



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

A wide-angle photograph of a large, ornate assembly hall. The room is filled with people seated in rows of desks, facing a central area. The architecture features high ceilings with arched windows and classical columns.

ANNUAL REPORT 2000-2001



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FRONT COVER:

Centenary of Federation celebrations
Historic sitting of the House of Representatives in Legislative Assembly
Chamber 10 May 2001 in commemoration of the first sitting of the Federal
Parliament in Melbourne on 10 May 1901.



21 November 2001

Hon A Andrianopoulos MP
Speaker of the Legislative Assembly
Parliament House
Melbourne Vic 3002

Dear Mr Speaker

I have pleasure in forwarding to you the Annual Report for the Department of the Legislative Assembly for the year 2000-2001.

Yours sincerely

A handwritten signature in black ink, appearing to read "R W Purdey".

R W Purdey
Clerk of the Legislative Assembly

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MISSION STATEMENT

To provide impartial, progressive, high quality and integrated support services to the Legislative Assembly and its customers.

Mission

- To improve intra and inter-departmental communication
- To continue to seek innovative and better methods of servicing the Parliament, its Members and the people of Victoria
- To identify and implement best practice in the area of record and document management
- To enhance community awareness of the significant role and functions of the Parliament
- To provide innovative and practical technological solutions for the improvement of parliamentary operations and services
- To develop a knowledge management framework
- To attract and retain a highly skilled and motivated team, to recognise the contribution of our employees and to encourage them to develop and perform to their fullest capabilities
- To optimise use of our human, financial and physical resources
- To ensure a consistently high level of customer satisfaction with all services provided by the Department

Goals

Mission Statement

Mission	<p>To provide impartial, progressive, high quality and integrated support services to the Legislative Assembly and its customers.</p>
Goals	<ul style="list-style-type: none"> • To improve intra and inter-departmental communication • To continue to seek innovative and better methods of servicing the Parliament, its Members and the people of Victoria • To identify and implement best practice in the area of record and document management • To enhance community awareness of the significant role and functions of the Parliament • To provide innovative and practical technological solutions for the improvement of parliamentary operations and services
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CLERK'S OVERVIEW

The past year has certainly proved to be a difficult period for the staff of the Legislative Assembly. Staff had been prepared for a challenging year with a number of major events scheduled. However, in November 2000 when the Head of the Department of Parliamentary Services (DPS) left the Parliament, the Presiding Officers requested the senior management of the Legislative Assembly to assist, on an interim basis, with the management of DPS. The Clerk of the Legislative Council and I were appointed Joint Secretaries (joint heads) of the DPS and at the same time Marcus Bromley, Deputy Clerk, was allocated the task of managing that Department on a day-to-day basis. When these arrangements were first put into place it was envisaged that they would operate for a three to four-month period. In fact Marcus remained in the role of Manager DPS for the remainder of the financial year and did not resume his normal duties with the Legislative Assembly until mid-July 2001. This unexpected challenge threw many of the Department's plans for the year into disarray.

From November the Department had to focus solely on the essential elements of its operations to ensure that the House and its committees were adequately supported. Some staff were asked to take on extra responsibilities to overcome the absence of senior management and much of the normal planning and reporting mechanisms were not able to be sustained. The staff of the Department are to be congratulated on their willingness to accept these difficulties and to ensure the essential elements of the Department's operations continued without any major disruption to our customers.

Following a review of the structure of DPS, that Department has now been renamed the Joint Services Department and the two Clerks will continue as the Joint Secretaries. This decision will have some impact on the Department of the Legislative Assembly although I believe the effect will be minimal.

I cannot let this opportunity pass without paying tribute to Marcus Bromley, his efforts in managing the DPS have been outstanding. Since taking on the role Marcus has dealt with a range of difficult and complicated issues while gaining the support and respect of the staff. Members have also been very complimentary of their dealings with Marcus in this position. Marcus has put an extraordinary amount of effort into this role and he is to be congratulated for it.

One of the projects Marcus has dealt with in this role is the leasing of the building at 157 Spring Street. This building has been obtained on a long-term lease as an additional parliamentary annex. Some of the Parliament's functions will be transferred to 157 Spring Street with the

CLERKS OVERVIEW

By last year's report I tried to give you a picture of the work of the Clerks. I thought that the Clerks have done a great deal of work in the last year. I think that the Clerks have done a great deal of work in the last year. I think that the Clerks have done a great deal of work in the last year.

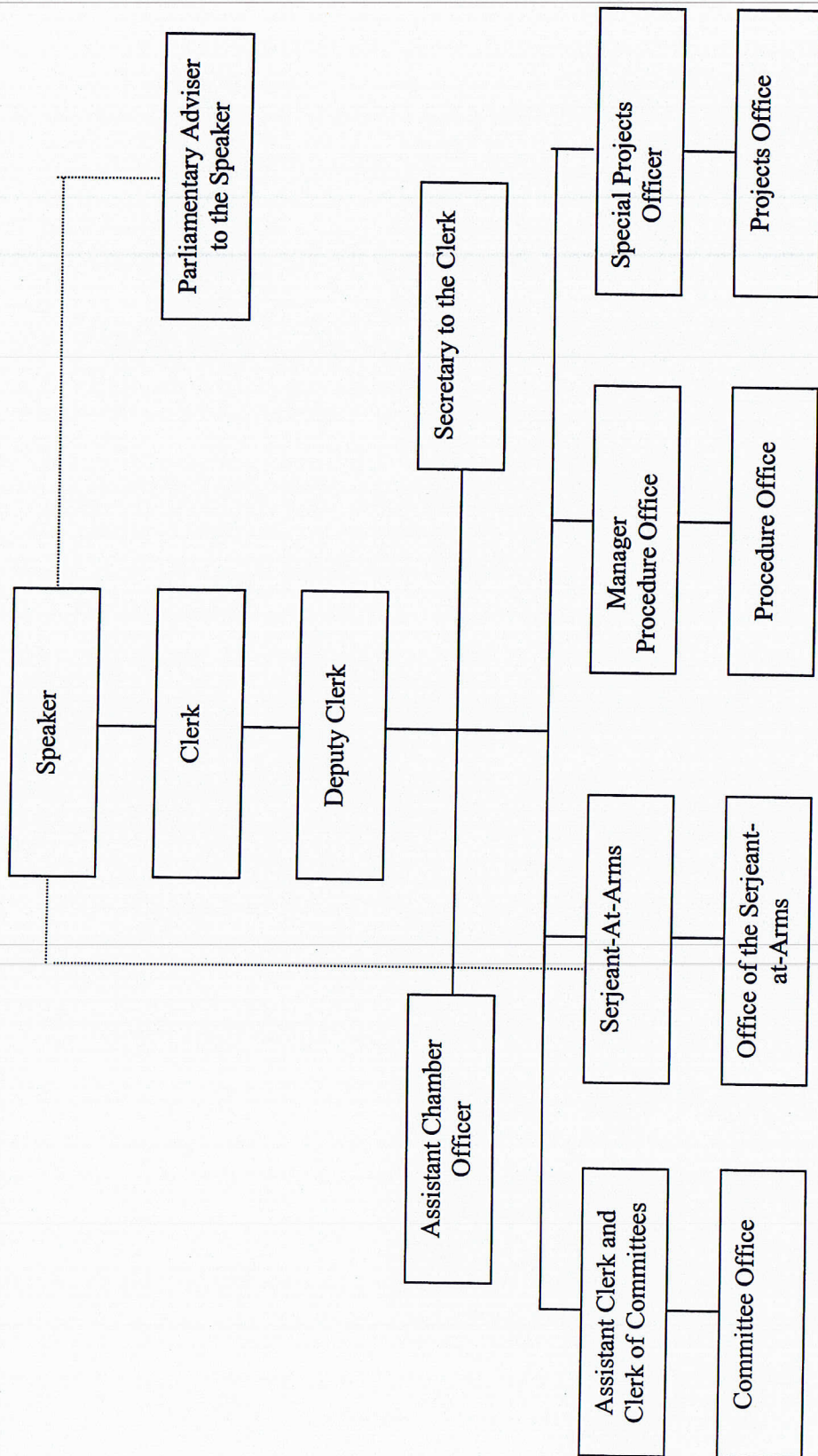
Over the past 12 months the Clerks have done a great deal of work. I think that the Clerks have done a great deal of work in the last year. I think that the Clerks have done a great deal of work in the last year. I think that the Clerks have done a great deal of work in the last year.

