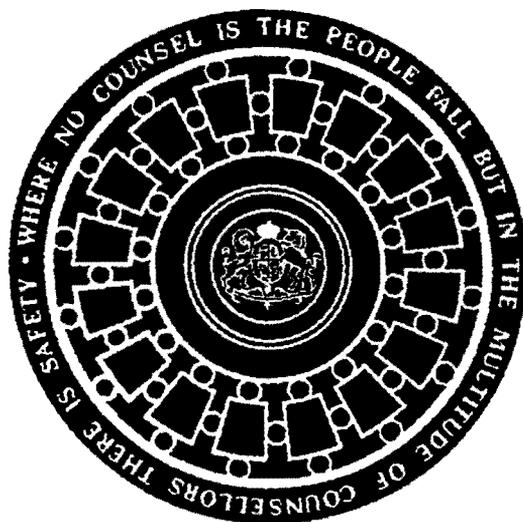

DEPARTMENT OF THE
LEGISLATIVE COUNCIL



ANNUAL REPORT

1 JULY 1995



30 JUNE 1996

© Department of the Legislative Council, Parliament of Victoria

Annual Report Contact:

Senior Parliamentary Officer (Chamber Support)
Department of the Legislative Council
Parliament of Victoria
Parliament House
Spring Street
Melbourne Vic 3002

Telephone: (03) 9651 8857
Facsimile: (03) 9650 5253

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



LEGISLATIVE COUNCIL

PARLIAMENT HOUSE, MELBOURNE, VIC. 3002

TELEPHONE 651 8911

28 October 1996

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

Dear Mr. President

I have pleasure in forwarding to you my report to the Legislative Council on the operations of the Department of the Legislative Council for the year ended 30 June 1996.

As the report reveals, 1995-96 was a particularly busy year for the Department and I am indebted to my staff for their first class efforts in ensuring that our high standards were maintained.

Yours sincerely

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

A.V. Bray
Clerk of the Legislative Council.



TABLE OF CONTENTS

MISSION • ROLE OF THE DEPARTMENT 1

PRINCIPAL OBJECTIVES
ROLE OF THE DEPARTMENT
THE YEAR UNDER REVIEW

PRINCIPAL OBJECTIVE I • PROCEDURAL & ADVISORY 7

SITTINGS OF THE HOUSE
MEMBERSHIP CHANGES
NEW MEMBERS' SEMINAR
OPENING OF THE 53RD PARLIAMENT
ELECTION OF THE PRESIDENT
REVIEW OF STANDING ORDERS
FINANCE



PRINCIPAL OBJECTIVE II • OPERATIONAL SUPPORT 13

COMPUTERIZATION IN THE DEPARTMENT
NEW PRINTING ARRANGEMENTS
JOINT INVESTIGATORY COMMITTEES
STANDING ORDERS AND OTHER COMMITTEES
INTERDEPARTMENTAL COMMITTEES
COMMONWEALTH PARLIAMENTARY ASSOCIATION
AUSTRALASIAN STUDY OF PARLIAMENT GROUP
LEGISLATION DOCUMENT MANAGEMENT SYSTEM

PRINCIPAL OBJECTIVE III • WORK PLACE ENVIRONMENT23

AMENDMENTS TO THE *PARLIAMENTARY OFFICERS ACT*
STAFF DEPARTURES
DEATH OF FORMER CLERK
RESTRUCTURING OF THE DEPARTMENT
STAFF ATTACHMENTS
INTRODUCTION OF THE NON-EXECUTIVE OFFICER PERFORMANCE BASED PAY
STRUCTURE
EMPLOYMENT AGREEMENTS FOR PARLIAMENTARY STAFF
PERFORMANCE MANAGEMENT SYSTEM
STAFF TRAINING AND DEVELOPMENT POLICY
CODE OF CONDUCT
STAFF INDUCTION HANDBOOK

GRIEVANCE PROCEDURE
PARLIAMENT HOUSE COMPLETION AUTHORITY
OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

PRINCIPAL OBJECTIVE IV • INFORMATION & EDUCATION.....33

PARLIAMENT WEEK
YMCA YOUTH PARLIAMENT
FUNCTIONS
OFFICIAL DELEGATIONS
OFFICIAL CALLS
OFFICERS FROM OTHER PARLIAMENTS
OTHER VISITORS
COUNCIL CHAMBER AND MEETING ROOMS
VISITS TO OTHER PARLIAMENTS
CLERKS OF COMMITTEES SEMINAR
PRESIDING OFFICERS AND CLERKS CONFERENCE
MEMBERS' GUIDE
PARLIAMENTARY PUBLICATIONS

PRINCIPAL OBJECTIVE V • MAINTENANCE & SECURITY41

WORKS
BUILDING EMERGENCY AND EVACUATION COMMITTEE
FIRE PROTECTION COMMITTEE

ISSUES IN THE YEAR AHEAD45

APPENDICES47

A ROLE OF LEGISLATIVE COUNCIL STAFF
B STAFF EMPLOYED DURING 1995-96
C SELECT STATISTICS RELATING TO SITTINGS OF THE LEGISLATIVE COUNCIL,
1991.2 - 1995.96
D MEMBERS OF THE LEGISLATIVE COUNCIL — 30 JUNE 1996
E FINANCIAL STATEMENTS 1995-96
F SUPPLEMENTARY INFORMATION — 30 JUNE 1996
G NON-CURRENT PHYSICAL ASSETS
H STATISTICS RELATING TO COMMITTEES ADMINISTERED BY THE DEPARTMENT OF THE
LEGISLATIVE COUNCIL
I ADMINISTRATION OF ACTS

INDEX.....65

DEPARTMENT OF THE
LEGISLATIVE COUNCIL

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.

MISSION

ROLE OF THE DEPARTMENT

PRINCIPAL OBJECTIVES	3
ROLE OF THE DEPARTMENT.....	3

THE YEAR UNDER REVIEW.....	4
----------------------------	---

PRINCIPAL OBJECTIVES

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

- 1. To ensure that the business of the Legislative Council and committees is conducted in accordance with constitutional and other statutory requirements, the Standing and Sessional Orders, relevant Parliamentary Practice and the traditions of the Westminster system.*
- 2. To provide appropriate support services for the Legislative Council, Members, the committees serviced by the department, the Clerk of the Parliaments, and the Commonwealth Parliamentary Association (Victoria Branch) and to ensure that the resources of the department are managed in the most efficient and effective manner.*
- 3. To provide Legislative Councillors, Parliamentary Committee Members and staff with an adequate, safe and healthy working environment and to implement staff management practices designed to ensure both personal satisfaction and the achievement of the department's and the committees' work objectives.*

- 4. To provide to interested parties timely information and/or documents relating to the proceedings of the Legislative Council and Parliamentary Committees and to take such other measures as are necessary to promote public awareness and education of the electorate of the role, functions and processes of the Legislative Council and participation in the committee process.*
- 5. To ensure the maintenance and security of the Legislative Council and other precincts, including Parliamentary Committee accommodation, and assist in the management of Parliament House and surrounds as one of Victoria's most historic buildings and grounds, as well as its valuable historic collections.*

ROLE OF THE DEPARTMENT

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

This role is carried out by providing apolitical support and assistance to the Parliament in general and, specifically, the Legislative Council, Parliamentary Committees, and the President and Members of the Legislative Council in fulfilling their constitutional

role and responsibilities as an arm of the legislature of Victoria. The Department:

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

Figure 1 shows the organizational structure of the Department. Appendix A provides a more detailed description of the role of Legislative Council personnel. Appendix B lists staff employed in the Department in 1995-96.

THE YEAR UNDER REVIEW

THE 1995-96 year has been a time of growth and change for the Legislative Council. Some of the highlights of the year include —

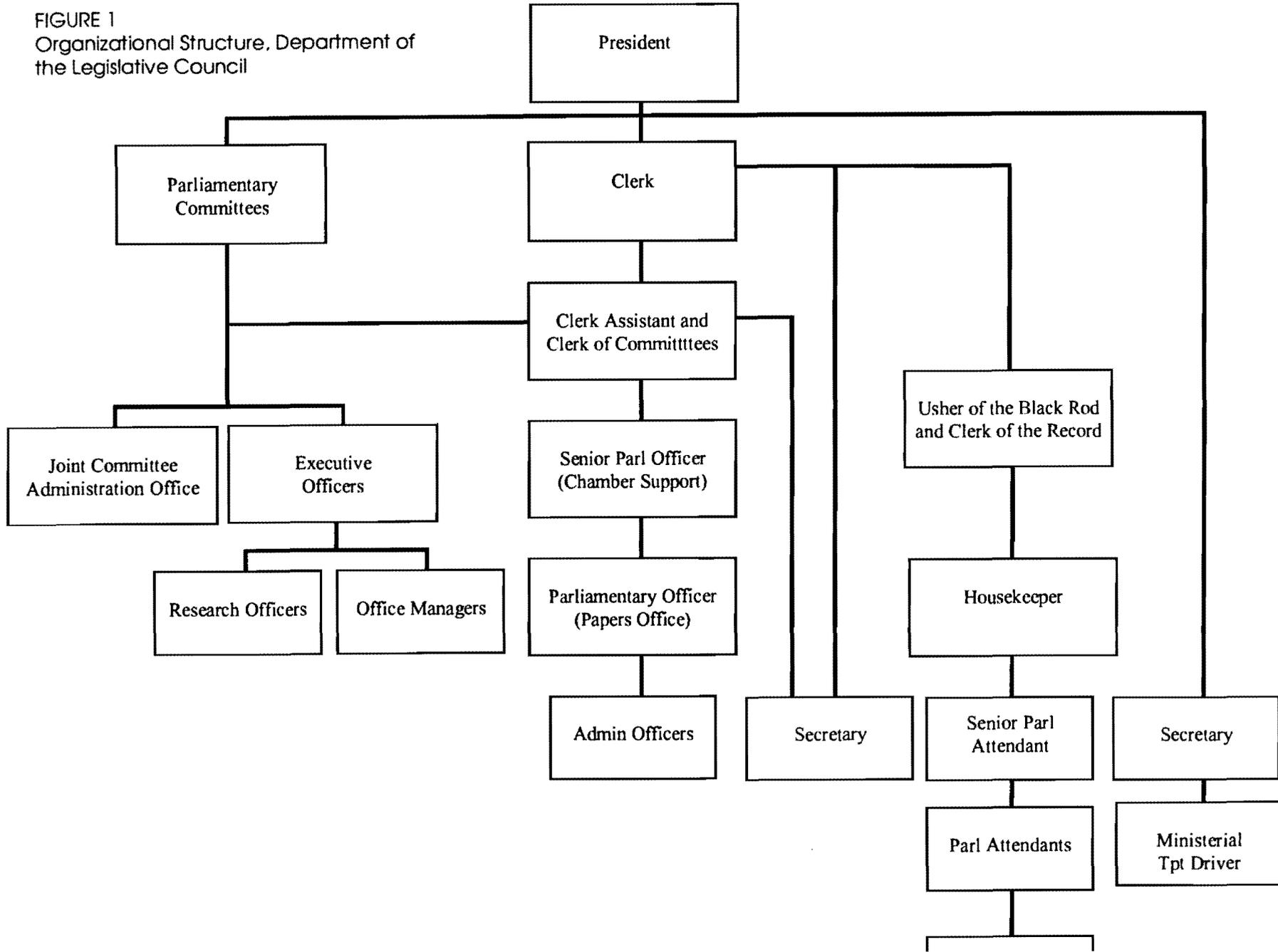
- the Department's Chamber support services were restructured with the creation of a new position of Senior Parliamentary Officer (Chamber Support) and the replacement of the office of Clerk of the Papers by that of Parliamentary Officer (Papers Office).
- substantial amendments dealing with the appointment and classification of staff and grievance and disciplinary powers were made to the *Parliamentary Officers Act 1975*.
- most staff moved to the non-executive officer pay structure and a considerable amount of work was undertaken as part of that process, including the adoption of a Code of Conduct and the development of a performance management system.
- steps were taken to enhance the training effort across the Parliamentary departments through adoption of a Staff Training and Development Policy and the appointment of a training and development officer.
- significant progress was made in the development of the Parliamentary module of the Legislation Document Management System and in establishing an online Parliamentary database.
- proposals were announced for the completion of Parliament House, following which legislation was enacted to establish the Parliament House Completion Authority. Staff in the Department were pleased to participate in the process of developing functional briefs for relevant areas of the building.
- the relocation of Parliamentary Committees from Nauru House to 35 Spring Street moved closer to fruition.
- a General Election was called for 30 March 1996 which saw the retirement or defeat of eleven Members, the resignation of another to

contest a lower House seat and the subsequent election of twelve new Members. The Department attended to the detailed arrangements associated with the Opening of the 53rd Parliament, the conduct of a seminar for new Members and the activities associated with the reallocation of offices.

