

## Official calls

Official calls are also made by individual visitors on the Parliament from time to time, mainly diplomats of ambassadorial status. Ambassadorial calls are co-ordinated by the Usher of the Black Rod. During the year the following callers were received:

- Ambassador of France.
- Ambassador of Belgium.
- Ambassador of Greece.
- Ambassador of Yemen.
- The Rt. Hon. J. MacGregor, O.B.E., M.P., Leader of the U.K. House of Commons



- Ambassador of Indonesia.
- Consul-General of Japan.
- Consul-General of the People's Republic of China.
- High Commissioner for Pakistan.
- Ambassador of the Federal Republic of Germany.
- Ambassador of Hungary.
- Ambassador of Korea.
- President of the Legislative Assembly of Madiera.
- High Commissioner for Canada.
- Ambassador for the Czech and Slovak Federal Republic.
- High Commissioner for Malta.
- Ambassador of Laos.
- Ambassador of Denmark.
- His Holiness the 14th Dalai Lama of Tibet, Tenzin Gyatso.
- The Hon. D. J. Young, C.M.G., M.P., Speaker, Papua New Guinea Parliament.
- High Commissioner for Mauritius.
- Ambassador of Japan.
- Ambassador of Finland.
- Ambassador of Turkey.
- Ambassador of Colombia.

#### **Other visitors**

In October, 1991, Mr. Zhang Wenming of Jiangsu Province, People's Republic of China, completed a short attachment with the Parliament.

Mrs. R. King, Clerk-Assistant (Administration) of the Western Australian Legislative Council also spent some time with the Parliament in mid-October, 1991, to discuss matters of common interest.

Other less formal calls are made at short notice on occasions and the Department was able to assist in making those visitors welcome on behalf of the Parliament.

#### **Council Chamber and meeting rooms**

Under policy determined by Mr. President, the Department deals with requests for the use of the Council Chamber and meeting rooms. Co-ordination of arrangements for meeting rooms and their servicing is handled by the Attendant staff under the direction of the Usher. In the year under review, the Council Chamber was used for the Grand Final of the Australian Intervarsity Debating Championship and the YMCA Youth Parliament Opening Ceremony.

Meeting rooms were again heavily utilised, particularly during sitting weeks. Use of the Legislative Council Committee

Room (the most prominent facility) continued to increase - especially by our own Parliamentary Committees and, on occasions, those from other Parliaments. Users of the Council Committee Room during the year (other than Victorian Parliamentary Committees) included the following:

- Shadow Cabinet.
- Parliament of Australia Joint Standing Committee on Migration Regulations.
- Senate Standing Committee on Foreign Affairs, Defence and Trade.
- Senate Standing Committee on Finance and Public Administration.
- Committee for Economic Development of Australia.
- Australian Police Ministers Conference.
- Commission for the Future.
- Senate Select Committee on Superannuation.
- House of Representatives Standing Committee for Long Term Strategies.
- Parliament of Australia Joint Committee on Foreign Affairs, Defence and Trade.
- Senate Standing Committee on Legal and Constitutional Affairs.
- Sudden Infant Death Research Foundation.
- House of Representatives Standing Committee on Banking, Finance and Public Administration.
- Victorian Scallop Industry Association.
- Victorian Ski Association.
- Senate Standing Committee on Rural and Regional Affairs.



## **PUBLICATIONS**

The Department is responsible for the preparation and circulation of a number of Parliamentary publications. The major items are as follows:

### **Notice Papers, Minutes of the Proceedings and Divisions in Committee.**

These publications are directly related to the sittings of the House. During the year under review forty-six editions of the daily Notice Paper, nineteen editions of the weekly Minutes and nine reports of Divisions in Committee were produced. Eight editions of 'Unanswered Questions on Notice' were also produced.

### **List of Members**

The list of Members is produced according to the extent of changes since the last issue. During 1991-92 two editions were produced and circulated.

### **Progress on Investigations and Ministerial Responses**

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

### **Register of Members' Interests**

As Clerk of the Parliaments, the present Clerk of the Legislative Council maintains the Register of Members' Interests and produces the regular summaries which are presented to the Parliament. During 1991-92 three summaries were prepared and Tabled in both Houses. A cumulative summary of returns as at 30 September 1991 was also tabled during this period.

### **Bound Volumes**

The Department also produces on a sessional basis bound volumes of the Minutes of the Proceedings and Bills introduced into the Legislative Council. No volumes were produced during the year as the session which commenced in October 1988 had not concluded.