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During the year, at the behest of Mr Speaker, the Clerks Committee completed a review of the Standing Orders. The purpose of this review is to rewrite the Standing Orders in plain English and in gender-neutral terms. This is a significant undertaking and the Clerk, Assistant Clerk and Manager of the Procedure Office are assisting the Committee in its work.

Despite the Government losing another seat in the by-election in the election of 1997, the numbers in the House remain evenly balanced. The Government still requires the support of one independent Member to achieve a simple majority on the floor of the House and two independent Members for an absolute majority. Procedural complexities can often arise in this circumstance and staff in the Clerks' Office are often called upon to assist the Speaker in fully briefing on such matters. To aid in this, the Clerks have developed a number of procedures which have been agreed by the Liberal and National Parties and have been agreed by the independent Members as well as the Government. Consequently, the Clerks are called upon to assist in the House in a number of complex and important matters.

ORGANISATION CHART



The Clerk's Office is responsible for the management and proper running of the Department. It provides policy, procedural and corporate management advice to the Speaker and advises Ministers and Members on matters relating to the operation of the Legislative Assembly and its committees.

The Office also records the decisions and proceedings of the Legislative Assembly and ensures that passage of legislation is in accordance with legislative and procedural requirements.

In addition the responsibilities of the Clerk of the Parliaments fall within this Office. These responsibilities include — presentation of bills to the Governor for royal Assent, secretarial and administrative support to the Commonwealth Parliamentary Association, and the chairing of Department Head management meetings.

The Procedure Office was formed in March 1999 from a merger of the Table and Papers Offices. The Office provides administrative and research support to the Chamber and senior officers within the Department and is the principal office responsible for answering general inquiries from the Department's customers. It is the access and distribution point for Assembly documents, bills and reports tabled, and is also responsible for the production and printing of House documents.

The Parliament of Victoria operates a very sophisticated committee system with eight committees inquiring into and reporting to the Parliament on areas of law reform, road safety, drug and crime prevention, public accounts, economic development, family and community development, scrutiny of legislation, and environmental and resource issues.

The committees are established under the *Parliamentary Committees Act 1968* with each committee consisting of Members of Parliament supported by research and administration staff. The committees are supported by the Joint Committee Administration Office that provides all corporate services including accommodation, IT, reception and support staff.

The Department administers four of the eight Parliamentary committees and also shares responsibility for the Joint Committee Administration Office with the Legislative Council.

BRANCH ROLES

Office of the Clerk

Procedure Office

Committee Office

BRANCH ROLES

Project Office

The role of the Project Office is to:

- embody the authorities, practice and procedure of the Legislative Assembly of Victoria in an efficient and accessible way
- be the authoritative reference guide for officers and Presiding Officers
- provide a record of important precedents
- provide a source of procedural solution where there is no precedent.

Office of the Serjeant-at-Arms

The Serjeant-at-Arms is the Speaker's Executive Officer with the primary role to execute the orders of the Speaker and the House.

The position has several additional responsibilities:

- The provision of policy advice to all Members
- Arrangement and co-ordination of ceremonial functions
- Chamber duties when the Parliament is sitting
- Responsibility for Members' accommodation and travel requirements
- Supervision of the Assembly attendants and cleaning staff
- Admittance and control of the public and media to the Parliament, the guided tours program, and works and services within the Assembly precincts.

An additional Parliamentary responsibility in conjunction with the Usher of the Black Rod is security. Together they have joint responsibility for the security and fire protection of the Parliament building and its environs, the issuing of security and identification passes, emergency evacuation procedures and supervision of the Protective Service Officers stationed at Parliament House.

The *LA Times*, a Departmental fortnightly newsletter, continued to be published and the information contained has proved to be of great benefit and interest to all staff. This newsletter ensures all staff are aware of relevant issues happening in the Department and in the building.

The Parliament House Consultative Committee met on five occasions and the Deputy Clerk, the Department's management representative on the Committee, was again elected Chairperson for 2000–2001.

Arrangements were finalised during the year for the Committee minutes to be lodged on the Parliament's intranet site to enable easy access and regular examination. This lodgment now occurs on a regular basis.

Occasional social gatherings have been held, with all staff of the Department invited to attend so as to enable the various units to come together and discuss common issues and promote friendship.

De-briefing sessions have now become an integral part of the Department's operations, especially when major events occur in the building and in which staff have been actively involved. In addition the Clerk has continued to have de-briefing sessions at the end of each sitting week, whereby staff have the opportunity to learn about the action and procedures that took place in the Chamber on particular issues. Staff also have the opportunity to raise issues of their own and the sessions are looked forward to as an important learning facet of parliamentary practice and procedures.

The Department has continued to provide training in the use of e-mail to all new staff whose daily duties do not normally require access to email.

The Department was actively involved in the production of an e-mail and internet policy for all users of the Parliament of Victoria's electronic network system. The Presiding Officers, after consultation and input from Members of Parliament and all the parliamentary departments, released the Parliament of Victoria's policy on 7 June 2001.

COMMUNICATION

To improve intra and inter-departmental communication

CONTINUOUS IMPROVEMENT

To continue to seek innovative and better methods of servicing the Parliament, its Members and the people of Victoria

Further work was completed in streamlining education and public relations material made available to the public. The Department has been working closely with the Library to ensure that this project is kept on track.

A new project that has begun during this reporting period is ParlyMate. This involves all departments and has been approved by the Department Heads. The project came about due to the recent growth in the intranet and the constant reliance on it as a major source of information for Members and staff. The intranet's success also brings problems as it is harder to keep track of all the information available and find relevant details quickly. Despite its growth, not all information is available on the intranet and sometimes it can be difficult to work out who deals with something and exactly how a procedure works. That is particularly the case for electorate office staff who work in a more isolated situation.