- the Public Bodies Review Committee which was first established in 1980 was abolished and a new Federal-State Relations Committee was created. The Department's responsibilities for resourcing the former were transferred to the latter.
- major printing requirements for the Parliament were outsourced for the first time. The new arrangements came into operation at the commencement of the new Parliament.
- with the input of the other departments, the Department co-ordinated and produced the first *Members' Guide* for the Parliament.



FIGURE 1
Organizational Structure, Department of
the Legislative Council



DEPARTMENT OF THE
LEGISLATIVE COUNCIL

DEPARTMENT OF THE
LEGISLATIVE COUNCIL

PRINCIPAL OBJECTIVE

I

To ensure that the business of the Legislative Council and committees is conducted in accordance with constitutional and other statutory requirements, the Standing and Sessional Orders, relevant Parliamentary Practice and the traditions of the Westminster system.



PRINCIPAL OBJECTIVE

I

PROCEDURAL AND ADVISORY

SITTINGS OF THE HOUSE.....	9	ELECTION OF THE PRESIDENT.....	11
MEMBERSHIP CHANGES.....	9	REVIEW OF STANDING ORDERS.....	11
NEW MEMBERS' SEMINAR.....	10	FINANCE.....	11
OPENING OF THE 53RD PARLIAMENT.....	10		

SITTINGS OF THE HOUSE

THE LEGISLATIVE COUNCIL first met in the year under review on 3 October 1995. It sat for 16 days, four of which involved sittings beyond midnight. It adjourned on 30 November 1995 until a day and hour to be fixed by Mr. President.

There were no sittings of the House ahead of the dissolution of the 52nd Parliament of Victoria. The first session of the 53rd Parliament of Victoria opened on 14 May 1996. The House adjourned on 26 June 1996 after 11 sitting days. The Council sat until or beyond midnight on one occasion during the Autumn sittings.

Legislative Council sitting patterns for the past 10 years are shown in Figures 2A, B and C. Summary data outlining sittings of the House for the period 1991-92 to 1995-96 can be found in Appendix C.

MEMBERSHIP CHANGES

THE PERIODICAL ELECTION held on 30 March 1996 saw the retirement or defeat of eleven Members. In addition, the Hon. D. R. White resigned his seat on

FIGURE 2A
Number of meeting days, Legislative Council, 1986.7-1995.6

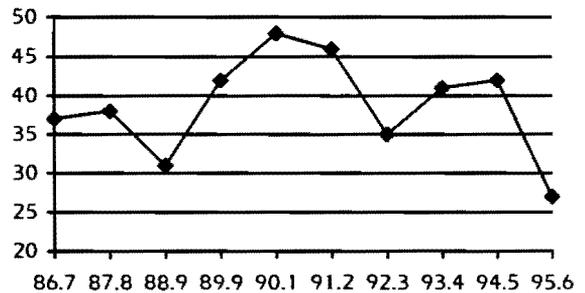


FIGURE 2B
Number of meeting hours, Legislative Council, 1986.7-1995.6

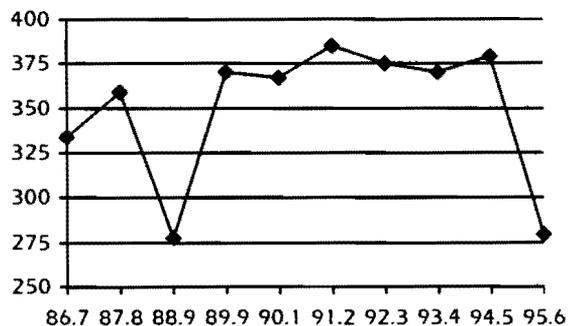
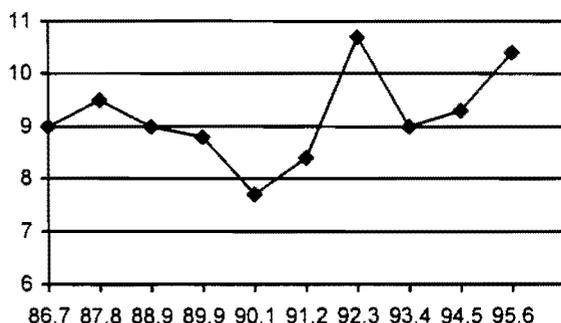


FIGURE 2C
Average number of hours per sitting,
Legislative Council, 1986.7-1995.6



5 March 1996 to contest a Legislative Assembly seat; the by-election for Dousta Galla Province was also held on 30 March. Accordingly, twelve of the total of twenty-three Members sworn in on Opening Day were new to the Legislative Council.

The names of the Members who ceased to hold office and the dates on which their service in the Legislative Council commenced are shown in Table 1. Members of the Legislative Council as at 30 June 1996 are listed in Appendix D.

TABLE 1
Legislative Councillors who ceased to hold office in March 1996

<i>Hon. Haddon Storey QC</i>	<i>17.4.1971</i>
<i>Hon. D. M. Evans</i>	<i>27.6.1976</i>
<i>Hon. J. V. C. Guest</i>	<i>27.6.1976</i>
<i>Hon. D. R. White</i>	<i>16.10.1976</i>
<i>Hon. G. P. Connard</i>	<i>26.6.1982</i>
<i>Hon. D. E. Henshaw MBE</i>	<i>26.6.1982</i>
<i>Hon. B. W. Mier</i>	<i>4.12.1982</i>
<i>Mr. G. H. Cox</i>	<i>1.10.1988</i>
<i>Mr. B. E. Davidson</i>	<i>1.10.1988</i>
<i>Mr. R. S. Ives</i>	<i>1.10.1988</i>
<i>Mrs. Licia Kokocinski</i>	<i>1.10.1988</i>
<i>Mr. B. A. E Skeggs</i>	<i>1.10.1988</i>

With the introduction of a large number of new Members, significant changes

occurred in the allocation of offices at Parliament House which required considerable effort on the part of the Housekeeper and his staff to implement. To their credit the relocations proceeded very smoothly.

NEW MEMBERS' SEMINAR

A HALF DAY SEMINAR for new Members was again conducted prior to Opening Day. Initially the focus of the Seminar was on procedural and protocol matters relevant to the Council. Overheads were used for the first time at the Seminar and are considered to have improved its presentation.

The Seminar was followed by a joint briefing with new Members of the Legislative Assembly on a range of matters of relevance to all Members of the Parliament.

OPENING OF THE 53RD PARLIAMENT

THE FIRST SESSION of the Fifty-third Parliament was formally opened by His Excellency the Governor, the Hon. Richard E. McGarvie, A.C., on Tuesday, 14 May 1996.

On this occasion a tri-service Guard of Honour was provided by the Australian Defence Force, accompanied by the Royal Australian Navy Band — Melbourne.

As with all Openings, the Usher of the Black Rod and his staff handled the detailed arrangements for the ceremony.

In excess of 1,000 guests were invited to the Opening ceremony and both the Council Chamber and Queen's Hall were utilized to accommodate them. Guests seated in Queen's Hall viewed the ceremony on two large banks of video screens.

At the conclusion of the ceremony, guests were invited to the

Parliamentary Gardens for afternoon tea at which the Blackburn High School Band, under the direction of Mr. R. Freeman, provided a musical programme.

Earlier in the day, the Hon. Justice J. H. Phillips, the Senior Commissioner appointed by His Excellency the Governor, administered the Oath or Affirmation to the Members of the Legislative Council elected at the Periodical Election and By-election held on 30 March 1996.

ELECTION OF PRESIDENT

ON 14 MAY 1996 the Hon. B.A. Chamberlain, M.L.C., was elected for a further term as President of the Legislative Council. The Hon. P R. Hall, M.L.C., was elected as Deputy-President and Chairman of Committees.

REVIEW OF STANDING ORDERS

ON 26 JUNE 1996 the Legislative Council resolved that the Standing Orders Committee be required to undertake a review of the Standing Orders and make recommendations with a view to —

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

It is expected that the review will take place over the next two years.

FINANCE

FUNDING FOR THE LEGISLATIVE COUNCIL is provided in two ways — via Special Appropriations and the annual *Parliament Appropriation Act*.

Special Appropriations cover the payment of Members salaries and allowances pursuant to the *Parliamentary Salaries and Superannuation Act 1968*, where whatever is required to be paid by way of prescribed salary, allowances and pension contributions by the employer is automatically appropriated. They also cover the costs of Joint Investigatory Committees (paid under the *Parliamentary Committees Act 1968* following approval of budgets by the Presiding Officers) and the fixed appropriation for the Council (paid under the *Constitution Act 1975*).

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

The sources of the Council's budget for 1995-96 are shown in Table 2. The detailed figures for 1995-96 appear in the financial statement in Appendix E to this report.

In 1995-96 the Department again managed to operate within its budget. Features of the Council's budget for the year worthy of note were —

- Members' salaries and allowances again substantially exceeded the budget estimate because of salary increases granted in July 1995(4.02 per cent) and March 1996 (1.61 per cent).



TABLE 2
Council Budget Sources, 1995-96

<i>Special Appropriations</i>	\$
Members' salaries and allowances	4,259,040
Clerk and expenses of the Legislative Council	100,000
Clerk of the Parliaments	1,000
<i>Parliament Appropriation Bill</i>	
Legislative Council Program 103	2,463,000
Parliamentary Printing (Council share)	190,000

- a surplus remained in Staff salaries and allowances owing to an Attendant position remaining unfilled prior to the creation of a new position of Senior Parliamentary Officer (Chamber Support) and other positions, particularly that of Clerk of the Papers, being unfilled for shorter periods. As at 30 June 1996 there were no vacant positions in the establishment of the department.
- a lower than usual number of sittings, partly due to the election being called in March, resulted in overtime payments being lower than expected.
- an amount of \$36,285 was carried forward from 1994-95 to fund enhancement of the Council's computer operations.

Whilst detailed figures appear in Appendix E, breakdowns of expenditure for the Legislative Council on a percentage basis are depicted in Figures 3 and 4.

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

The Department continues to operate within its budget but will face challenges in the years ahead if it is to adequately fund training and the costs associated with implementation of the broadbanded salary structure, particularly performance pay.

