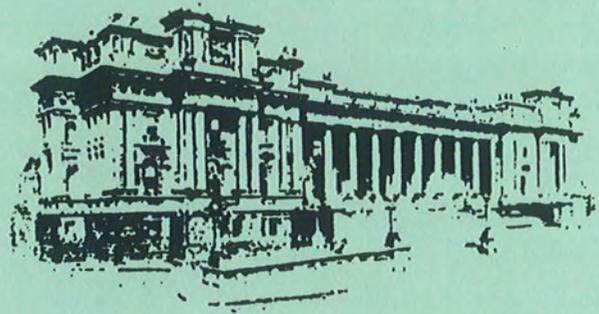




ANNUAL REPORT
1990-91



DEPARTMENT OF THE
LEGISLATIVE
ASSEMBLY



LEGISLATIVE ASSEMBLY
PARLIAMENT HOUSE
MELBOURNE, VIC. 3002
TELEPHONE 651 8911
EXT

14 November 1991.

The Hon. K.A. Coghill, M.P.
Speaker of the Legislative Assembly
Parliament House
Melbourne 3002

Dear Mr. Speaker,

I have pleasure in forwarding to you my Annual Report for the Department of the Legislative Assembly for the year 1990-91.

Yours sincerely,

A handwritten signature in cursive script, appearing to read "J.G. Little".

J.G. Little
Clerk of the Legislative Assembly.

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INTRODUCTION

During the year under review, the Department of the Legislative Assembly continued to provide the level of administrative support necessary for the operation of the House and Parliamentary Committees and to meet the service requirements for Members and the public. Delays in staff appointments and the requirement to operate with reduced staff numbers again required officers to undertake additional duties and responsibilities.

For a number of years the Department has operated below establishment due to staff changes and the protracted illness of certain staff and it is a measure of the dedication and capability of all staff that the high level of service has been maintained.

The major issue for the administration was the review conducted by consultants following the completion of the draft Corporate Plan. After years of successive inquiries, it is hoped that final proposals will emanate from this review, thereby removing the uncertainty of the future role and structure of the Department which has existed for sometime and which has had an adverse effect on staff morale.

Towards the end of the report period, the Clerk of the Parliaments and the Clerk of the Legislative Assembly, Ray Boyes, announced that he would retire on 2 August 1991 after 41 years of public service, 38 of which were spent at Parliament House. On 6 June 1991 the House paid tribute to Ray and passed a resolution recognising his services to the Parliament.

The Standing Orders Committee continued to meet and made substantial progress in its comprehensive review of the Standing Orders. It is anticipated that this work will be completed in the coming year and a detailed report made to the House. The Committee made an interim report on problems associated with Question Time and the Time Limits for Speeches. A motion dealing with these matters is currently on the Notice Paper.

THE ROLE OF THE DEPARTMENT

The role of the Department of the Legislative Assembly is to provide the advisory and administrative support necessary to ensure the efficient and proper conduct of the business of the House and its Committees. These services include the preparation, recording and retention of documents and provision of research, development and advice concerning the practices and procedures of the House. Transport and travel arrangements, office accommodation and ancillary services, responsibility for the payment of Members' salaries and allowances, and security and attendant duties are other services provided. The Department also plays a significant role in the dissemination of information on Parliamentary proceedings to the public and private sectors, and to the community in general.

With the introduction of computers, staff have acquired new skills and have contributed to improved information services and efficiencies, particularly in the area of the production of House documents.

STRATEGIC MANAGEMENT REVIEW OF THE PARLIAMENT

In the report for the year 1989-90, comment was made on the progress of a Corporate Plan for the five Parliamentary Departments.

The draft Plan was completed and in July 1990 was circulated to Members and staff for comment. Subsequently, the two Presiding Officers saw the need to commission a study to cover the matters contained in that plan and in December, Dr. K.J. Foley and Professor E.W. Russell were asked to undertake the review. The report, which contained wide-ranging and radical recommendations, was presented to the Legislative Assembly on 12 March 1991. These recommendations are still under review.