ParlyMate is a database being set up as a guide to services and procedures across Parliament. It will work like a huge glossary with search facilities, covering everything from issues relevant to legislation (for example, what is the meaning of royal assent) to services such as how to book a barbecue in the gardens.

When you look up a word, the glossary entry will give a short explanation. If you want further details, links will also appear to anything else relevant such as fact sheets, internet pages, Standing Orders, photographs and Word documents. Anything that is related can be linked and made readily available. Finally, at the bottom of each entry contact details are set out so it is clear who to speak to if you need further information. A lot of work has been done during this reporting period in preparation for a first release in early 2002.

Further reviewing of the Department's Business Plan and Annual Report also occurred. The Department is keen to keep improving its reporting method of achievements against its operational activities.

DOCUMENT MANAGEMENT

*To identify and implement
best practice in the area of
record and document
management*

Considerable work has been undertaken to rationalise the bound volumes, reports and other records held by the Department. Given the availability of modern documents on the internet it has proved possible to reduce the number of volumes held on a long-term basis. Apart from cost savings this has also freed up much needed storage space.

Excess volumes no longer required, together with multiple copies of plans still held from the early 20th century onwards, were offered to bodies such as museums and universities and were gratefully received.

In order to put in place consistent procedures for the future, a formal archive policy has been issued by the Clerk. This covers all present procedures, including for destruction of records and the forwarding of documents for storage at the Public Record Office (PRO).

It has not yet proved possible to complete the archiving of the pre-1982 committee records. Assistance has been required from the PRO, where the records will be stored, to agree to an appropriate archive series and a time scale. Archivists were not available to provide guidance until the end of the year because of pressures of work. It is hoped that archiving can be progressed during 2001–2002.

Whilst all House records from the 51st Parliament, and all committee records from the 53rd Parliament, have been archived ready to transfer, the PRO was unable during the year to accept transfers as staff there are still dealing with a backlog of work caused by the Office's relocation to North Melbourne.

Early in the year the Weekly Bills List was replaced with the Bills Status List. This is a list prepared each sitting day and provides a summary of the current stage of all bills introduced in a sitting period. The information provided is more comprehensive than that previously available and is much more up-to-date than the weekly list.

Much positive feedback has been received following the changes, including from external customers. The list is made available on the internet and, following discussions with the Department of Premier and Cabinet, the LDMS site was enhanced to make the link to the list clearer.

For the Spring sitting a new style was adopted for the Votes and Proceedings. Following a review, a modern layout was chosen in order to provide a more readable and welcoming document. The new style is considerably easier to format and has increased the ability to multi-skill within the Procedure Office.

DOCUMENT MANAGEMENT

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Most members of staff are now involved, when rostered, in the formatting of the Votes.

A complete review of the Clerk's readers was also commenced during the year. Readers are provided to the Chair and, where appropriate, Ministers and Members, setting out the formal wording needed for various procedural motions. At times, particularly with bills, these can be complicated as they need to cover a variety of options. Each reader is being restyled and reformatted with the aim of providing a clear document that can be easily followed and read. This has transpired to be a much more complicated project than was first envisaged and will continue during the year 2001–2002.

Students' Parliament

The Students' Parliament was held on 22 and 24 August 2000 in both the Legislative Assembly and Council Chambers. It was open to students from years seven to nine with each team consisting of four students.

The students used a limited form of parliamentary practice and Members of Parliament acted as Speaker or President. Parliamentary officers acted as Clerk and Deputy Clerk and a student was chosen to be the Serjeant-at-Arms. Hansard reporters recorded the proceedings.

Victorian Youth Parliament

The 14th Victorian YMCA Youth Parliament was held on 19 and 21 September 2000 in both the Legislative Assembly and Council Chambers.

The Opening Ceremony was conducted in the Legislative Council Chamber with addresses from the Hon Justin Madden MLC, Minister for Sport and Recreation and Minister for Youth Affairs, and the Hon Dr Dennis Napthine MP, Leader of the Opposition. The Youth Governor, Mr Haydyn Mertens, officially opened the Youth Parliament.

In the Assembly Chamber there were 63 students from 10 different areas of Victoria participating in debate on 10 bills ranging from Water Conservation to Prohibition of Smoking in Vehicles. The debates were conducted in accordance with parliamentary procedure and presided over by the Speaker or an Acting Speaker.

The Serjeant-at-Arms and the Usher of the Black Rod looked after the arrangements for the two-day event and also acted as Clerks. Parliamentary staff assisted them with various Table duties.

Royal Melbourne Show

The Royal Melbourne Show was held from 21 September to 1 October 2000. The Parliament of Victoria's stand was held in the Government Pavilion, its theme being 'Know your Local Member of Parliament'. Staffed by Parliamentary attendants, officers and Members of Parliament, the stand's visitors were informed about democratic processes and encouraged to find their local Member. Hansard also put on a reporting service display, and a colouring competition was held for children.

EDUCATION AND COMMUNITY RELATIONS

To enhance community awareness of the significant role and functions of the Parliament

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Guided Tours

The Assembly attendants conducted numerous guided tours for visitors to the Parliament. There were 885 primary and secondary school tours, and 299 tours conducted on behalf of Members of Parliament and for various community groups including probus, historical societies and multicultural groups. These figures gives us a total of 33,241 number of visitors to the Parliament. One important point to remember is that this figure does not include the six public tours conducted every business day the Parliament is open. These tours cater for members of the public who walk off the street to visit the Parliament. Specialised tours were also conducted at various times during the reporting period. Two examples of these were with the Department of Treasury and Finance and the City of Melbourne.

The Department of Treasury and Finance approached us to assist with the development of a parliamentary induction tour and information session for their employees.

On 23 February 2001 a trial run session was held. The session for about 25 staff members, some new and some who had worked with the Department for a period of time, included a detailed tour of the building. This did not focus on the Chambers but more on the meeting and function rooms that were available to be used and where they were located. The tour also included visiting the Library so that the staff working closely with the various ministerial offices were aware of what the Library has to offer. The session then provided staff with more detailed information about parliamentary procedures and the various stages a bill has to go through to become legislation. The Legislation Document Management System was also highlighted to staff as a good source for finding out what is happening when the House is sitting. This particular session was part of a whole day induction program for the staff and, as a result of the positive feedback, the Department of Treasury and Finance now offer the parliamentary session as part of their Divisional Induction program for all new starters. There will be approximately six induction programs offered each year.

Further, the City of Melbourne's 300 unpaid volunteers who assist at the Information Centre at the Town Hall, the two Information Booths in Bourke Street and Flinders Street, act as City of Melbourne Ambassadors, and be part of the Melbourne Greeter Service, were also provided with a specialised tour. As part of the City of Melbourne's familiarisation program for the volunteers, tours of various public buildings around Melbourne are specifically organised with a focus on giving the volunteers a tour of the building so that they can pass on information to the public about the organisation.

Morning tea for the volunteers was hosted by the Clerk of the Legislative Assembly and he spoke to them about the current set-up of the Chamber.