FIGURE 3
Legislative Council expenditure as a proportion of Parliament of Victoria expenditure (%), 1995-96.
N=\$28,201,583

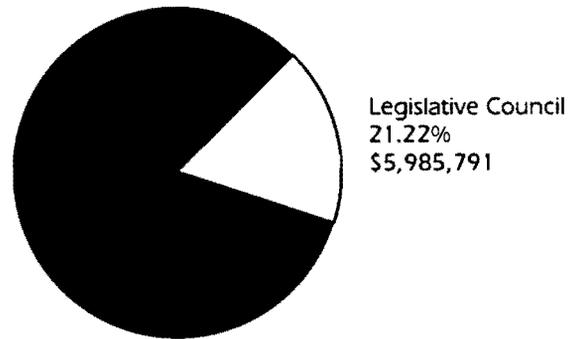
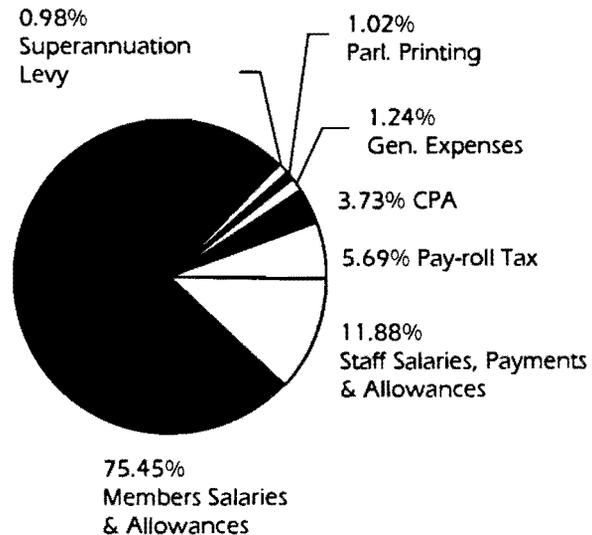


FIGURE 4
Expenditure (%), Legislative Council, 1995.6 (N= \$5,985,791)



DEPARTMENT OF THE
LEGISLATIVE COUNCIL

PRINCIPAL OBJECTIVE

II

To provide appropriate support services for the Legislative Council, Members, the committees serviced by the department, the Clerk of the Parliaments and the Commonwealth Parliamentary Association (Victoria Branch) and to ensure that the resources of the department are managed in the most efficient and effective manner.



PRINCIPAL OBJECTIVE II

OPERATIONAL SUPPORT

COMPUTERIZATION IN THE DEPARTMENT.....	15	CPA.....	20
NEW PRINTING ARRANGEMENTS.....	15	ASPG.....	20
JOINT INVESTIGATORY COMMITTEES.....	16	LEGISLATION DOCUMENT MANAGEMENT	
STANDING ORDERS AND OTHER COMMITTEES.....	19	SYSTEM (LDMS).....	20
INTER-DEPARTMENTAL COMMITTEES.....	19		

COMPUTERIZATION IN THE DEPARTMENT

THE ARRANGEMENTS for the linking of the Council Chamber to the computer network across the Parliamentary departments were outlined in the last annual report. Laptops at the Chamber Table for recording the Minutes of the Proceedings and the Committee of the whole and for the production of the Notice Paper have now been in operation for three sitting periods (Autumn and Spring 1995 and Autumn 1996) and are considered to have worked well, despite some minor problems with the operation of the printer in the Chamber. It has also been pleasing to see Members using the computer terminals in the Chamber for online access to Hansard.

It is now intended to move to the next phase in the Chamber which will see the Clerk linked up to the system via his laptop which will facilitate the production of readers at the Table and the use of search and retrieval facilities in the soon to be established procedural database. In addition, the laptops will be used for the tracking of Bills in the Legislation

Document Management System (LDMS) and in accessing the Parliamentary database.

Other proposed developments in the Department will see a computer installed in the Correspondence Box to handle meeting room bookings and the provision of information, and further database projects, some in conjunction with the Legislative Assembly.

NEW PRINTING ARRANGEMENTS

AS INDICATED in the last annual report, the Parliament was moving towards the outsourcing of Parliamentary printing. Contracts for major printing and distribution requirements were settled early in 1996 and the services provided by the successful contractors came into full effect from the commencement of the new Parliament in May. These arrangements are expected to result in significant cost savings to the Parliament.

JOINT INVESTIGATORY COMMITTEES

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

ENVIRONMENT AND NATURAL RESOURCES COMMITTEE

THE COMMITTEE tabled its report into *Problems in Victoria caused by Long-billed Corellas, Sulphur-crested Cockatoos and Galahs* on 15 November 1995. In a response tabled on 15 May 1996 the Government endorsed 14 of the 15 recommendations made by the Committee.

On 8 August 1995, the Committee received terms of reference for an inquiry into *Ballast Water Problems in Victoria*. The Committee called for submissions, received expert briefings and conducted inspections and visits in Queenscliffe, the Port of Melbourne and RMIT. An interim draft report was completed but not processed due to the dissolution of the Committee on 5 March 1996. The Committee was reconstituted on 14 May 1996 and on 28 May 1996 received updated terms of reference on ballast water. The Committee has called for submissions, organized local and interstate inspections and is planning public hearings. There has been pronounced media interest in the inquiry.

On 28 May 1996 an inquiry into *Pest Plants in Victoria* was referred to the Committee. It is anticipated that public hearings and site inspections will be a distinctive feature of the inquiry. This inquiry has also been the subject of close media interest.

On 31 July 1995 the Committee devised and hosted the Inaugural Conference of Australian Parliamentary

Environment Committees at Parliament House, Melbourne. Delegates from the House of Representatives and the Senate, and from each of the State and Territory legislatures attended. The Hon. C. G. Coleman, M.P., Minister for Natural Resources, and the President, the Hon. B. A. Chamberlain, M.L.C., opened the Conference. Keynote speakers included Professor David Yencken and Dr. Brian Robinson. It is anticipated that the Conference will become an annual or biannual event.

FAMILY AND COMMUNITY DEVELOPMENT COMMITTEE

THE COMMITTEE, known in the previous Parliament as the Community Development Committee, completed two inquiries in the year under review. On 10 October 1995, it tabled its report into *Persons Detained at the Governor's Pleasure*. The Committee received 40 submissions and took evidence from 37 witnesses.

Inspections of forensic psychiatric facilities in Brisbane and Sydney, and extensive discussions with government and private organizations, further assisted the Committee. The Government largely endorsed the recommendations made by the Committee.

The Committee also completed an inquiry into the *Practice of Immobilizing and Removing Trespassing Vehicles on Private Property*. The Committee received 100 submissions and took evidence from 19 witnesses. The Committee's report was tabled in the Parliament on 14 May 1996. An immediate reaction by the Government saw a Bill endorsing the Committee's recommendations introduced into the Legislative Council on 31 May 1996. On 4 June 1996 the *Road Safety (Wheel Clamping) Act 1996* was proclaimed. It is believed that this is the first piece of legislation in the world banning wheel clamping.

On 4 June 1996, the Committee received terms of reference for an inquiry

into *Planning for Positive Ageing*. The inquiry is currently under way and information is being compiled and analyzed preparatory to the drafting of a report which must be tabled in the Parliament by 30 June 1997.

FEDERAL-STATE RELATIONS COMMITTEE

THE FEDERAL-STATE RELATIONS COMMITTEE was formed on 28 May 1996. As at 30 June 1996, advertisements for the position of Executive Officer and associated staff had been placed and interviews for an Executive Officer appointment were being conducted. It is anticipated that the Committee will investigate the social, legal and economic implications of Commonwealth-State relationships.

LAW REFORM COMMITTEE

ON 23 NOVEMBER 1995, the Committee tabled a report on *Curbing the Phoenix Company*, its third report for the inquiry into the Law Relating to Directors and Managers of Insolvent Corporations. The Committee subsequently met with the Federal Attorney-General's Simplification Task Force in Canberra to discuss the report.

On 23 November 1995 the Committee also released its second issues paper in support of its inquiry into *Jury Service in Victoria*. The Committee received 136 responses to this paper and a previous issues paper, and took evidence from 27 witnesses on the matter. Five members and two staff visited the United States, Canada, the United Kingdom, Ireland and Hong Kong to investigate the operations of the jury system. They met with 200 judges, lawyers and court officials in 15 cities over a 32 day period. On 12 June 1996, following the Opening of the 53rd Parliament and the reconstitution of the Committee, this reference was renewed.

On 19 September 1996 the Committee was referred an inquiry into

the *Legal Liability of Health Service Providers*. An issues paper was distributed to 2000 persons and organizations and 57 submissions were received. On 12 June 1996, this reference was also renewed.

On 25 June 1996, the Committee received a new reference for an inquiry into *Regulatory Efficiency Legislation*.

PUBLIC BODIES REVIEW COMMITTEE

ON 5 SEPTEMBER 1995, the Committee tabled its report into the *Liquor Licensing Commission*. This report completed an inquiry which had been commenced with a reference to the Committee on 18 October 1994.

On 15 September 1995, the Committee received terms of reference asking that it inquire into the *Public Record Office, Victoria*. The Committee inspected repositories and related facilities at Laverton, Burwood, Fawkner, Morwell and Sydney. In early January 1996, a sub-committee visited New York, Albany, Pittsburg, Washington and Ottawa. Evidence was taken at public hearings held in Melbourne and a number of submissions were received and considered. A draft report was completed but had not been adopted prior to the dissolution of the Parliament on 5 March 1996.

The Public Bodies Review Committee was not appointed at the commencement of the 53rd Parliament. The Committee was formally abolished under provisions contained in the *Parliament House Completion Authority Act 1996* proclaimed on 25 June 1996.

ROAD SAFETY COMMITTEE

IN THE 1995-96 YEAR the Committee continued its inquiry into *The Effects of Drugs (Other than Alcohol) on Road Safety in Victoria*, which had been referred to it on 25 October 1994. The Committee held public hearings on 19 and 20 September 1995. In July 1995, the Committee visited the Netherlands, the

United Kingdom and the United States where it discussed the effects of drugs on road safety. Further visits were made to Canberra, Sydney, and Brisbane (December 1995), Adelaide and Perth (February 1996), and Hobart (June 1996).

The Committee was represented at the 13th International Conference on Alcohol, Drugs and Traffic Safety held in Adelaide (August 1995) and at the 3rd International Conference on Injury Prevention and Control held in Melbourne (February 1996).

COMMITTEE STATISTICS

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

JOINT COMMITTEE ADMINISTRATION OFFICE

IN 1995-96, the Joint Committee Administration Office assisted all Committees in meeting their inquiry and reporting obligations. Members of the office's staff provided administrative support, acted as temporary office managers when required, assisted Committees with travel and conference arrangements, and provided support for the preparation and publication of reports and issues papers.

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 Panel met on four occasions.

COMMITTEE ACCOMMODATION

REFERENCE WAS MADE in last year's annual report to the feasibility study in preparation for the proposed relocation of certain functions, including Parliamentary Committees, to the building at 3-5 Macarthur Street, Melbourne.

On 31 October 1995 the Minister for Finance advised the Presiding Officers that the building would not now be made available to the Parliament. Following this advice and in view of the expiration of the lease on levels 19 and 20 at Nauru House on 31 December 1995, the Presiding Officers wrote to the Minister on 22 November 1995, requesting that a six month extension to the lease be sought for level 19 and asking that expressions of interest be sought for new premises for committees close to Parliament House.

The Minister subsequently indicated that suitable space was available for the committees at 35 Spring Street under an existing lease expiring on 31 July 2000.

Accordingly, the committees situated on level 20 were relocated to level 19 and a brief was drawn up in consultation with the Victorian Government Property Group to relocate all committees to 35 Spring Street. The date for relocation was set at 30 June 1996.

This is the first occasion since the creation of Joint Investigatory Committees in 1992 on which the committees will be housed in facilities built specifically to suit their requirements. Consequently a great deal of time was spent in the preparation of the brief.