### **Index**

As indicated last year, computerization has resulted in considerable advances in the work undertaken by Papers Office staff in the compilation of the index relating to the proceedings of the Council. The index to the Minutes of the Proceedings, which is eventually bound with the Minutes of the Council, is now circulated in-house on a regular basis. Furthermore, a detailed index to Parliamentary Papers and records as to Proclamations in respect of the operative dates of statutes continue to be maintained. These documents assist greatly in increasing the level of service provided by the staff of the Papers Office.

## ISSUES IN THE YEAR AHEAD

In 1992-93 the Department faces a challenging year. Major issues expected to be dealt with include the following:

- Consideration of the recommendations of the Joint Select Committee on the Parliament of Victoria — it is hoped that the Committee's recommendations in respect of a separate Appropriation Bill for the Parliament will be adopted and, if so, this will represent a significant step for the Parliament provided care is taken to ensure the autonomy of the Legislative Council. Similarly, care must be taken to ensure that other measures impinging on the management and administration of the Parliament do not have adverse consequences for the Council and the long standing role of Mr. President as its representative and "ministerial" equivalent.
- A General Election is to be held some time prior to the end of 1992 — it is already known that several Members of the House will be retiring, including the current President, and the Department looks forward to the challenge of handling the influx of new Members and assisting the new President in adjusting to the position.
- Irrespective of the result of the General Election it also seems likely that steps will be taken to review and adjust support services for Parliamentary Committees — we would welcome the opportunity to do so.

**APPRECIATION**

At the beginning of this report I indicated that, for various reasons, staffing resources had been severely stretched during the year. The task of maintaining our high standards was therefore more difficult.

I compliment my staff for their efforts in ensuring that we succeeded and especially thank those dedicated members of staff whose contributions saw the department through the times when our numbers were reduced.



**A.V. Bray**  
**Clerk of the Legislative Council**

**APPENDIX A**

**ROLE OF STAFF**

**Clerks**

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

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

Presently, the Clerk of the Legislative Council is also Clerk of the Parliaments, in which capacity he acts, amongst other things, as Registrar of Members' Interests. He is also Honorary Secretary of the Commonwealth Parliamentary Association (Victoria Branch).

**Usher of the Black Rod's Office**

The Usher of the Black Rod is the President's Executive Officer. Under the direction of the Clerk, the Usher assists in the day to day administration of the Department and, in particular, the supervision of the Housekeeper and Attendant staff. In addition to his ceremonial and Chamber duties he attends to a range of operational matters such as use of the Chamber and other meeting/function facilities, Members' accommodation, security, requisitions for supplies and maintenance, and Members' travel.

**Papers Office**

The Papers Office is the Department's single source of external administrative support to the Council Chamber during sittings of the House. It liaises extensively with Government Departments, the Law Printer and Parliamentary Counsel to ensure the timely presentation of documents to the House.

The office is heavily involved in the preparation, checking, recording, printing and storage of the official records of the Legislative Council which encompass, amongst other things, Bills, amendments, questions on notice, Petitions, Minutes of the Proceedings and Notice Papers. It is responsible for the provision of Parliamentary documents and stationery to



Members and is the general inquiry office for the public, the media, legal firms and government departments.

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

#### **Attendant Staff**

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

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

#### **Committees**

With the exception of the arrangements for the servicing of the Public Bodies Review Committee which were referred to earlier in this Report, administrative support for the Joint Investigatory Committees is normally provided by an Executive Officer and administrative officers with keyboarding skills. Research support is provided through the appointment by each Committee of a Director of Research and other research staff who are usually engaged for shorter periods on an *ad hoc* basis.

#### **President's Staff**

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

A Ministerial Transport Officer is provided on secondment from the Department of the Premier and Cabinet.