Functions

During 2000–2001 the Speaker received 43 official calls from various Ambassadors, Consul-Generals and parliamentary delegations. The last financial year has also seen a huge increase in the number of functions held within Parliament. In Queen's Hall alone there were over 90 functions which included launches, breakfasts, lunches, dinners, music performances, receptions and weddings. Queen's Hall also hosted 16 exhibitions. During Centenary of Federation celebrations Queen's Hall was used everyday and most nights for various official functions. There were more than 20 events including youth parliament, seminars and conferences also held within the Assembly Chamber as well as our normal sitting days. The Parliamentary Gardens and Room K were also used on approximately 175 occasions for functions during this period.

Parliament House Book

During the year work has continued on producing a new colour pictorial booklet. The last time a similar booklet was published was over 20 years ago. A project team made up of staff from the Legislative Assembly, Legislative Council and the Library was appointed in May 2000 and has spent a great deal of time interviewing and short listing photographers and design professionals, as well as preparing text for the booklet. Mr John Gollings, a leading Melbourne based architectural photographer, has been appointed to undertake the photography and has already submitted some spectacular photographs for inclusion in the publication. It is expected that the new booklet will be published by the end of October 2001.

Internet Site

The promotion of Parliament's internet site has continued throughout the year. A growing number of inquiries indicated that the Assembly's internet site was being increasingly utilised. Quite noticeable has been the change in the trend of telephone queries, which are now often received from callers who are already aware of the site and who have a specific query about it. The general level of awareness, and with it dependency on the site, appears to have increased.

EDUCATION AND COMMUNITY RELATIONS

To enhance community awareness of the significant role and functions of the Parliament

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Many users seek information about legislation. That information is placed online through the Legislative Document Management System (LDMS) which is maintained by the Department of Premier and Cabinet (DPC). Given that the Assembly deals with queries about the online information and is regularly getting feedback from end users, an important aim throughout the year has been to represent the interests of such users to DPC and lobby for improvements.

A noticeable example of such an improvement came about in March 2001 when, after numerous requests from customers and many discussions with DPC and the Office of Chief Parliamentary Counsel, explanatory memorandums were placed online for each bill introduced. Much positive feedback has been received. The whole of LDMS is due to be reviewed during 2001–2002 and members of staff have attended a number of meetings with DPC to discuss the anticipated review procedure. Similarly, officers from the Assembly have liaised with a number of external customers who are regular users of the online legislation and have secured agreement from a diverse group to assist in giving feedback as part of the review process. Involvement in the redevelopment of the site is likely to be important during the next year and, given the rapport that has now been established with DPC, it is anticipated that the Assembly will play a significant role in the review.

Filming

The Office of the Serjeant-at-Arms was heavily involved in assisting the organisation of various film projects this year. A few examples are as follows:

From 9 to 11 October 2000, Apollo films carried out the filming of *My Brother Jack* at Parliament House. The story was an adaptation of the George Johnston novel and was set primarily between the years 1919–1946 depicting the extraordinary journey of a family affected by war. The Member's Dining Room was filmed as Mario's Restaurant and the North Library was used to represent the Melbourne State Library's old reading room. Room K was also used for the film's wedding reception.

Further filming of Parliament House took place on 27 February 2001 when the ABC's *Stateline* conducted a profile on Peter Costanzo, Parliament's resident painter. He has been working at Parliament for 27 years and due to his extensive knowledge of the building, the film crew followed him through Parliament House while he explained his work.

The North Library was also used on 5 March 2001 to film a segment of Channel Seven's football show, *The Game*, hosted by Dermott Brereton. The show was looking for an older style library with the wooden bookshelves.

The *Big Arvo* is Channel Seven's children program that airs nationally at 4.00 pm on weekdays. The show filmed Parliament House on 11 April 2001 and was aimed at answering the question 'Why did Australia's capital change from Melbourne to Canberra?'

EDUCATION AND COMMUNITY RELATIONS

To enhance community awareness of the significant role and functions of the Parliament

INFORMATION TECHNOLOGY

To provide innovative and practical technological solutions for the improvement of parliamentary operations and services

The Department and its committees continued to develop and utilise information technology in virtually every facet of operations.

The Department's IT activities encompass word processing, document management, databases, finance, human resources and the internet.

The Parliament has a dedicated web site maintained by the Parliamentary Library and this site has a direct link to the Legislative Assembly's page. The Department's site provides a comprehensive range of information including details of Members, committees, fact sheets and sitting dates.

As commented on in the previous report the major IT developments for the Department were with the parliamentary committees and this continued in the 2000–2001 financial year. During this period we saw the completion of a significant number of committee-based IT projects some of which were commenced late in the previous financial year.

The major project was the rollout and commissioning of new personal computers for each committee and the Joint Committee Administration Office. This was completed on time and the committee's IT system is now ready for the Whole-of-Government changeover to the Windows 2000 operating system.

The other major project completed was the installation and commissioning of a line-of-sight microwave link between the Parliament building and the committee offices. This link now provides a high capacity and secure data transfer system.

In conjunction with the upgrading of the computer system and data link a replacement high capacity backup file server was installed. This server significantly improved the speed of data transfer and also provides improved fault tolerance in the network to reduce the risk of data loss. Other network hardware, including the network switches, were also enhanced to maximise the efficiency and operating speed of the system.

Another development carried out in the year was the installation of three digital photocopiers that are linked into the committees' network. This enables direct computer to photocopier printing and this facility has been very successful. The turnaround time for printing has been significantly reduced as has actual printing costs.

Staff IT skills and expertise were also developed throughout the year. Committee staff undertook additional training in various MS Office software packages and also in web page design.

The Department also commenced evaluation of e-training whereby staff can undertake desktop training at their office on MS software via the internet or CD ROM. This evaluation also included discussions with various providers with a plan to implement a training system in the next financial year.

INFORMATION TECHNOLOGY

To provide innovative and practical technological solutions for the improvement of parliamentary operations and services

KNOWLEDGE MANAGEMENT

*To develop a knowledge
management framework*

As was reported in the Department's 1999–2000 Annual Report, the preparation of the *Legislative Assembly Practice Manual* (LAPRAC) is a major long-term project involving many members of staff.

Good progress has been made during 2000–2001 with a further seven chapters being finalised. Already the chapters available have proved a valuable tool in dealing with procedural issues and have enhanced the ability of the Department to respond quickly and accurately to queries, particularly where unusual procedures are under consideration.

It is essential that LAPRAC is not only fully completed but that it is kept up-to-date and accurate. Steps have accordingly been taken to ensure that reviews are carried out on chapters published, updating pages have already been issued. As more chapters are finalised this task becomes larger and, during the next year, a formal process for review will be documented.

Throughout the Department much work has been carried out in updating procedure manuals. These are essential tools both for existing and new staff. The Committee manual has been completely reviewed and rewritten, a project undertaken jointly with the Legislative Council. The new edition has substantially increased the information available and, apart from setting out appropriate authorities, captures experience by including practical tips and guidance to committee staff.

In addition, the updating of the manuals of the previous Table and Papers Offices was completed and those manuals have been amalgamated into one new Procedure Office manual. The new manual reflects the current working practices of the Office which now operates as a single unit. The format of the manual has also been changed to make updating easier in the future.