The months between March and June 1996 saw a great deal of activity regarding the relocation and involved many meetings between the Clerks of Committees, the Manager of the Joint Committee Administration Office on behalf of the committees, the Property Group's Project Manager, the architects engaged on the fit-out and other service providers. Some minor delays in the

project resulted in the relocation date being deferred to 30 August 1996 necessitating a further two month extension of the lease on level 19 at Nauru House.

COMMITTEE ADMINISTRATIVE PROCEDURES MANUAL

THE SECOND EDITION of the Committee Administrative Procedures Manual was issued in April 1995. However, due to several changes in the composition of the Joint Investigatory Committees, some changes to the domestic committees and many variations to administrative procedures and practice and policy determined by the Presiding Officers, a further edition is now required. Work is expected to commence early in the next reporting period with a view to releasing the third edition before the end of 1996.

STANDING ORDERS AND OTHER COMMITTEES

THE DEPARTMENT PROVIDES secretarial support for the Standing Orders Committee, for any select committees established by the Council and, in rotation with the Department of the Legislative Assembly, for any joint select committees which may be appointed.

There were no meetings of the Standing Orders Committee in the year under review. No select committees were established by the Council during 1995-96.

INTER-DEPARTMENTAL COMMITTEES

AS HAS BEEN INDICATED in previous reports, there is a high degree of co-operation between the Parliamentary departments in Victoria, particularly the two "House" departments — the Department of the

Legislative Council and the Department of the Legislative Assembly. This co-operation is reflected at many levels and is particularly evident in the case of Inter-departmental committees whose charter impinges on all Parliamentary departments.

In addition, there are also regular meetings of the heads of the Parliamentary departments. As has been the case in recent years, there were several of those meetings during 1995-96, held for the purpose of discussing a wide range of matters and arriving at a consensus on issues of common interest across departments. The Department heads also continued to meet as required with the Presiding Officers, particularly in relation to budgetary matters.

The Inter-Departmental Committees on which the department is represented include the Consultative Committee, the Review Committee and the Staff Development Committee. These are now summarized.

CONSULTATIVE COMMITTEE

THE PARLIAMENT HOUSE CONSULTATIVE Committee consists of an employer and staff representative from each department. The employer representatives are nominated by the Department heads and the staff representatives are elected by staff in each department for terms of two years. The terms of the present staff representatives expire on 30 June 1997. The Committee's role is to provide a forum for central consultation between the Parliamentary departments, management and staff and to consider any matter of significance which is relevant to the terms and conditions of employment of Parliamentary staff. It has no decision making powers but may make recommendations to the Department heads. Mr. W. R. Tunnecliffe, the Clerk-Assistant, is the department's employer representative and was Chairman as at 30 June 1996. Mr. M. Cowie was elected as staff representative on 20 March 1996 following

the transfer of Mr. D. Ali to the Cabinet Office.

The committee met on six occasions during the year. It made three recommendations to the Department heads endorsing the Staff Development Committee's recommendation for the appointment of a Staff Training and Development Officer, supporting the appointment of Mr. G. Rodgers as Chairperson of the Grievance Review Committee, and proposing the establishment of a Parliamentary Newsletter and the formation of a Working Party to determine editorial policy and format.

REVIEW COMMITTEE

THE REVIEW COMMITTEE established under the Parliamentary Officers Agreement 1990 was replaced by a Grievance Review Committee established under the Parliament's Grievance Procedure.

The former Review Committee had not been required to meet in the year under review.

STAFF DEVELOPMENT COMMITTEE

THE STAFF DEVELOPMENT COMMITTEE consists of a senior officer from each department who has personnel management responsibilities, together with the Staff Training and Development Officer.

The Committee is responsible to the Department heads for the overall supervision of the Parliament's training and development program and Mr. W. R. Tunnecliffe is the department's representative. He has also been its Chairman since its establishment in 1994.

Reference is made elsewhere in this report to the adoption by the Department heads of the Parliament's Training and Development Policy, the appointment of a Staff Training and Development Officer and the work being undertaken by the Committee on an Induction Handbook.

The Committee is expected to be particularly active during 1996-97 in overseeing the development of the training program and completing the Induction Handbook.

COMMONWEALTH PARLIAMENTARY ASSOCIATION

THE ACTIVITIES of the Victoria Branch of the CPA continued to be serviced by the Clerk (as Honorary Secretary), the Usher of the Black Rod (as Honorary Treasurer) and other staff in the Department. In addition to attending to routine requirements such as administration of the Study Tour Scheme and activities associated with the involvement of delegates in other CPA affairs, staff were also involved during the year in arrangements for the hosting of a visit by a delegation from the United Kingdom Parliament.

A more detailed report on Branch activities is provided to members at its annual general meeting.

AUSTRALASIAN STUDY OF PARLIAMENT GROUP

THE DEPARTMENT PROVIDED logistical support to the Australasian Study of Parliament Group — Victorian Chapter. Mr. D. I. Ali, Clerk of the Papers, was elected Honorary Secretary at the Annual General Meeting held on 4 October 1995. Mr. Ali resigned his position on 5 June 1996 and Dr. R. Wright, Senior Parliamentary Officer, agreed to act as temporary secretary until the Annual General Meeting, anticipated to take place in October 1996.

LEGISLATION DOCUMENT MANAGEMENT SYSTEM (LDMS)

REFERENCE WAS MADE in last year's report to the major review of legislative and Parliamentary printing processes. During the period under review considerable progress was made in the design and development of the Parliamentary module of the LDMS. As at 30 June 1996 work was sufficiently advanced to allow for the "soft opening" of the Parliamentary database on the Internet and use by the Clerks at the Table of that module during the 1996 Spring sittings.

The LDMS will streamline the drafting process, allow monitoring of the progress of legislation and, for the first time, entail use of a single word processing format for the production of legislation from the time a Bill is first drafted through to production of an Act. The system will also allow for the automated publication of Bills to broader Government and the Internet, establishment of a Parliamentary database and access to the statute law and subordinate legislation of Victoria.

It is expected that significant progress will be made in design, development and implementation of the LDMS during 1996-97.



PRINCIPAL
OBJECTIVE

III

To provide Legislative Councillors, Parliamentary Committee Members and staff with an adequate, safe and healthy working environment and to implement staff management practices designed to ensure both personal satisfaction and the achievement of the department's and the committee's work objectives.



PRINCIPAL OBJECTIVE III

WORK PLACE ENVIRONMENT

AMENDMENTS TO THE <i>PARLIAMENTARY OFFICERS ACT</i>	25
STAFF DEPARTURES	26
DEATH OF FORMER CLERK.....	26
RESTRUCTURING OF THE DEPARTMENT.....	26
STAFF ATTACHMENTS	27
INTRODUCTION OF THE NON-EXECUTIVE OFFICER	
PERFORMANCE BASED PAY STRUCTURE.....	27
EMPLOYMENT AGREEMENTS FOR PARLIAMENTARY	
STAFF	27

PERFORMANCE MANAGEMENT SYSTEM.....	28
STAFF TRAINING AND DEVELOPMENT POLICY	29
CODE OF CONDUCT	29
STAFF INDUCTION HANDBOOK	29
GRIEVANCE PROCEDURE	29
PARLIAMENT HOUSE COMPLETION AUTHORITY.....	30
OCCUPATIONAL HEALTH AND SAFETY	
COMMITTEE.....	30

AMENDMENTS TO THE *PARLIAMENTARY OFFICERS* *ACT*

ON 1 NOVEMBER 1995 the Public Sector Management and Parliamentary Officers (Amendment) Bill was introduced into the Legislative Assembly. This Bill was the product of a consultative process between the Presiding Officers and the Premier and their officers which began in 1993. The second reading of the Bill was moved on 2 November 1995 but debate on the measure had not resumed prior to dissolution of the Assembly ahead of the 1996 General Election.

Advantage was taken of the opportunity to make some refinements to the Bill in the interval between dissolution and the opening of the new Parliament and a fresh Bill was introduced on 29 May 1996. The Bill had passed all stages in both Houses and was awaiting Royal Assent as at 30 June.

The legislation introduces much needed changes to the *Parliamentary Officers Act 1975* and its provisions were

dealt with in detail in the Ministers' second reading speeches and the explanatory memoranda. The major provisions are as follows:

- the office of Clerk of the Parliaments is formally established;
- all appointments with the exception of the Department heads are now to be made by the Presiding Officers (as appropriate) on the recommendation of the relevant head and without reference to the Governor in Council;
- the Department heads continue to be appointed by the Governor in Council on the recommendation of the Presiding Officers (either jointly or individually as appropriate), as does the Clerk of the Parliaments;
- the Presiding Officers are given authority (as appropriate) to create, abolish or otherwise deal with any office other than Department head and

to determine the work value and remuneration applicable to each office; and

- the regulation making power is expanded to allow regulations to be made covering for procedures for dealing with personal grievances and for the handling of disciplinary matters. A separate discipline procedure is established for the Department heads.

STAFF DEPARTURES

MR. D. I. ALI, the Clerk of the Papers, ceased duty with the Department on 11 March 1996, having been appointed to a position in the Cabinet Office, Department of Premier and Cabinet. David Ali served with the Department since 1983, having initially been appointed as Assistant Clerk of the Papers, then as Secretary to the Public Bodies Review Committee and finally as Clerk of the Papers from 1991.

Ms. A. Agosta, Parliamentary Officer (Administrative Support), proceeded on 12 months maternity leave as from 17 June 1996 having given birth to a son, Ramon Anthony.

DEATH OF FORMER CLERK

MR. L. G. McDONALD, Clerk of the Legislative Council from 1964 to 1969, passed away on 23 May 1996. Until his appointment as Clerk of the House Mr. McDonald had spent his career in the Parliamentary service as an Officer of the Legislative Assembly.

RESTRUCTURING OF THE DEPARTMENT

WITH THE DEPARTURE of the former Clerk of the Papers the opportunity was taken to review the Department's Chamber Support services and undertake some restructuring.

Following the review Mr. President approved the creation of a new position of Senior Parliamentary Officer (Chamber Support) to manage the Department's Chamber Support services, including the Papers Office, and maintain the soon to be established procedural database. In addition, the incumbent will also relieve at the Legislative Council Chamber Table on a roster basis.

The creation of the new position did not involve an increase in the Department's staffing establishment, as one vacant position had been carried for some time. There were some additional costs arising from the appointment but they will be met out of the Department's existing budget.

Further changes involved the abolition of the office of Clerk of the Papers and the creation of a lower classified position of Parliamentary Officer (Papers Office) and a change in title of the office of Assistant Clerk of the Papers to Parliamentary Officer (Administrative Support).

During the latter half of 1996 it is proposed to review the functions of the Papers Office in the light of these new arrangements.

Dr. R. Wright, Executive Officer, Environment and Natural Resources Committee, was appointed to the new position of Senior Parliamentary Officer (Chamber Support) as from 9 May 1996 and Ms. A. Sargent, Office Manager, Public Bodies Review Committee, was appointed to the position of Parliamentary Officer (Papers Office) as from 3 June 1996.

STAFF ATTACHMENTS

DURING THE YEAR arrangements were made with the Department of the House of Representatives for Mr. D. I. Ali, the Clerk of the Papers, and Mr. W. R. Tunnecliffe, the Clerk-Assistant, to undertake week-long attachments with the Commonwealth Parliament. Mr. Ali's attachment was from 18 to 22 September 1995 and Mr. Tunnecliffe's from 16 to 20 October 1995.

A full programme with both the Department of the House of Representatives and the Department of the Senate was arranged for both officers and was regarded as being extremely beneficial.

It is hoped that during 1997 similar arrangements can be made for the Usher of the Black Rod and the Senior Parliamentary Officer (Chamber Support). Details of these attachments will be finalized when the respective sitting dates for 1997 of the Legislative Council and both Houses of the Commonwealth Parliament are known.