PARLIAMENTARY OFFICERS' AGREEMENT

In October 1990, the first Agreement prescribing work conditions for staff at Parliament House was signed by the five Departments and the Victorian Public Service Association, after being agreed to by the Industrial Task Force. For many years there has been reliance on the application of the Public Service Determinations and after four years of negotiations, the Agreement on conditions of employment was achieved and came into operation on 1 January 1991.

BUDGET PLANNING

The planning for the Parliamentary budget for 1991-92 became the major issue with the Department in June of this year. Having survived tight budgetary constraints for the previous financial year this Department, along with other Parliamentary Departments, was facing major cuts in funding due to Government policy decisions and a low base allocation from Treasury.

The budget for staff salaries and general expenses for the Legislative Assembly represents approximately 4% of the total Parliamentary budget. It must be recognised that the Department only has limited control over many areas of the budget as there are several budget items which are affected by policy decisions made by the Government or are linked to the sittings of the Parliament.

Having achieved a reduction in the overall staff numbers in recent years as a result of reviewing positions as they became vacant, the current staff numbers of the Department must be maintained to ensure that the level of service, rightly expected by Members and the public, is provided.

The issue of the Parliamentary budget is currently the subject of an inquiry by a Joint Select Committee and will be the subject of further comment in next year's report.

1990-91 THE YEAR IN REVIEW

The Parliament resumed on 28 August 1990 for the Spring Sitting and adjourned on 17 November 1990 for the Christmas recess. The Autumn Sitting began on 6 March 1991 and concluded on 6 June 1991. Statistics relating to sittings of the Legislative Assembly and its proceedings are set out below:

HOUSE SITTINGS			
<u>1990-91</u>			
	<u>Spring</u>	<u>Autumn</u>	<u>Total</u>
Sitting weeks	10	10	20
Sitting days	30	28	58
Average duration of daily sitting (Hours)	8.10	9.10	8.36
Sittings after midnight	6	3	9
<u>1989-90</u>			
	<u>Spring</u>	<u>Autumn</u>	<u>Total</u>
Sitting weeks	9	8	17
Sitting days	26	24	50
Average duration of daily sitting (Hours)	10.2	9.14	9.7
Sittings after midnight	10	6	16

BUSINESS OF THE HOUSE			
		<u>1990/91</u>	<u>1989/90</u>
Bills	- Introduced in the Assembly	108	78
	- No. amended in the Assembly	34	29
	- Passed both Houses	95	80
	- Second reading reasoned amendment -		
	- agreed to	-	-
	- negatived	1	4
Private Members	- Bills introduced	7	
Questions	- On Notice	291	684
	- Without Notice	509	457
Petitions presented		180	187
Reports presented pursuant to Statute		428	431
Reports presented by Parliamentary Committees		14	14
Days on which -			
	Grievances were debated	3	7
	Private Members' motions debated	14	10

FINANCE

The base budget allocation for Salaries and General Expenses was increased due to the transfer of financial responsibility for the Presiding Officer's Transport Officer and Car Expenses from the Department of the Premier and Cabinet to the Legislative Assembly. With this increased base, preparation of the departmental budget for 1990-91 was in accordance with Treasury directive that recurrent expenditure was restricted to 6% increase on budget for the previous year and salary expenditure was restricted to approved establishment with the requirement to achieve 1.5% productivity gain overall.

Salary estimates were based on the staff establishment as at 1 July 1990, taking into consideration the decision of the Presiding Officer to dispense with the services of an Orderly and appoint an Executive Assistant.

The Department's recurrent expenditure on general expense items was again below the budgetted amount (\$195,000). In a year of high demand and tight financial constraints, this is seen as a very satisfying result.

Details of expenditure for the financial year are included in the Appendix to this report.