Within the Office of the Serjeant-at-Arms procedures have been put in place for the division of responsibilities and duties, including administrative office duties. These have yet to be documented formally.

The issue of the Department's electronic procedural resources has been raised at the Standing Orders Committee and some initial discussions have been held at a staffing level. No further progress has been made at this stage but it is hoped that more detailed consideration will take place during 2001–2002.

The appointment of a Training and Development Manager in the Joint Services Department has enabled the whole of Parliament to make significant inroads into achieving a cohesive training policy. The high profile of training and development initiatives through the much-publicised link on the intranet has highlighted opportunities for internal and external training.

The Staff Development Committee has been reactivated, and will lead to a more coordinated approach to training and development across all departments. The Committee has initiated the identification of quality training providers and resources for the Assembly, much progress has been made through preliminary discussions with the Training and Development Manager and results will be seen in the next financial year.

Another significant boost to training and development has been the approval of plans for the establishment of a permanent training venue at the newly acquired premises at 157 Spring Street.

The encouragement of multi-skilling has continued this year, partly due to the absence of the Deputy Clerk for the majority of the year. The result of this has been an increased workload and a sharing of duties among Chamber officers and the addition of the Manager of the Procedure Office, to those among senior management undertaking Chamber duties on sitting days.

The parliamentary attendants have continued rotation of duties within the Department to facilitate multi-skilling.

In the Procedure Office, the preparation of House documents continues to be shared between staff on sitting nights. Staff regularly rotate between the Papers and Tables sections of the Office.

In terms of special placements for development, the Assembly's most recent graduate recruit undertook a placement with the Scrutiny of Acts and Regulations Committee prior to her permanent appointment to the Committee. The Manager, Procedure Office spent two days with the House of Commons in a variety of areas. Her attachment coincided with the Prime Minister's visit to Westminster to commemorate the centenary of the passing of the Act to constitute the Commonwealth of Australia.

A review of the performance assessment method has been put back to the next financial year. However the Training and Development Manager held discussions with the Staff Development Committee resulting in the initiation of training for management in performance assessment skills for the subsequent year.

OUR PEOPLE

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The Human Resources Unit of the Joint Services Department has completed the review and update of the Staff Induction Manual following feedback and consultation from staff representatives of the various departments.

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A review of the performance assessment method has been put back to the next financial year. However, the Training and Development Manager held discussions with the Staff Development Committee resulting in the initiation of training for management in performance assessment skills for the subsequent year.

Fire Protection Strategy

The final stages of the Parliament's Fire Protection Strategy were implemented in 2001. The fire modelling project was completed by Meinhart Pty Ltd and, in line with the strategy, has been used to effectively develop the final stage of the overall strategy, smoke compartmentation.

Implementation of the compartmentation project is due to start in the latter part of 2001 with completion due in late 2002.

Review and Education

A program was initiated by the Serjeant-at-Arms and Usher of the Black Rod to upgrade the Emergency Procedures Manual and provide training to emergency staff. This was completed successfully with minimal disruption to the Parliament and has subsequently provided a very positive foundation for House emergency procedures. All emergency staff personnel undertook theoretical and practical fire training in preparation for their respective emergency duties. The Melbourne Metropolitan Fire Brigade conducted a day of training for all emergency staff, to educate and provide, practical, 'hands on' experience in the use of generic fire fighting equipment located within the Parliament. In addition, a fire drill was undertaken and proved effective in the evacuation of the Parliament. This drill proved to be the foundation for a real evacuation of the building later in the year. Although the real evacuation was not as a result of an emergency, it was successful and validated the revised Emergency Procedures Manual update. Further drills and revision of both practices and procedures are planned for the following year as part of an ongoing development strategy to educate staff in emergency procedures.

Photographic System

Work commenced to provide the rear security post with access to the photographic ID database. Systems were investigated but a suitable format has not been identified to date. It is still expected that the link-up with the existing system will take place in early 2002. This upgrade is seen as part of a global plan to upgrade the Protective Service Officers' Post.

Crowd Control Measures in the Vestibule

In April 2001, ASIO was instructed to undertake a security review of the Parliament, as a part of planning for the overall Centenary of Federation celebrations.

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physical resources*

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Further discussions between the Victoria Police and the Parliament resulted in the enhancement of the overall security strategy for the House. Identified in these reports and discussions was the security concerns of the Vestibule. Consequently, the crowd control project is to be incorporated in a major security review planned for the latter part of 2001. It is expected that new measures will be identified and implemented in the early period of 2002.

Trade Entrance Security Gates

Security gates were fully installed and operational at the trades entrance in late 2000. The installation of these gates has been another step in the overall development and upgrade of the Parliamentary security plan.

CCTV to Committees

The Parliamentary CCTV program to incorporate the committees at 35 Spring Street has been successfully installed and placed online. This project was completed in 2001 and is a further development in the overall security upgrade of the parliamentary precinct.

Garden Security Measures

In line with the improved security at the Parliament, a new fence was to be installed in 2000–2001 on the northern boundary. Due to difficulties of design selection this project has stalled and will be undertaken in late 2001/early 2002.

Overall, the garden security has been improved with the co-operation of the Melbourne City Council. The MCC has cleared the foliage on the boundary, assisting the Parliament Protective Service Officers and the better CCTV coverage of the perimeter and gardens. This action has greatly assisted in decreasing the number of intrusions into the parliamentary precinct.

To enhance the safety of pedestrians, the exit boom gate onto Macarthur Street was relocated. This was identified as a potential safety hazard and was relocated in December 2000. The exit now permits drivers more freedom of movement when negotiating an entry into both pedestrian and vehicular traffic.

Implementation of a Cleaning Standard

Progress has been made towards a standardised cleaning benchmark for the whole of the Parliament. The development of the standard has continued and has been implemented by direction only.

Whilst not implemented by formal means in 2000–2001, it can be expected that formal implementation of a global standard will be reached in 2002.

Communications for Attendants and Cleaning Staff

In an effort to improve staff communications, all attendants and cleaners were provided access to the Parliamentary intranet. This capability has greatly enhanced the ability of staff to provide advice and assistance when requested. The communications network has been enhanced and the future implementation of the standardised notice board in 2002 will benefit all due to common access now being available.

Key and Lock Security

A new key and lock system was identified in December 2000. Planning for installation commenced and installation is arranged for after the 2001 Spring sitting. It is anticipated that the Parliament will be re-keyed and locked in early 2002.

Office Lighting

All targeted offices were completed in 2001. The project is now complete.

Refurbishment of Targeted Offices

The offices of the Deputy Clerk, Assistant Clerk, and the Procedure Office were all refurbished in the reporting year. All received extensive upgrades, providing staff with more environmentally friendly and ergonomically suited work areas. The project is now complete.

Centralised Stationery Ordering System

In November 2000, the Principal Attendant assumed responsibility for all Legislative Assembly stationery. To date this has been cost effective and provided an efficient service.

Climate Control

The introduction of Parliamentary airconditioning to all workspaces will resolve much of the climate control problems throughout the Department. The Parliament will be progressively airconditioned starting in August 2001.