The support of our Federal colleagues in arranging these programmes is greatly appreciated.

INTRODUCTION OF THE NON-EXECUTIVE PERFORMANCE BASED PAY STRUCTURE

IN LAST YEAR'S annual report mention was made of the introduction of the broadbanded performance based pay and classification system for non-executive staff in the Parliament in line with that introduced into the public service.

The first step in introducing the new 5-level system involved a points factor evaluation of each non-executive position in the Department to determine the basis for translation to the new structure.

That task was carried out during September and October 1995 and the proposed translation arrangements were notified to staff on 24 October 1995. Staff who considered that their position had been incorrectly classified or who were aggrieved about any other matters relating to translation were able to pursue their grievances through the Parliament's grievance process.

EMPLOYMENT AGREEMENTS FOR PARLIAMENTARY STAFF

IN ACCORDANCE WITH Government policy, staff wishing to enter the new 5-level structure were required to sign an individual or collective Employment Agreement in accordance with the provisions of the *Employee Relations Act 1992*. The Collective Employment Agreement was negotiated with the State Public Services Federation Victoria. Staff signing Agreements received a 3 per cent salary increase backdated six months from the date of signing, as well as being eligible for performance pay in the future. As salary increments are not available under the new structure, staff can only progress through their Band and receive salary increases through performance pay.

A draft Employment Agreement was drawn up in consultation with the Department of Business and Employment and all Parliamentary staff received a copy of the draft on 8 September 1995.

Staff also received an Information Kit during September and October 1995 comprising the following papers:

- *Overview of the Non-Executive Broadbanded Performance Based Pay System;*
- *Framework for the 5-level Broadbanded Structure;*

- *Principles of the Performance Management System;*
- *Pay Policy;*
- *Translation Arrangements; and*
- *Grievance Procedure.*

Work also commenced on consolidation of the Personnel Policies of the Parliamentary departments and this document is expected to be provided to staff later in 1996.

Information sessions on the new system, including translation arrangements, the grievance procedure and the performance management system were held for Legislative Council staff on 27 October 1995. Several staff signed Individual Agreements during November and early December.

During November and December negotiations also continued with the union regarding the Collective Employment Agreement with a view to signing the document prior to Christmas 1995. However, on 7 December 1995 the negotiations were complicated somewhat when the Government approved a new salary offer to Public Service employees, including Parliamentary staff, comprising a 4 per cent salary increase back-dated to 26 November 1995 and a further 3 per cent increase available from 8 December 1996 contingent upon productivity savings being made. This increase was conditional on employees entering into an Employment Agreement by 1 March 1996 for a term expiring on 22 November 1997.

Staff who had already signed an Employment Agreement for the original 3 per cent increase were required to sign a fresh Agreement giving effect to the new salary offer. Agreement was reached with the State Public Services Federation on a Collective Agreement giving effect to both the original 3 per cent salary increase backdated 6 months from the date of signing and the second offer of a 4 per cent increase as from 26 November 1995,

together with a further 3 per cent increase from 8 December 1996. This Collective Agreement was signed on 15 February 1996.

As at 30 June 1996 the following numbers of staff in this Department had entered into either an Individual Agreement or were a party to the Collective Agreement:

- *Individual Agreements:* 21
- *Collective Agreement:* 4

PERFORMANCE MANAGEMENT SYSTEM

STAFF SIGNING Employment Agreements are eligible for performance pay assessed in accordance with the Parliament's performance management system. Staff are required to complete in conjunction with their manager/supervisor an individual performance plan setting out key result areas, objectives and performance indicators/measures. The development of individual performance plans is a participative process between staff members and managers and all aspects of the plan are negotiated and agreed before it is finalized. Each plan and assessment process will be supported by the identification of training and development needs for each staff member necessary to improve on previous performance and/or maximize career development opportunity and strategies. The plan is intended to reflect both organizational and individual needs.

Following an examination of performance management systems operating in other public sector agencies the Department heads determined that in the first instance performance assessments for Parliamentary staff would be based on a 6 scale rating system.

They were assisted in this task by a consultant with experience in the field, Mr. W. Peart, who also prepared the

Parliament's Performance Management Manual which was completed in February 1996. Performance management training for various staff was conducted in April/May 1996 and, as at 30 June 1996, the process of drawing up individual performance plans was under way.

The initial assessment period is to conclude in October/November 1996 and the first round of performance pay will be paid in the first full pay period in January 1997. Thereafter, the performance management cycle will be aligned to each financial year.

STAFF TRAINING AND DEVELOPMENT POLICY

A STAFF TRAINING AND DEVELOPMENT Policy containing a comprehensive Training Overview was developed by the Staff Development Committee and formally adopted by the Department heads in late 1995. The policy gave effect to the principles of a fully co-ordinated training program across the Parliamentary departments and addressed the issue of the resources necessary to put the program into effect.

Foremost amongst those resources was the appointment of a Staff Training and Development Officer and the Department heads approved the Committee's recommendation that such an appointment be made initially for twelve months. It is to be reviewed at the end of this period to determine future training needs.

As well as having the primary function of co-ordinating the training program on a day to day basis, it was decided that, as an initial priority, the Staff Training and Development Officer should play a major role in conducting performance management training.

Following endorsement by the Presiding Officers the position was advertised in February 1996 and Ms. R. Frances was subsequently appointed.

CODE OF CONDUCT

IN LINE WITH moves in the public sector, the Department heads adopted a draft Code of Conduct for Employees of the Parliament of Victoria which was circulated to staff for comment on 11 December 1995. A number of constructive suggestions for amendment were made and considered by the Heads and the Code was then formally adopted as policy for Parliamentary staff in February 1996.

STAFF INDUCTION HANDBOOK

IN JUNE 1994 the Staff Development Committee began work on a Staff Induction Handbook which would for the first time provide a comprehensive set of relevant information for new members of staff. A draft was provided to the Department heads in October 1994 for comment with a view to finalizing the document in early 1995. However, work on the booklet was delayed pending changes to the *Parliamentary Officers Act 1975* and the move to performance based employment agreements.

Those changes having been implemented, the Staff Development Committee moved in June 1996 to complete the booklet and it was expected to be released later in 1996 to coincide with the first Induction Course for new staff.

GRIEVANCE PROCEDURE

THE AMENDMENTS MADE to the *Parliamentary Officers Act 1975* during 1996 provide for the interim adoption of grievance and discipline procedures based upon those of the public sector. Regulations specific to the Parliament are not expected to be in operation until 1997.

However, as an interim measure, in advance of the amendments to the Act, the Department heads adopted a Grievance Procedure in November 1995 with the aim of enshrining the principles of merit, equity and fair play in all areas of employment within the Parliamentary departments. The philosophy underpinning the policy was that personal grievances be resolved at the workplace level, in a spirit of open co-operation, within the context of conciliation and without the need for a formal, overly structured external review process.

Where all attempts to resolve a grievance at the local workplace or through conciliation have failed, complaints may be referred to the Parliament's Grievance Review Committee for independent review. This Committee, which replaces the Review Committee established pursuant to the Parliamentary Officers Agreement 1990, consists of an independent Chairperson, a management nominee and a staff nominee. Alternate members are appointed where necessary to avoid instances of possible conflict of interest.

Mr. G. Rodgers, Chairman of the previous Review Committee, was appointed to chair the new body. Mr. W. R. Tunnecliffe is the Parliament's management nominee, with Mr. B. Davidson, the Parliamentary Librarian, and Mr. R. W. Purdey, Deputy Clerk of the Legislative Assembly, as alternate members. Following the conduct of elections, Mr. J. McGregor, Hansard Reporter, is the staff nominee, with Ms. M. O'Gorman and Ms. C. Simpson from the Department of the Legislative Assembly as alternate members.

PARLIAMENT HOUSE COMPLETION AUTHORITY

REFERENCE WAS MADE earlier in this report to the welcome relocation of the Joint Investigatory Committees from Nauru

House, Collins Street, Melbourne, to 35 Spring Street, Melbourne. The decision to complete Parliament House, and to refurbish the interior of the building, is even more welcome to the Department.

Staff have played a willing and active role in the development of functional briefs for those spaces and jurisdictions that fall under the Department's control.

A number of meetings took place throughout June 1996, with further discussions anticipated to take place early in the new financial year.

The Department endorses the move to provide office and other space appropriate to its diverse needs and anticipates the provision of a working environment that assists it to provide a level of support commensurate with its obligations.

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

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

The Committee held four meetings during the year, its main aim being to facilitate co-operation between the Parliamentary departments and their employees in developing and implementing measures designed to protect the health and safety of employees at work. The Committee continued to consider issues such as smoking in the workplace, first-aid training for staff, the provision of first aid kits and related equipment, ergonomic furniture and the installation of handrails on the front steps at Parliament House.

The request for installation of handrails on the front steps of the building was submitted to and approved by the House Committee and they were installed during the reporting period.

The Committee also made representations to the Presiding Officers

regarding a smoke-free policy for Parliament House and it is pleasing to note that appropriate signage is now located throughout the building

Some of the Parliament's first aid officers attended voluntary in-house practice sessions covering various areas of first-aid in order to optimize their effectiveness as first aid officers.

DEPARTMENT OF THE
LEGISLATIVE COUNCIL

PRINCIPAL
OBJECTIVE
IV

To provide to interested parties timely information and/or documents relating to the proceedings of the Legislative Council and Parliamentary Committees and to take such other measures as are necessary to promote public awareness and education of the electorate of the role, functions and processes of the Legislative Council and participation in the committee process.



PRINCIPAL OBJECTIVE IV



INFORMATION AND EDUCATION

PARLIAMENT WEEK.....	35	COUNCIL CHAMBER AND MEETING ROOMS.....	37
YMCA YOUTH PARLIAMENT.....	35	VISITS TO OTHER PARLIAMENTS.....	38
FUNCTIONS.....	36	CLERKS OF COMMITTEES SEMINAR	38
OFFICIAL DELEGATIONS	36	PRESIDING OFFICERS AND CLERKS CONFERENCE ..	39
OFFICIAL CALLS.....	36	MEMBERS' GUIDE	39
OFFICERS FROM OTHER PARLIAMENTS.....	37	PARLIAMENTARY PUBLICATIONS.....	39
OTHER VISITORS.....	37		

PARLIAMENT WEEK

PARLIAMENT WEEK was conducted at the Royal Agricultural Show from 21 September to 1 October 1995. 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; and*
- *to increase public awareness of the role of Parliament.*

The theme of the Parliament of Victoria Stand was *Know Your Member* and to assist the public a computerized touchscreen monitor was utilized. All Parliamentary departments participated and a large number of Parliamentary staff were involved in setting up and staffing the stand. It was also pleasing to see many Members of Parliament attending the stand to talk about their work to the general public.

Daily competitions were held and, overall, twelve thousand entries were received. Thirty thousand Parliamentary badges were also distributed.

The stand was highly successful and it is hoped that the Parliament will be represented via a similar stand in 1997.

YMCA YOUTH PARLIAMENT

THE NINTH YMCA YOUTH PARLIAMENT was once again staged at Parliament House.

The "Opening Ceremony" was held in the Legislative Council Chamber with the Youth Parliament being conducted in both the Legislative Council and the Legislative Assembly Chambers on 26 and 28 September 1995. It was presided over for most of that time by the President of the Legislative Council and the Speaker of the Legislative Assembly in their respective Chambers. Over the two days young persons forming both a "Government" and "Opposition" debated a series of "Bills" on issues such as Heroin Clinics, Abolition of Battery Hen Farming, Equal Access to the Internet, Compulsory Defensive Driving and Drug Testing for Drivers.

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 Hon. V. N. Heffernan, M.P., Minister responsible for Youth Affairs.