**APPENDIX B**

**DEPARTMENT OF THE LEGISLATIVE COUNCIL  
STAFF EMPLOYED DURING 1991-92\***

<b>OFFICER</b>	<b>POSITION</b>	<b>REMARKS</b>
	<b>HOUSE</b>	
A.V. BRAY	Clerk of the Parliaments and Clerk of the Legislative Council	Clerk of the Parliaments from 3 August 1991
W.R. TUNNECLIFFE	Clerk-Assistant and Clerk of Committees	
M. TRICARICO	Usher of the Black Rod and Clerk of the Records	
G.S. JACKSON	Clerk of the Papers and Assistant Clerk of Committees	Until 3 November 1991. Transferred to Office of Corrections
D.I. ALI	Clerk of the Papers and Assistant Clerk of Committees	From 17 December 1991
A.V. AGOSTA	Assistant Clerk of the Papers	
M. MARTIN	Secretary	
Y.F. MEERWALD	Secretary	
G.P. WADE	Word Processing Operator	
G.J.F. OLIVER	Housekeeper	
C.J. QUINN	Senior Parliamentary Attendant	

\* Unless otherwise shown, each person was in the employ of the Department at 1 July 1991

D.J. BEVIS	Parliamentary Attendant, Grade III	Until 31 July 1991
W.R. McKENZIE	Parliamentary Attendant, Grade III	
R.L. BOWMAN	Parliamentary Attendant, Grade III	
A.J.C. RYAN	Parliamentary Attendant, Grade III (Acting)	
S. PASTRAS	Parliamentary Attendant, Grade II (Acting)	
J.A. VANDERSLUYS	Parliamentary Attendant, Grade I	On secondment to Ministry of Finance from 10 February 1991
G.W. MILLS	Parliamentary Attendant, Grade I	
M. STUBBINGS	Parliamentary Attendant, Grade 1	On secondment from House Committee from 12 August 1991
B. ROMEO	General Hand	
P. KOUTOVAS	General Hand	Until 19 July 1991
P. ANASTASIOU	General Hand	From 31 July 1991
G.J. BOOTH	Ministerial Transport Officer	On secondment from Department of the Premier and Cabinet until 10 August 1991

P.D. MEDHURST	Ministerial Transport Officer	On secondment from Department of the Premier and Cabinet from 12 August 1991 until 30 May 1992
R.S.S. CONNOR	Ministerial Transport Officer	On secondment from Department of the Premier and Cabinet from 14 June 1992

#### NATURAL RESOURCES AND ENVIRONMENT COMMITTEE

V. VELICKOVIC	Executive Officer	
Q. FARMAR-BOWERS	Director of Research	Until 31 December 1991
B.S. NEWELL	Director of Research	From 13 January 1992
R.M. MacMAHON	Word Processing Operator	

#### PUBLIC BODIES REVIEW COMMITTEE

B.J. AITKEN	Executive Officer	From 30 March 1992
D.I. ALI	Executive Officer	Until 16 December 1991
C.J. WILCOX	Director of Research	Until 30 March 1992
T.C. TYLER	Administrative Officer	From 14 July 1991 until 30 June 1992
J.M. DUFFY	Research Officer	Until 18 October 1991
K.N. GORJANICYN	Administrative Officer	From 14 July 1991 until 28 October 1991
J.L. ANDERSON	Research Officer	Until 30 January 1992

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J.A. HERCOG	Word Processing Operator	On secondment to Economic and Budget Review Committee until 7 July 1991. Transferred to Legislative Assembly from 8 July 1991
M. McLOUGHLIN	Word Processing Operator	Until 1 November 1991
L.M. KILKENNY	Word Processing Operator	From 9 August 1991 until 30 November 1991
	Administrative Officer	From 1 December 1991
L. GOCEVA	Word Processing Operator	From 1 December 1991 until 30 June 1992
B.J. POWER	Administrative Officer	From 13 November 1991 until 20 May 1992
B.J. FORAN	Administrative Officer	From 3 December 1991 until 31 March 1992

#### **SOCIAL DEVELOPMENT COMMITTEE**

G.H. WESTCOTT	Executive Officer	
K.B. WHITE	Director of Research	
M.A. KELLY	Research Officer	Until 24 November 1991
J. HENDTLASS	Research Officer	From 12 August 1991 until 2 November 1991 and from 27 November 1991
L.J. GROGAN	Word Processing Operator	
L. FONSECA	Word Processing Operator	