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Occupational Health and Safety Committee

The Occupational Health and Safety Committee met on a regular basis. Its image has continued to improve and it has become recognised as a positive forum for staff/management interaction. Major outcomes from the Committee have been:

- The purchase of a defibrillator machine for the Parliament
- A review of all emergency procedures and input into the delivery of a new Emergency Procedures Manual
- A full audit of all emergency procedures equipment
- The purchase of new emergency equipment for all emergency staff, to bring the Parliament into line with all State Emergency Services
- Increased opportunities for staff to raise issues for consideration directly to management.

Audit Evaluation

A full audit of emergency procedures was undertaken in November 2000. This review has enabled the Occupational Health and Safety Committee to plan a way forward with the revision and upgrade of the Emergency Procedures Manual and the emergency procedures throughout the Parliament. Further audits on building access and mobility are planned for 2002.

Correct Handling and Use of Cleaning Chemicals

A secure storage area for cleaning chemicals has been located and individuals are being trained in the correct use of chemicals as required.

Risk Analysis Audit

As a result of the Emergency Procedures Manual audit and the resultant update of both procedures and practices, a defined risk analysis audit was not undertaken in the reporting year. The continuation and development of ongoing projects has provided an ongoing risk analysis as projects have either been completed or evaluated for works.

Centenary of Federation

As part of the celebrations for the Centenary of Federation of Australia, the Federal Parliament held a formal sitting in Melbourne. The site chosen was the Victorian Parliament, symbolic of the early sittings of the Federal Parliament.

The sitting occurred on 10 May 2001, with the House of Representatives and the Senate sitting in the Legislative Assembly and Legislative Council respectively.

In conjunction with this historic sitting a major celebration of Federation was staged at the Royal Exhibition Building on 9 May 2001.

The planning and liaising for the special sitting was a significant project involving all branches within the department. In particular, the Office of Serjeant-at-Arms was heavily involved in planning the detail of the sitting with staff from the House of Representatives and Senate. Special attention was placed on the security for this event and this undertaking involved both State and Federal police and security agencies in conjunction with the Serjeant-at-Arms and Usher of the Black Rod.

The formal sitting was witnessed by over 2000 people and was televised nationally. The sittings were preceded by many celebratory events both within the Parliament and Melbourne environs.

Apart from Federal Members of Parliament there was a large number of invited guests including the Presiding Officers and Clerks from every Australian Parliament, former Prime Ministers and other dignitaries.

The sitting was a wonderful and historic event and a fitting celebration of the Centenary of Federation, and the special place the Parliament of Victoria has as the first home of the Federal Parliament.

Develop Members' Knowledge and Understanding of the Parliamentary Process

In conjunction with the Standing Orders Committee a procedural seminar was conducted for all Members of the Legislative Assembly on 14 March 2001.

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Topics covered were:

- Questions on notice
- Petitions
- Committee of the Whole
- Adjournment debate
- Papers, reports and documents
- Personal explanations
- Points of orders
- Reviewing the progress of legislation.

This seminar built upon the induction seminar offered for new Members following the 1999 election and was open for all Members to attend.

The seminar topics were chosen to cover many of the daily occurrences in the House and to provide Members with pertinent information and an opportunity to improve their practical knowledge of parliamentary procedure. The feedback from Members was very positive and it is anticipated that further seminars will be conducted.

Provide High Quality Service to Visiting Commonwealth Parliamentary Delegations

The Parliament of Victoria hosted a visit from a Parliamentary delegation from the United Kingdom from 29 August to 8 September 2000. Six members of the House of Commons comprised the delegation and they were lead by the Rt Hon Thomas Clarke MP, a former Minister in the first Blair Labour Government.

The visit was an opportunity to showcase Victoria as a tourist destination with the delegation visiting a number of significant projects including the new museum and aquarium. The delegation also visited Parliament House and attended Question Time in both Chambers and met with Members.

Plan, Prepare and Implement the Program for the 47th International Commonwealth Parliamentary Conference

As part of the Centenary of Federation celebrations, Australia was selected to host the International

Commonwealth Parliamentary Conference to be held in September 2001.

Whilst the actual conference is to be held in Canberra, delegates will visit Victoria for pre-conference tours and also attend the official opening at the Royal Exhibition Building. It is anticipated that 700 delegates from over 30 countries will attend.

A conference secretariat was formed at Parliament House in Canberra to plan and co-ordinate the conference and tours. The Assistant Chamber Officer, Anne Sargent, was seconded to this secretariat. Organising such a conference is a very large project requiring significant resources, co-ordination and planning.

From the Department's perspective, however, the arrangements for the pre-conference tours and the official opening were major priorities. By 30 June 2001 a large amount of planning had been completed. Accommodation and transport had been booked, venues arranged and staff appointed as liaison officers to accompany various delegations.

Planning and Arrangements for a Centenary of Statehood Sitting of the Legislative Assembly

As part of the Centenary of Statehood celebrations the House has agreed to meet at Bendigo on 16 August 2001. The venue chosen is the historic Town Hall which was built in the 1800s and is currently undergoing major heritage refurbishment.

Although the Parliament of Victoria had met at the Royal Exhibition Building from 1901 to 1926 this is the first time the Legislative Assembly will actually meet outside Melbourne and the sitting will be a significant historical event. It will also be the first time that any State Parliament within Australia has met outside its State capital.

The planning for this event involves all branches within the Department, and also Hansard, the Library, Joint Services Department and the City of Bendigo. To recreate a parliamentary chamber with all the necessary support facilities is an unusual and challenging task. By 30 June 2001, a significant amount of the arrangements had been completed. The refurbishment works were well advanced, a welcoming ceremony planned, and arrangements made for ABC to televise the proceedings. As well, local media have been briefed and all schools in the Bendigo region invited to attend.

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Commonwealth Parliamentary Conference to be held in September 2001.