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

FUNCTIONS

THE DEPARTMENT ASSISTED in providing services for various functions staged in Queen's Hall, including those listed in Table 3.

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

OFFICIAL DELEGATIONS

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

During the reporting period the department assisted in arrangements for the reception of the persons or delegations listed in Table 4.

OFFICIAL CALLS

OFFICIAL CALLS ARE also made by individual visitors on the Parliament from time to time, mainly diplomats of ambassadorial status. All ambassadorial calls are coordinated by the Usher of the Black Rod. Table 5 shows callers received in 1995-96.

TABLE 3
Functions, Queens' Hall, 1995-96

Melbourne Cup Carnival State Reception

Australian-British Chamber of Commerce Export Award Presentation

4th International Conference on Computers in Urban Planning and Urban Management Reception

Australian Society of Anaesthetists Reception

Market Research Society of Australia Reception

League of Women Voters of Victoria Reception

Melbourne Foundation Day Committee Reception

3rd International Conference on Byzantine Macedonia Reception

Royal District Nursing Association Reception

RSPCA 125th Anniversary Reception

Australian Formula One Grand Prix State Reception

State Reception to mark the first official visit to Victoria by the Hon. Sir William Deane, AC, KBE, Governor-General of Australia

National Union of Greek Australian Students State Reception

World Presidents' Organisation University State Reception

2nd International Symposium on Coronary Stenting Reception

7th World Congress of International Textile, Garment and Leather Workers' Federation State Reception

Royal Australasian College of Surgeons Annual Scientific Congress Reception

TABLE 4
Official delegations, 1995-96

<i>Parliament of the United Kingdom</i>
<i>Parliament of Lithuania</i>
<i>Parliament of Ireland</i>
<i>Parliament of Zimbabwe</i>
<i>Jiangsu Congressional Delegation</i>
<i>Future Young Political Leaders from the United States of America</i>
<i>Swedish Parliamentary Standing Committee on Agriculture</i>
<i>Council of State Governments from the United States of America</i>
<i>Parliament of Slovenia</i>
<i>The Rt. Hon. Sir Patrick Mayhew, M.P., Secretary of State for Northern Ireland</i>
<i>Senator Monique Ben Guiga</i>
<i>The Hon. K. Sibraa, Australian High Commissioner to Zimbabwe</i>
<i>The Hon. Thiru R. Muthiah, Speaker of the Tamil Nadu Legislative Assembly</i>
<i>Speaker of the Provincial Assembly of Sindh, Pakistan</i>

OFFICERS FROM OTHER PARLIAMENTS

DURING THE YEAR visits to the Parliament were made by the officers from other Parliaments listed in Table 6.

OTHER VISITORS

OTHER VISITORS to the Parliament during the year included staff from the Secretariat to the Thailand House of Representatives who met with the Clerk and other officers; the Vice-Governor and a Parliamentary Delegation from Aichi Prefecture, Japan;

and Dr. Marwah Daud Ibrahim, a member of the Golkar Central Executive Board and of the Indonesian Parliamentary Commission on Foreign Affairs, Defence, Security and Information.

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 of the Black Rod. In the year under review, the Council Chamber was used for the Inaugural Conference of Australian Parliamentary Environment Committees,

TABLE 5
Official calls, 1995-96

<i>Ambassador of Thailand</i>
<i>Ambassador of France</i>
<i>Ambassador of Turkey</i>
<i>High Commissioner for Sri Lanka</i>
<i>Ambassador of Iran</i>
<i>Ambassador of Belgium</i>
<i>Ambassador of the Netherlands</i>
<i>Ambassador of Denmark</i>
<i>Head of Delegation of the European Community</i>
<i>Ambassador of Ireland</i>
<i>High Commissioner for Canada</i>
<i>Ambassador of Romania</i>
<i>Ambassador of Israel</i>
<i>Ambassador of Japan</i>

TABLE 6
Officers from other Parliaments, 1995-96

Mr. Rick Gray, Executive Officer, Sessional Committee on Constitutional Development, Northern Territory Legislative Assembly, met with the Clerk of Committees, the Usher and various committee staff at Nauru House between 11 and 14 September 1995.

Mr Les Gonye, Clerk Assistant (Procedure), New South Wales Legislative Assembly met with Officers of the Council on 11 and 12 January 1996.

Mr Andrew Timperley, Parliamentary Officer, Queensland Parliament, met with Officers of the Council on 11 and 12 January 1996.

the 1995 Australian Interschool Debating Championships Final, Keilor Rotary Club School Debate Final, the Ninth YMCA Youth Parliament and Children's Parliament.

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

Users of the Council Committee Room during the year (other than Victorian Parliamentary Committees) are listed in Table 7.

VISITS TO OTHER PARLIAMENTS

ON 18 MARCH 1996 the Usher of the Black Rod and the Serjeant-at-Arms visited the New South Wales Parliament and met with their counterparts to discuss security related matters.

TABLE 7
Council Committee Room users, 1995-96

Parliament of Australia Joint Committee on the National Crime Authority

House of Representatives Standing Committee on Employment Education and Training

Senate Legal and Constitutional References Committee

Senate Select Committee on Superannuation

Ministerial Council on Aboriginal and Torres Strait Islander Affairs

Australasian Hansard Editors Association

Parliament of Australia Joint Standing Committee on Foreign Affairs, Defence and Trade

House of Representatives Standing Committee on Legal and Constitutional Affairs

National Parliamentary Educators

Senate Economics References Committee

Monash University Graduate School of Government

CLERKS OF COMMITTEES SEMINAR

ON 24 AND 25 MARCH 1996 the Parliament of Victoria hosted a Seminar for Clerks of Committees at Parliament House, Melbourne. This was the fifth seminar of this nature and it was attended by representatives from all Australian Parliaments except the Northern Territory and, for the second time, by an officer from the Select Committee Office of the New Zealand House of Representatives.

The Clerks of Committees of both Houses were responsible for co-ordinating the arrangements and jointly chaired the proceedings. A wide range of topics was

discussed, with papers being presented on Committee staff salaries, the measurement of secretariat effectiveness, natural justice for select committees, committees and electronic technology, the televising of committee proceedings, directing reports and performance appraisal for committee staff.

PRESIDING OFFICERS AND CLERKS CONFERENCE

MR. PRESIDENT and the Clerk of the Legislative Council attended the 26th Conference of Presiding Officers and Clerks which was held in Port Moresby, Papua New Guinea, in July 1995.

Mr. President presented a Paper to the Conference entitled *Parliament and the Courts — A study of section 85 of Victoria's Constitution Act*. That Paper was one of a total of eighteen dealing with a diverse range of issues from the Subpoena of Members' Documents to the procedures used in consideration of the Rights of the Terminally Ill Bill by the Northern Territory Legislative Assembly.

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

MEMBERS' GUIDE

WITH THE INPUT of other Parliamentary Departments, the Department co-ordinated and produced the first Parliament of Victoria *Members' Guide*. The Guide was published in May 1996. Two copies were provided to each Member of Parliament, and to all Parliamentary departments. Copies were also distributed to all other Australasian Parliaments. The Guide is

designed to permit loose-leaf upgrades of altered information, rulings and entitlements on a half-yearly basis or as the need arises.

PARLIAMENTARY PUBLICATIONS

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

NOTICE PAPERS, MINUTES OF PROCEEDINGS AND DIVISIONS IN COMMITTEE

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

<i>Notice Papers (daily)</i>	25
<i>Minutes (weekly)</i>	12
<i>Divisions in Committee</i>	6
<i>Unanswered Questions on Notice</i>	3

LIST OF MEMBERS

IN THE REPORTING PERIOD, lists of Members of the Legislative Council were issued on 18 September 1995 and 7 June 1996.

PROGRESS ON INVESTIGATIONS AND MINISTERIAL RESPONSES

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

REGISTER OF MEMBERS' INTERESTS

AS CLERK OF THE PARLIAMENTS, the present Clerk of the Legislative Council maintains the Register of Members' Interests and produces the regular summaries which are presented to the Parliament. During 1995-96 three summaries were prepared and tabled in both Houses. A cumulative summary of returns as at 30 September 1995 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. The bound volumes of the Minutes of the Proceedings for the 1992-94 Session were distributed to recipients on the circulation list on 7 July 1995. Work is currently proceeding on the Bill Volumes for Sessions 1992-94 and 1994-96, and on the Minutes Volume for Session 1994-96.

INDICES

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

DEPARTMENT OF THE
LEGISLATIVE COUNCIL

PRINCIPAL
OBJECTIVE

V

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.

PRINCIPAL OBJECTIVE V



MAINTENANCE AND SECURITY

WORKS	43
BUILDING EMERGENCY AND EVACUATION COMMITTEE.....	43

FIRE PROTECTION COMMITTEE.....	44
--------------------------------	----

WORKS

DURING 1995-96 a major refurbishment was undertaken of four Members' Offices in the basement area at Parliament House.

Other works completed by House Committee staff during the year included repainting and refurbishment of some other Member and staff offices in the Legislative Council precinct. The Department is appreciative of the efforts of maintenance staff in completing these works to a very high standard.

Due to an increase in the number of Government Members, a decision was taken to relocate the Media Gallery from the lower gallery to the upper gallery of the Council Chamber. This entailed the construction of wood panels in keeping with the design of the existing panels. Most of the work was completed during the reporting period and should be fully operational in 1996-97.

Further efforts were made to increase the level of light in the lower levels of the Council Chamber through the installation of new tri-phosphor fluorescent lamps and new electronic fittings. In addition, ergonomically designed chairs were also commissioned and installed in the Chamber for the

officers at the Table and some Members following a recommendation from consultants who were engaged to address occupational health and safety concerns.

Some seating in the lower south and north public galleries was also upgraded in readiness for the Opening of Parliament.

BUILDING EMERGENCY AND EVACUATION COMMITTEE

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

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

drills and evacuation practice during each year.

FIRE PROTECTION COMMITTEE

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

The Committee meets on average once per 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 work continued on the installation of emergency lighting, exit signs, smoke detectors, the automatic fire detection system and the sprinkler system. Much of the fire protection works has now been completed.

ISSUES IN THE YEAR AHEAD

DURING 1996-97 the Department again expects to be involved in major activities in addition to its “normal” day to day operations. To the forefront of those activities will be —

- a need to attend to issues arising from the amendments of the *Parliamentary Officers Act 1975*, including the development and promulgation of Regulations dealing with Disciplinary and Grievance procedures;
- bedding down of the performance management system and the resolution of any problems flowing from the early rounds of performance assessment;
- full implementation of the Legislation Document Management System and the extension of use of computers at the Chamber Table;
- contributing to planning for the completion of Parliament House, including significant involvement in planning and arranging for the temporary relocation of Parliamentary activities in the event that a decision is taken to vacate Parliament House during the construction phase; and
- transfer of the Joint Investigatory Committees to 35 Spring Street, Melbourne.

The Department looks forward to meeting these challenges.