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**APPENDIX C**

**LEGISLATIVE COUNCIL  
FINANCIAL STATEMENT 1991-92**

1990-91 Actual	EXPENDITURE	1991-92 Budget	1991-92 Actual
<b>ADMINISTRATIVE SERVICES</b>			
677,098	Salaries, payments and allowances	762,693	701,284
100,665	General expenses	98,500	92,323
311,805	Pay-roll tax	346,665	353,091
-	Commonwealth Parliamentary Association	208,350	208,350
200,451	Parliamentary printing	293,000	164,827
<b>1,290,019</b>		<b>1,709,208</b>	<b>1,519,875</b>
<b>MEMBERS</b>			
3,695,926	Salaries and allowances	3,978,345	4,042,953
65,564	Air and rail travel	**	**
<b>3,761,490</b>		<b>3,978,345</b>	<b>4,042,953</b>
<b>COMMITTEES</b>			
237,026	Natural Resources and Environment Committee	207,120	164,176
222,212	Public Bodies Review Committee	*216,880	*204,146
287,871	Social Development Committee	270,120	277,242
-	Expenses of Select Committees	25,000	14,765
<b>747,109</b>		<b>719,120</b>	<b>660,329</b>
<b>5,798,618</b>	<b>TOTAL EXPENDITURE</b>	<b>6,406,673</b>	<b>6,223,157</b>

\*\*Members' air and rail travel costs now met from House Committee vote.

\*Not including expenditure incurred in inquiry into State Electricity Commission which was met directly by the Commission.



**SUPPLEMENTARY INFORMATION AS AT 30 JUNE 1992**

**General Stores on Hand**

As at 30 June 1992 the Papers Office had the following stores on hand which were valued at cost:

Letterhead paper	\$22,165
Envelopes	\$20,056

**Creditors**

As at 30 June 1992, the Department had outstanding employee benefits including:

Annual Leave	\$56,717
Long Service Leave	\$274,642

**APPENDIX E**

**NON-CURRENT PHYSICAL ASSETS**

**Black Rod**

**Furniture and Fittings**

Includes desks, credenzas, filing cabinets, chairs, refrigerators, hall stands,

**Office Equipment**

Photocopiers, typewriters, television set, video recorder etc.

**Communications**

Telephones, facsimile machines, audio systems, etc.

**Motor Vehicles**

One Ministerial motor vehicle.

Two SES motor vehicles.

**Word Processing and Computer Equipment**

IBM compatible and Apple Macintosh machines, printers, scanner and file servers.

**APPENDIX F**

**SELECTED STATISTICS RELATING TO THE SITTINGS OF THE LEGISLATIVE COUNCIL**

	1988-89	1989-90	1990-91	1991-92
Number of days House met	31	42	48	46
Number of hours House met	278.54	363.56	366.32	389.42
Average number of hours per sitting	9.00	8.40	7.38	8.47
<b>Bills dealt with-</b>				
Initiated in L.C.	7	29	29	27
Initiated in L.A.	85	62	94	86
Passed without amendment	48	36	50	45
Passed with amendments	40	44	49	56
Defeated	1	1	9	5
Lapsed	9	0	0	0
Withdrawn	0	3	3	2
Ruled out of Order	0	1	1	1
<b>Sets of amendments circulated</b>	60	72	74	85
<b>Questions on notice processed</b>	106	379	651	595
<b>Petitions tabled</b>	19	23	28	27
<b>Papers tabled -</b>				
Annual reports	204	346	564	491
Statutory Rules (incl. attachments)	1556	658	601	471
Planning schemes/amendments	488	846	746	811
Proclamations	82	75	75	67
Other (including special reports, Parliamentary Committee reports etc)	111	123	115	145

NOTES: The above statistics are intended to give some indication of the Department's work load in the area of "House" activities.

For example -

- Considerable effort is expended on the processing of questions on notice - all of which entails work on the part of several staff members.
- A great amount of time is also devoted to the preparation of documentation to facilitate the tabling of papers.

**APPENDIX G**

**1991-92 STATISTICS RELATING TO COMMITTEES ADMINISTERED BY THE  
DEPARTMENT OF THE LEGISLATIVE COUNCIL**

	<b>Natural Resources and Environment Committee</b>	<b>Public Bodies Review Committee</b>	<b>Social Development Committee</b>	<b>Select Committee on Government Appointments</b>
Number of deliberative meetings -				
• Full committee	11	60	28	32
• Sub committee	13	47	12	-
Number of public hearings -				
• Full committee	-	13	3	20
• Sub committee	4	-	2	-
Number of visits /inspections -				
• Full committee	-	6	1	-
• Sub committee	2	-	1	-
Number of reports presented	1	1	4	2
Number of discussion papers produced	1	3	-	-

## ADMINISTRATION OF ACTS

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

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

*Constitution Act 1975*

*Members of Parliament (Register of Interests) Act 1978*

*Parliamentary Committees Act 1968*

*Parliamentary Officers Act 1975*

*Parliamentary Salaries and Superannuation Act 1968*