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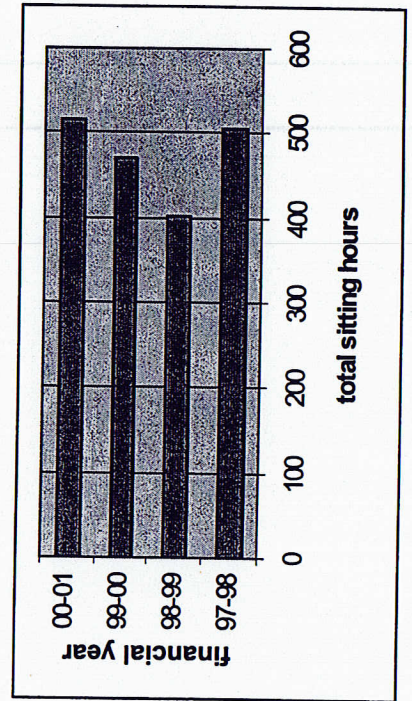
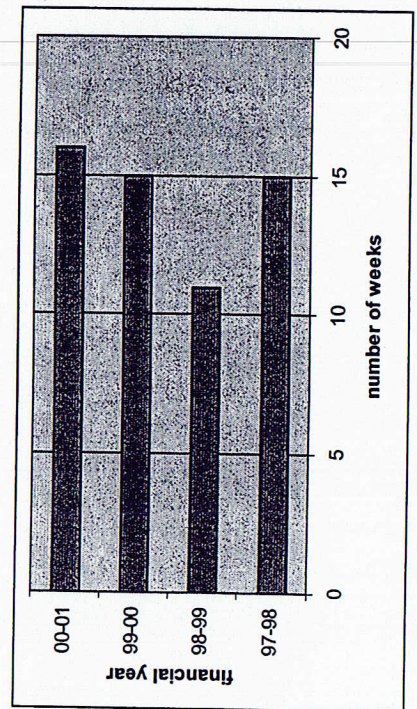
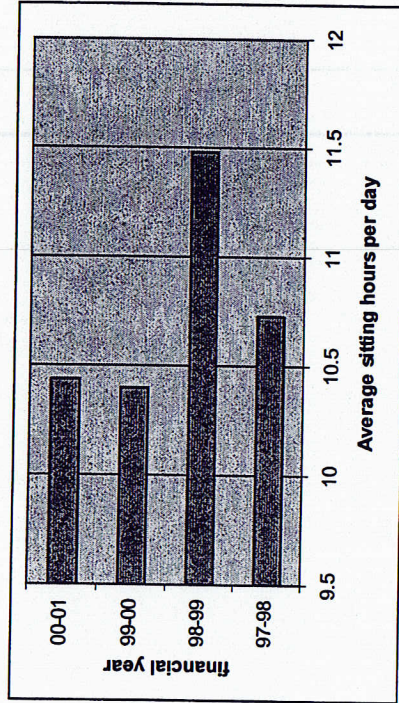
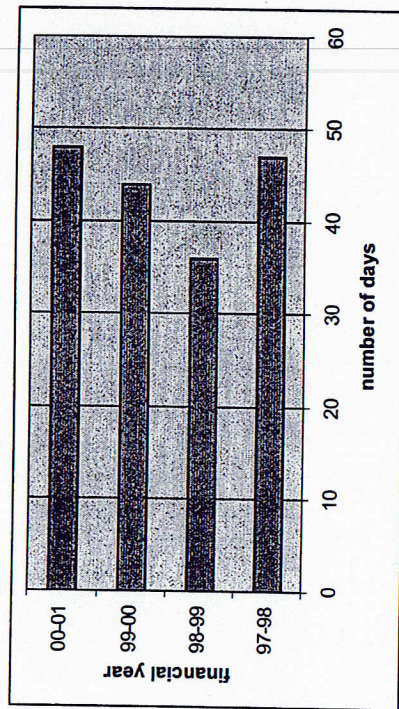
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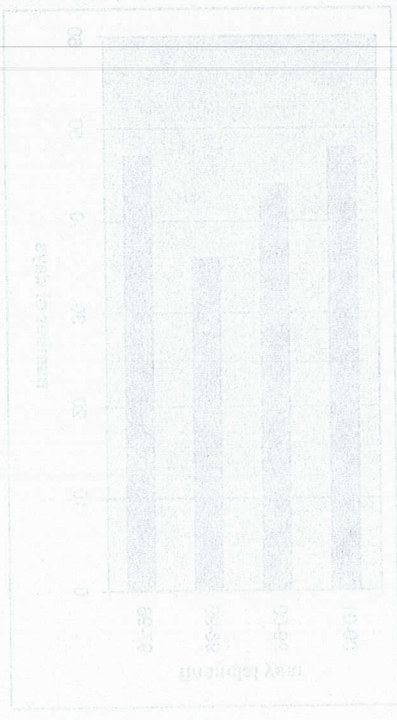
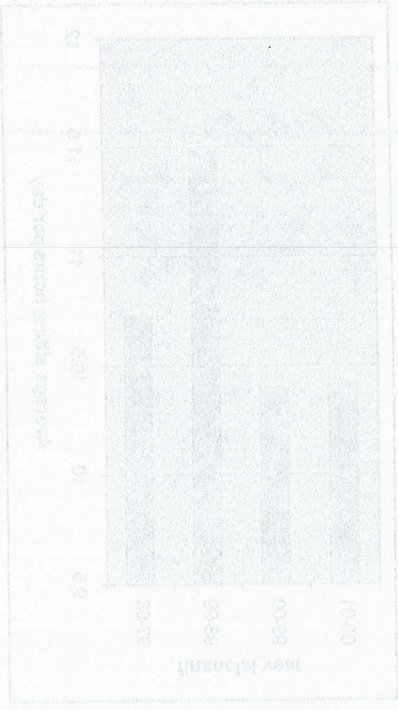
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APPENDIX ONE

Comparison of Legislative Assembly Sitting Statistics





Состояние развития населения и демографические тенденции

ВВЕДЕНИЕ

APPENDIX TWO

Parliamentary Committee Statistics 2000-2001 for Legislative Assembly administered Committees

Meetings and Reports

Committee	Full Committee Meeting	Sub-Committee Meeting	Public Hearings	Inspections	Reports Tabled
Drugs and Crime Prevention	18	1	3	20	4
Family and Community Development	27	0	1	1	2
Public Accounts and Estimates	16	59	43	0	5
Scrutiny of Acts and Regulations	15	41	2	0	18

Составление	1st Committee Meeting	2nd Committee Meeting	3rd Committee Meeting	4th Committee Meeting	5th Committee Meeting	6th Committee Meeting
Составление	41	3	0	18		
Составление и подготовка	20	43	0	2		
Составление и подготовка	0	1	1	3		
Составление и подготовка	1	3	30	4		

Составление и подготовка

Составление и подготовка 2000-2001 104. Подготовка Уганды и Комитетов

УБЪЕНДИХ ЛМО

APPENDIX THREE (CONT)

LEGISLATIVE ASSEMBLY EXPENDITURE STATEMENT

ITEM	2000-2001		1999-2000
	Budget \$	Expenditure \$	Expenditure \$
Departmental			
Salaries, Overtime and Allowances	1,706,000	1,631,595	1,512,709
Pay-roll Tax	804,000	857,042	922,966
Employee Superannuation Contributions	161,000	160,379	145,321
Long Service Leave	35,000	(1,113)	(111,701)
WorkCover	98,000	62,090	48,697
General Expenses	453,000	400,170	426,037
Parliamentary Printing	894,000	636,846	386,707
Other Operating Expenses	55,000	5,000	5,375
Total Departmental Operating Expenses	4,206,000	3,752,009	3,336,111
Assembly Members			
*Salaries and Allowances	7,814,000	7,288,212	6,652,593
Members Travel and Subsistence	2,314,000	2,064,768	2,057,913
Parliamentary Super Fund	7,067,000	4,000,000	5,607,691
Total Members Salaries and Superannuation	17,195,000	13,352,980	14,318,197
Total Legislative Assembly Expenditure	21,401,000	17,104,989	17,915,672

* *Excluding Ministers.*

APPENDIX THREE (CONT)

JOINT INVESTIGATORY COMMITTEES EXPENDITURE STATEMENT

Committee	1999-2000	2000-2001	2000-2001
	Expenditure \$	Budget \$	Actual \$
Drugs and Crime Prevention	299,096	406,636	323,346
Economic Development	180,615	428,316	342,102
Environment and Natural Resources	269,434	368,069	369,537
Family and Community Development	134,001	250,449	197,929
Federal-State Relations	56,749	0	0
Law Reform	308,715	302,994	309,334
Public Accounts and Estimates	419,981	606,696	609,000
Road Safety	188,565	324,882	215,456
Scrutiny of Acts and Regulations	360,246	473,000	497,793
Joint Committee Administration Office	743,227	621,958	641,723
Total Committee Expenditure	2,960,629	3,783,000	3,506,220

Notes:

1. Committees administered by the Legislative Assembly –

Drugs and Crime Prevention
 Family and Community Development
 Public Accounts and Estimates
 Scrutiny of Acts and Regulations

2. Committees administered by the Legislative Council –

Economic Development
 Environment and Natural Resources
 Law Reform
 Road Safety

Both House Departments jointly administer the Joint Committee Administration Office. Its budget includes the rental payments for the Committee Offices at 35 Spring Street Melbourne.