APPENDICES



- | | |
|---|---|
| A | ROLE OF LEGISLATIVE COUNCIL STAFF |
| B | STAFF EMPLOYED DURING 1995-96 |
| C | SELECT STATISTICS RELATING TO
SITTINGS OF THE LEGISLATIVE COUNCIL,
1991-92 TO 1995-96 |
| D | MEMBERS OF THE LEGISLATIVE
COUNCIL — 30 JUNE 1996 |
| E | FINANCIAL STATEMENTS 1995-96 |
| F | SUPPLEMENTARY INFORMATION —
30 JUNE 1996 |
| G | NON-CURRENT PHYSICAL ASSETS |
| H | STATISTICS RELATING TO COMMITTEES
ADMINISTERED BY THE DEPARTMENT OF
THE LEGISLATIVE COUNCIL |
| I | ADMINISTRATION OF ACTS |

APPENDIX A

ROLE OF LEGISLATIVE COUNCIL STAFF

CLERKS.....	49	ATTENDANT STAFF	50
USHER OF THE BLACK ROD.....	49	COMMITTEES.....	50
SENIOR PARLIAMENTARY OFFICER.....	49	PRESIDENT'S STAFF.....	50
PAPERS OFFICE STAFF.....	50		

CLERKS

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

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

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

USHER OF THE BLACK ROD

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

SENIOR PARLIAMENTARY OFFICER (CHAMBER SUPPORT)

THE SENIOR PARLIAMENTARY OFFICER (Chamber Support) manages the Department's Chamber support services, including the Papers Office. The position is also responsible for procedural research projects, and for the establishment and maintenance of a procedural database.

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

PAPERS OFFICE STAFF

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

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

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

ATTENDANT STAFF

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

security and inquiry services and a daily courier service within and outside the building.

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

COMMITTEES

AS REFERRED TO earlier in this report, the department is responsible for the servicing of five of the Joint Investigatory Committees. Each committee is provided with a core staff of two — an Executive Officer and an Office Manager. Research staff are appointed depending on the inquiries before the committee, usually on a short-term basis. Centralized support services for all committees, including keyboarding, are provided by the Joint Committee Administration Office.

PRESIDENT'S STAFF

MR PRESIDENT is provided with a Secretary who is under the direction of the Clerk-Assistant. Back-up support in her absence is provided by arrangement with the Department of the Legislative Assembly. Mr. President is also provided with an Orderly and a Ministerial Transport Officer is provided on secondment from the Department of the Premier and Cabinet.

APPENDIX B

STAFF EMPLOYED DURING 1995-96

DEPARTMENT OF THE LEGISLATIVE COUNCIL.....	51	FEDERAL-STATE RELATIONS COMMITTEE.....	53
ENVIRONMENT AND NATURAL RESOURCES COMMITTEE.....	52	LAW REFORM COMMITTEE.....	53
FAMILY AND COMMUNITY DEVELOPMENT COMMITTEE.....	52	PUBLIC BODIES REVIEW COMMITTEE.....	53
		ROAD SAFETY COMMITTEE.....	53
		JOINT COMMITTEE ADMINISTRATION OFFICE.....	53

DEPARTMENT OF THE LEGISLATIVE COUNCIL

ALLAN V. BRAY	Clerk of the Parliaments and Clerk of the Legislative Council
WAYNE R. TUNNECLIFFE	Clerk-Assistant and Clerk of Committees
MATTHEW TRICARICO	Usher of the Black Rod and Clerk of the Records
RAYMOND WRIGHT	Senior Parliamentary Officer (Chamber Support) <i>(from 9 May 1996)</i>
DAVID I. ALI	Clerk of the Papers and Assistant Clerk of Committees <i>(until 11 March 1996)</i>
ANNE L. SARGENT	Parliamentary Officer (Papers Office) <i>(from 3 June 1996)</i>
ANDREA V. AGOSTA	Parliamentary Officer (Administrative Support)
SIMON P. DINSBERGS	Temporary Parliamentary Officer (Administrative Support) <i>(from 27 May 1996)</i>
MARY MARTIN	Administrative Officer (Clerk's Secretary)
YOLANDE F. MEERWALD	Administrative Officer (President's Secretary)
GABRIELLE P. WADE	Administrative Officer
WILLIAM JARRETT	Housekeeper
RUSSEL L. BOWMAN	Senior Parliamentary Attendant

WAYNE R. MCKENZIE	Parliamentary Attendant, Grade 3
ALAN J.C. RYAN	Parliamentary Attendant, Grade 3
MICHAEL STUBBINGS	Parliamentary Attendant, Grade 3
GREGORY W. MILLS	Parliamentary Attendant, Grade 2
PETER ANASTASIOU	Parliamentary Attendant, Grade 1
LOUIE ROKAS	Parliamentary Attendant, Grade 1 <i>(from 1 July until 29 September 1995)</i>
DARRYL J. STUART	Parliamentary Attendant, Grade 1 <i>(from 2 October 1995)</i>
QUENTIN M. CORNELIUS	General Hand
CARMINE MARAFIOTI	General Hand
ANDREW P. CANNARD	Ministerial Transport Officer

ENVIRONMENT AND NATURAL RESOURCES COMMITTEE

RAYMOND WRIGHT	Executive Officer <i>(until 8 May 1996)</i>
SARAH I. WALTERS	Research Officer <i>(from 4 December 1995 until 4 April 1996)</i> Executive Officer <i>(from 3 June 1996)</i>
JANET CRESSWELL	Office Manager <i>(until 13 October 1995)</i>
SONIA N. KESTLE	Office Manager <i>(from 27 November 1995 until 28 May 1996)</i>

FAMILY AND COMMUNITY DEVELOPMENT COMMITTEE

ROGER G. HEARN	Executive Officer <i>(until 10 November 1995)</i>
MARK T. COWIE	Executive Officer <i>(from 20 November 1995)</i>
KRISTEN L. MURRAY	Research Officer <i>(until 28 May 1996 and from 11 June 1996)</i>
MATTHEW C. FISHER	Office Manager <i>(until 16 February 1996)</i>

FEDERAL-STATE RELATIONS COMMITTEE

STAFF TO BE APPOINTED

LAW REFORM COMMITTEE

DOUGLAS A. TRAPNELL	Executive Officer
MARK T. COWIE	Research Officer <i>(from 1 July until 19 November 1995)</i>
REBECCA WAECHTER	Research Officer <i>(from 14 August until 5 September 1995 and from 13 November 1995)</i>
RHONDA M. MacMAHON	Office Manager

PUBLIC BODIES REVIEW COMMITTEE

BARRY G. AITKEN	Executive Officer <i>(until 19 May 1996)</i>
GAVAN J.D. COOK	Research Officer <i>(from 10 October until 31 December 1995)</i>
ROBERT J. HANNAH	Research Officer <i>(until 11 August 1995)</i>
GERALD MAYHEAD	Administrative Officer <i>(until 11 August 1995 and from 22 January until 22 March 1996)</i>
ANNE L. SARGENT	Office Manager <i>(until 2 June 1996)</i>

ROAD SAFETY COMMITTEE

GEOFFREY H. WESTCOTT	Executive Officer <i>(until 24 March 1996)</i>
BARRY G. AITKEN	Executive Officer <i>(from 20 May 1996)</i>
LOIS J. GROGAN	Office Manager



JOINT COMMITTEE ADMINISTRATION OFFICE

SIMON P. DINSBERGS	Administrative Officer <i>(until 26 May 1996)</i>
--------------------	--

SONIA N. KESTLE

Administrative Officer
(until 26 November 1995 and from 29 May 1996)

CHRISTINA M. McAULEY

Administrative Officer
(from 19 February until 11 April 1996)

PHILIPPA J. HUNTER

Administrative Officer
*(from 19 February until 23 February 1996 and from 2
May until 7 June 1996)*

ROSEMARY CAMPBELL

Administrative Officer
(from 11 June 1996)

APPENDIX C

SELECT STATISTICS RELATING TO SITTINGS OF THE LEGISLATIVE COUNCIL 1991/92 - 1995/96

	1991-92	1992-93	1993-94	1994-95	1995-96
Number of days House met	46	35	41	42	27
Number of hours House met	389.42	374.54	357.31	377.75	279.30
Average number of hours per sitting	8.47	10.70	8.70	9.00	10.21
Bills dealt with					
Initiated in L.C.	27	14	3	5	8
Initiated in L.A.	86	91	127	132	75
Passed without amendment	45	87	115	117	65
Passed with amendments	56	15	15	6	5
Defeated	5	0	0	0	0
Lapsed	0	0	0	0	0
Withdrawn	2	0	0	0	2
Ruled out of Order	1	0	0	0	0
Sets of amendments circulated	85	33	34	33	15
Questions on notice processed	595	95	218	351	623
Petitions tabled	27	23	21	43	15
Papers tabled -					1714
Annual Reports	491	379	621	424	440
Statutory Rules (incl. attachments)	471	755	414	449	256
Planning schemes/amendments	811	743	735	903	838
Proclamations	67	55	58	75	81
Other (including special reports, Parliamentary Committee reports etc)	145	112	104	244	99

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

APPENDIX D

MEMBERS OF THE LEGISLATIVE COUNCIL, AS AT 30 JUNE 1996— 53RD PARLIAMENT OF VICTORIA

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

PROVINCE	NAME	PARTY
Monash	Hon. L. Asher	LP
	Hon. P. A. Katsambanis*	LP
North Eastern	Hon. W. R. Baxter	NP
	Hon. E. J. Powell*	NP
North Western	Hon. B. W. Bishop	NP
	Hon. R. A. Best	NP
Silvan	Hon. R. Varty	LP
	Hon. W. I. Smith*	LP
South Eastern	Hon. R. H. Bowden	LP
	Hon. K. M. Smith	LP
Templestowe	Hon. W. Forwood	LP
	Hon. C. A. Furletti*	LP
Waverley	Hon. A. R. Brideson	LP
	Hon. M. T. Luckins*	LP
Western	Hon. R. M. Hallam	NP
	Hon. B. A. Chamberlain	LP

NOTES:

1. Entries marked with an asterisk indicate new Members.
2. ALP – Australian Labor Party 10
LP – Liberal Party 28
NP – National Party 6
3. The terms of the first-named Members for each Province expire at the next General Election for the Legislative Assembly.
4. The terms of the last-named Members for each Province expire at the General Election following the next General Election for the Legislative Assembly.

APPENDIX E

LEGISLATIVE COUNCIL FINANCIAL STATEMENTS 1995-96

1994-95 Actual	EXPENDITURE	1995-96 Budget	1995-96 Actual
	OPERATING EXPENSES		
641,814	Salaries and allowances	716,588	676,655
44,864	Overtime	70,000	34,982
37,002	Long service leave	-	-
331,107	Pay-roll tax	355,800	340,585
999,459	Superannuation levy	60,800	58,682
2,054,246		1,203,188	1,110,904
166,250	GENERAL EXPENSES	157,012	74,441
68,130	PARLIAMENTARY PRINTING	190,000	60,924
220,000	COMMONWEALTH PARLIAMENTARY ASSOCIATION	223,000	223,000
4,017,079	MEMBERS SALARIES AND ALLOWANCES	4,259,040	4,516,522
-	EXPENSES OF SELECT COMMITTEES	25,000	-
200	PRESIDENT'S ADVANCE	25,000	-
6,525,905	TOTAL EXPENDITURE	6,082,240	5,985,791

JOINT INVESTIGATORY COMMITTEES

1994-95 Actual	EXPENDITURE	1995-96 Budget	1995-96 Actual
211,908	Community Development Committee	323,122	179,506
224,019	Crime Prevention Committee	273,600	179,756
166,351	Economic Development Committee	302,263	161,995
165,201	Environment and Natural Resources Committee	296,500	157,992
236,766	Law Reform Committee	416,643	276,060
228,440	Public Accounts and Estimates Committee	324,708	136,171
137,214	Public Bodies Review Committee	261,112	185,871
242,108	Road Safety Committee	286,606	210,326
250,439	Scrutiny of Acts and Regulations Committee	357,364	291,702
219,308	Joint Committee Administration Office	220,282	194,421
544,849	Rent - Nauru House	545,666	405,382
2,626,603	TOTAL EXPENDITURE	3,607,866	2,379,182

NOTES:

1. Committees administered by the Department of the Legislative Council - Community Development; Environment and Natural Resources; Law Reform; Public Bodies Review and Road Safety.
2. Committees administered by the Department of the Legislative Assembly - Crime Prevention; Economic Development; Public Accounts and Estimates and Scrutiny of Acts and Regulations.
3. The Joint Committee Administration Office is jointly administered by both House departments.
4. The Community Development Committee was renamed the Family and Community Development Committee, and the Crime Prevention Committee was renamed the Drugs and Crime Prevention Committee with effect from 25 June 1996.

APPENDIX F

SUPPLEMENTARY INFORMATION AS AT 30 JUNE 1996

GENERAL STORES ON HAND

As at 30 June 1996 the Papers Office had the following stores on hand which were valued at cost:

Letterhead paper	\$20,468
Envelopes	\$12,102
Other stores incl. pads, With Compliments slips	\$4,178

CREDITORS

As at 30 June 1996, the department had outstanding employee benefits including:

Annual leave	\$68,492
Long service leave	\$310,997

APPENDIX G

NON-CURRENT PHYSICAL ASSETS

BLACK ROD

COMMUNICATIONS

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

FURNITURE AND FITTINGS

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

MOTOR VEHICLES

One Ministerial motor vehicle.

Two Departmental motor vehicles.

OFFICE EQUIPMENT

Photocopiers, typewriters, television set, video recorder etc.

WORD PROCESSING AND COMPUTER EQUIPMENT

IBM compatible personal computers, IBM lap top computers, printers, scanner and file servers.

APPENDIX H

STATISTICS RELATING TO COMMITTEES ADMINISTERED BY THE DEPARTMENT OF THE LEGISLATIVE COUNCIL 1995-96

	CDC	ENRC	FSRC	LRC	PBRC	RSC
Deliberative Meetings						
• Full committee	32	25		17	5	20
• Sub committee	12	3		3	-	-
Public Hearings						
• Full committee	8	1		8	4	2
• Sub committee	-	-		-	-	-
Visits/Inspections						
• Full committee	-	3		1	5	4
• Sub committee	13	-		1	1	-
Reports Presented	2	1		1	1	-
Discussion Papers Produced	2	3		2	-	-

Note:

- CDC Community Development Committee; note change of name to Family and Community Development Committee in 53rd Parliament
 ENRC Environment and Natural Resources Committee
 FSRC Federal State Relations Committee (appointed 1996)
 LRC Law Reform Committee
 PBRC Public Bodies Review Committee (abolished 1996)
 RSC Road Safety Committee

APPENDIX I

ADMINISTRATION OF ACTS



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

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

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

INDEX

A

- Accommodation
 - 3-5 Macarthur Street, Melbourne • 18
 - 35 Spring Street, Melbourne • 4, 18, 30
 - Nauru House, Melbourne • 18
- Administrative Arrangements Act 1983* • 63
- Assistant Clerk of the Papers • 26
- Attendant staff • 50
- Australasian Study of Parliament Group —
 - Victorian Chapter • 20
- Australian Defence Force • 10

B

- Ballast Water Problems in Victoria* • 16
- Bills introduced into the Legislative Council • 40
- Blackburn High School Band • 11
- broadbanded performance based pay and classification system • 27
- Building Emergency and Evacuation Committee • 43
- By-election
 - 30 March 1996 • 11

C

- Chairman of Committees • 11
- Chairmen's Panel • 18
- Chamber support services • 4, 26, 49
- Clerk • 3, 4, 12, 15, 19, 25, 26, 27, 30, 37, 38, 39, 40, 49, 50
- Clerk of Committees • 18, 38
- Clerk of the Papers • 4, 12, 20, 26, 27
- Clerk of the Parliaments • 3
- Clerk-Assistant • 19, 27, 49, 50
- Code of Conduct • 4, 29
- Collective Agreement • 28
- Committee Accommodation • 18
- Committee Administrative Procedures Manual • 19
- Commonwealth Parliament • 27
- Commonwealth Parliamentary Association • 3, 11, 20, 39, 49
- computerization • 15
- Conference of Presiding Officers • 39
- Constitution Act 1975* • 11, 63
- Correspondence Box • 15
- Council Chamber • 37, 43
- CPA (Victoria Branch) • *See Commonwealth Parliamentary Association*
- Curbing the Phoenix Company* • 17

D

- Department heads • 20
- Department of Business and Employment • 27
- Deputy-President • 11
- Divisions in Committee • 39
- Drugs (Other than Alcohol) on Road Safety in Victoria* • 17

E

- employee benefits • 12, 60
- Employee Relations Act 1992* • 27
- Employment Agreement • 27, 28
- Environment and Natural Resources Committee • 16, 26

F

- Family and Community Development Committee • 16
- Federal-State Relations Committee • 5, 16, 17, 51, 53
- Finance • 11
- Fire Protection Committee • 44
- first aid officers • 31

G

- General Election
 - 30 March 1996 • 4, 25
- Governor • 10, 11
- Grievance Procedure • 20
- Grievance Review Committee • 20, 30

H

- Hansard • 15, 30, 38
- Hon. B. A. Chamberlain, M.L.C. • 11, 16
- Hon. C. G. Coleman, M.P. • 16
- Hon. D. R. White, M.L.C. • 9
- Hon. Justice J. H. Phillips • 11
- Hon. P. R. Hall, M.L.C. • 11
- Hon. Richard E. McGarvie, A.C. • 10
- Hon. V. P. Heffernan, M.P. • 36
- Housekeeper • 10, 43, 44, 49, 50

I

- Inaugural Conference of Australian Parliamentary Environment Committees • 16, 37
- Inquiries
 - Ballast Water Problems in Victoria • 16
 - Jury Service in Victoria • 17
 - Law Relating to Directors and Managers of Insolvent Companies • 17
 - Legal Liability of Health Service Providers • 17
 - Pest Plants in Victoria • 16
 - Planning for Positive Ageing • 16
 - Public Record Office, Victoria • 17
 - Regulatory Efficiency Legislation • 17
 - The Effects of Drugs (Other than Alcohol) on Road Safety in Victoria • 17
- Inquiry into the Law Relating to Directors and Managers of Insolvent Corporations. • 17
- Inter-Departmental Committees • 19

J

- Joint Committee Administration Office • 18, 50, 59
- Joint Investigatory Committees • 11, 16, 18, 19, 30, 39, 49, 50
- Jury Service in Victoria* • 17

K

- Know Your Member* • 35

L

- Law Reform Committee • 16, 17
- Legal Liability of Health Service Providers* • 17
- Legislation Document Management System • 4, 15, 21
- Legislative Assembly • 19
- Legislative Council
 - Retiring Members • 10
 - sitting patterns • 9
- Legislative Council Committee Room • 38
- Liquor Licensing Commission* • 17

M

- Manager of the Joint Committee Administration Office • 18
- Members' Guide* • 5, 39
- Members' Offices • 43
- Members' salaries and allowances • 11
- Members of Parliament (Register of Interests) Act 1978* • 63
- Members' lists • 39
- Minutes (Weekly) • 39
- Minutes of the Council • 40
- Mission • *See* Principal Objectives
- Mr. A.V. Bray • 39
- Mr. B. Davidson • 30
- Mr. D. I. Ali • 20, 26, 27
- Mr. G. Rodgers • 20, 30
- Mr. J. McGregor • 30

- Mr. L. McDonald • 26
- Mr. P. Anastasiou • 30
- Mr. R. Freeman • 11
- Mr. R. W. Purdey • 30
- Mr. W. Peart • 28
- Mr. W. R. Tunnecliffe • 19, 20, 27, 30
- Ms. A. Agosta • 26
- Ms. A. Sargent • 26
- Ms. C. Simpson • 30
- Ms. M. O'Gorman • 30

N

- Nauru House • 4, 30, 38
- non-current physical assets • 12
- non-executive officer pay structure • 4
- Notice Paper • 15
- Notice Papers • 39

O

- Oath or Affirmation
 - administration of • 11
- Official calls • 36
- Official delegations • 36
- organizational structure • 4
- Other visitors • 37

P

- Papers Office • 4, 26, 40, 49, 50, 60
- Parliament and the Courts — A study of section 85 of Victoria's Constitution Act* • 39
- Parliament Appropriation Act* • 11
- Parliament House • 3, 4, 10, 16, 17, 18, 30, 31, 38, 41, 43, 49, 50
- Parliament House Completion Authority • 4
- Parliament House Completion Authority Act 1996* • 17
- Parliament House Consultative Committee • 19
- Parliament of Victoria
 - Dissolution of 52nd Parliament • 9
 - Opening of 53rd Parliament • 5, 9, 10, 17
- Parliament Week • 35
- Parliamentary Committees • 3, 4, 11, 18, 38, 50, 63
- Parliamentary Counsel • 50
- Parliamentary Newsletter • 20
- Parliamentary Officer (Administrative Support) • 26
- Parliamentary Officer (Papers Office) • 4, 26
- Parliamentary officers
 - inter-State parliaments • 37
- Parliamentary Officers Act 1975* • 4, 25, 29, 63
- Parliamentary Officers Agreement 1990 • 20, 30
- Parliamentary Printing • 11
- Parliamentary Salaries and Superannuation Act 1968* • 11, 63
- Performance Management Manual • 29
- performance management system • 4, 28
- performance pay • 27, 28, 29
- Periodical election
 - 30 March 1996 • 9, 11
- Persons Detained at the Governor's Pleasure* • 16

Pest Plants in Victoria • 16
Planning for Positive Ageing • 17
*Practice of Immobilizing and Removing
Trespassing Vehicles on Private Property* • 16
President • 3, 9, 11, 16, 26, 35, 37, 39, 49, 50
President's Executive Officer • 49
President, election of
 14 May 1996 • 11
Presiding Officers • 11, 18, 19, 25, 29, 30, 39
Principal Objectives • 3
printing • 5, 15, 21, 50
*Problems in Victoria caused by Long-billed
Corellas, Sulphur-crested Cockatoos and
Galahs* • 16
procedural database • 26
Professor David Yencken • 16
Program 103 • 11
Program 108 • 11
Progress on Investigations • 39
Public Bodies Review Committee • 5, 17, 26
 abolition • 17
Public Record Office, Victoria • 17

Q

Queen's Hall • 10, 36

R

Register of Members' Interests • 40
Regulatory Efficiency Legislation • 17
Reports
 Curbing the Phoenix Company • 17
 Liquor Licensing Commission • 17
 Persons Detained at the Governor's Pleasure •
 16
 *Practice of Immobilizing and Removing
 Trespassing Vehicles on Private Property* •
 16
 *Problems in Victoria caused by Long-billed
 Corellas, Sulphur-crested Cockatoos and
 Galahs* • 16
Review Committee • 20
Road Safety (Wheel Clamping) Act 1996 • 16
Road Safety Committee • 16
Role of staff • 49
Role of the Department • 3

Royal Australian Navy Band —Melbourne • 10

S

select committees • 19
Seminar for Clerks of Committees • 38
Seminar for new Members • 5, 10
Senior Parliamentary Officer (Chamber Support) •
 4, 12, 26, 27, 49
Serjeant-at-Arms • 36, 38, 43
Sittings of the House • 9
Speaker • 35, 37
Special Appropriations • 11
Staff Development Committee • 19, 20, 29
Staff Induction Handbook • 29
Staff Training and Development Officer • 20, 29
Staff Training and Development Policy • 4, 29
Standing Orders
 Review of • 11
Standing Orders Committee • 11, 19, 49
State Public Services Federation • 27, 28

T

Training and Development Policy • 20

U

Unanswered questions • 39
Usher of the Black Rod • 10, 20, 27, 30, 36, 37, 38,
 43, 44, 49, 50

V

Victorian Government Property Group • 18
Visitors • 37

W

wheel clamping • 16

Y

Year under review • 4
YMCA Youth Parliament • 35