APPENDIX FOUR

Workforce Analysis

Legislative Assembly Staff



Committee Staff



Classification Profile

Band	Department		Committees		Total
	Male	Female	Male	Female	
EO-2	1				1
EO-3	1				1
VPS-5	2	1	2	2	7
VPS-4	1	3	5	1	10
VPS-3	2	1	2	2	7
VPS-2	13	7	1	5	26
VPS-1	2	3			5
<i>Total</i>	22	15	10	10	57

APPENDIX FOUR

Workforce Analysis

Legislative Assembly Staff

Male
Female



Committee Staff

Male
Female



Classification Profile

Band	Department		Committee		Total
	Male	Female	Male	Female	
BO-2	1				1
BO-1	1				1
VPS-5	2	1	2	2	7
VPS-4	1	3	2	1	10
VPS-3	2	1	2	2	7
VPS-2	13	7	1	2	26
VPS-1	3	3			5
Total	22	15	10	10	57

APPENDIX FIVE

Staff Listing as at 30 June 2001

Clerk's Office

Ray Purdey	Clerk of the Legislative Assembly and Clerk of the Parliaments
Marcus Bromley	Deputy Clerk
Geoff Westcott	Assistant Clerk and Clerk of Committees
Shanthi Wickramasurya	Secretary to the Clerk

Serjeant-at-Arms Office

Gavin Bourke	Serjeant-at-Arms
Anne Sargent	Assistant Chamber Officer
Helen Dorian	Personal Assistant to the Serjeant-at-Arms
Kate Gill	Research Officer

Attendant Staff

Warren Smith	Principal Attendant
Mark Smith	Senior Attendant
Michael Gigliotti	Post Office Attendant
Baron Campbell-Tennant	Attendant Grade 3
Ray Davis	Attendant Grade 3
Craig Foster	Attendant Grade 3
David Lang	Attendant Grade 3
Richard McCullough	Attendant Grade 3
David Robertson	Premier's Orderly
Geoffrey Tapper	Attendant Grade 3
Kate Murray	Speaker's Orderly
Trevor Day	Attendant Grade 1
Kalev Jones	Attendant Grade 1
Sarah Kerr	Attendant Grade 1
Jeremy Walsh	Attendant Grade 1
Thomas Trinchi	Attendant Grade 1

Cleaning Staff

Hares Kodiah	Senior General Hand
Tony Koukouvinos	Senior General Hand
Rhonda McMahon	Cleaner
Herta Zimmerman	Cleaner

APPENDIX FIVE (cont)

Project Office

Neville Holt Special Projects Officer

Speaker's Office

Lilian Topic Parliamentary Adviser to the Speaker

Procedure Office

Liz Choat Manager

Papers Section

Paul Venosta Parliamentary Officer
Bridget Noonan Customer Services Officer
Natasha Wilmann Customer Services Assistant

Table Section

Joanne Chapman Senior Parliamentary Officer
Charlene Kenny Parliamentary Officer
Sorrel D'Silva Administrative Officer

Committee Office

Drugs and Crime Prevention

Sandy Cook Executive Officer
Michelle Heane Office Manager
David Ballek Research Officer
Peter Johnston Research Officer

Family and Community Development

Paul Bourke Executive Officer
Lara Howe Office Manager

Public Accounts and Estimates

Michelle Cornwell Executive Officer
Frances Essaber Assistant Executive Officer
Christine Walker Office Manager
John Knowles Research Officer
Caroline Williams Research Officer

APPENDIX FIVE (cont)

Scrutiny of Acts and Regulations

Andrew Homer	Executive Officer
Simon Dinsbergs	Assistant Executive Officer
Richard Kings	Office Manager
Jennifer Baker	Research Officer
Fiona Lewandowski	Research Officer

Joint Committee Administration Office

Mark Roberts	Manager
David Cousins	Computer Systems Officer
Muriel O’Gorman	Administrative Officer
Laurel Keith	Administrative Officer

APPENDIX FIVE (cont)

Security of Access and Regulation

Andrew Homer	Executive Officer
Simon Dinabergs	Assistant Executive Officer
Richard Kings	Office Manager
Jennifer Baker	Research Officer
Piona Lewandowska	Research Officer

Joint Committee Administration Office

Mark Roberts	Manager
David Cousins	Computer Systems Officer
Michael O'Gorman	Administrative Officer
Laurie Keith	Administrative Officer

APPENDIX SIX

Major Outputs and Deliverables		1998-99	1999-2000	2000-2001
House related Documents produced		115	135	202
Reports presented by Command		3	3	4
Reports presented pursuant to Statute		488	301	331
Reports by Return			14	17
Other documents tabled			724	861
Reports presented by Parliamentary Committees		26	14	34
Questions	On Notice	127	211	266
	Without Notice	370	436	480
Bills	Introduced in the Assembly	89	62	101
	Amended in the Assembly	25	13	35
	Passed both Houses	100	66	101
	Reasoned Amendments — negatived	16	0	3
Divisions	House	96	21	29
	Committee	5	2	15
Petitions presented		144	37	101
Days on which Grievances were debated		2	5	6
Days on which General Business motions debated		11	1	3
Adjournment Motions pursuant to SO26		5	0	0
Matters of Public Importance			8	8
Statements by Members			436	489

Statistics by Measure	1800-89	1800-1900	1900-2000	2000-2004
Number of Births		8		8
Admission Motions Granted to 2000	2	0		0
Data on which General Business Motions Debated	11	1		3
Data on which Specials were Debated	3	2		0
Motions Rescinded	144	31		101
Comities	2	3		2
Houses	69	31		30
Resolved Amendments	10	0		0
Resolved Joint Houses	100	92		101
Amended in the Assembly	32	13		32
Amended in the Assembly	88	63		101
Minor Motion	330	430		480
On Motion	131	311		360
Motion Rescinded by Business Committee	30	14		24
Other Documents Issued		134		101
Resolutions by Committees		14		14
Motion Rescinded by 2/3 vote	488	301		331
Motion Rescinded by Committee	3	3		4
Houses Issued Documents	112	132		305
Motion Orders and Resolutions	1800-89	1800-1900	1900-2000	2000-2004