The Department's liability in respect of annual leave and long service leave is set out below -

As at 30 June 1991: -	Liabilities
	\$
Annual Leave	67,997
Long Service Leave	<u>546,225</u>
	<u>614,222</u>

COMPUTER APPLICATION

Since the introduction of computers in 1987, the Department has satisfactorily completed Stage 1 and is now producing all House documents to camera-ready copy for the Government Printer.

Stage 2 involves information retrieval systems and much of this work is proposed to be developed jointly with the Legislative Council. Stage 2 has not progressed as fast as desired due primarily to the fact that the Legislative Council computers were still being networked and then the two networks had to be connected. This is nearing fruition and it is expected that the Council and Assembly networks will be connected before the end of 1991. When this occurs, substantial progress can be made in developing information retrieval systems that will greatly improve the service to Members and the public.

To date, all of the computer programmes in use have been designed in-house using standard shelf software packages. With the next stage involving more detailed knowledge of programming, it is expected that the services of the Information Technology Unit will be available to assist in this area.

The Departmental computer system has been developed to its present stage through the interest and expertise of existing staff. This development has been carried out by the staff in addition to their normal day to day duties. However, the time available for computer development is extremely limited and this is affecting the rate at which new projects can be initiated.

BRANCH REPORTS

CHAMBER OFFICERS

Ray Boyes	-	Clerk of the Parliaments and Clerk of the Legislative Assembly
John Little	-	Deputy Clerk
Philip Mithen	-	Assistant Clerk and Clerk of Committees
Ray Purdey	-	Serjeant-at-Arms
Shanthi Wickramasurya	-	Secretary to the Clerk

OFFICE OF THE SERJEANT-AT-ARMS

Administration Staff:

Ray Purdey	-	Serjeant-at-Arms
Katrina Robertson	-	Stenographer

Attendant Staff:

John Nixon	-	Principal Attendant
Max Beckman	-	Chief Doorkeeper

Damien Campbell	Tom Corcoran	Ian Crichton
Craig Foster	John Fulford	Gary Green
Bill Jarrett	David Lang	Richard McCullough
Terry McGlashan	Richard Pickles	Stephen Robertson
Mark Smith	Peter Smith	Warren Smith
John Thomas		

Cleaning Staff:

Frank De Sensi	Hares Kodiah	Tony Koukouvinos
Rhonda McMahon	Herta Zimmerman	

Post Office:

Neil Foster

Ministerial Transport Officer:

Noel Taylor

The Serjeant-at-Arms is the Speaker's Executive Officer and is responsible for the performance of ceremonial duties, security of the Legislative Assembly Chamber and other related areas in the building, and the supervision of Parliamentary Attendant Staff. Other major functions include:

- responsibility for Members accommodation
- administration of Members travel entitlements
- recording and transmission of messages between the Houses
- public tour programme
- issue of security and identification passes
- emergency evacuation procedures
- administrative support to the Standing Orders and Privileges Committees

- cleaning and maintenance services
- postal and photocopying services

The public tour programme has again been very popular with over 60,000 people visiting the building during the year, an increase of 7,700 from last year. This increase can be largely attributed to the provision of an additional tour each day (3.45 pm) and an overwhelming response to the Moomba Open Day on 10 March 1991. A survey of participants in the public tour programme was undertaken in late 1990. The results of that survey will be used to extend and improve the programme where appropriate.

During the year a unilateral decision taken by the Department of the Premier and Cabinet saw the Serjeant's Office becoming financially responsible for both the Speaker's Transport Officer and ministerial vehicle. This decision was taken without any prior consultation with the Department of the Legislative Assembly. There have been some difficulties with the administration of this area; in particular, the working conditions of the Transport Officer and the provision of relief drivers and vehicles.

The Parliament again hosted both a Youth and a Children's Parliament in the Legislative Assembly Chamber during the year. These events enabled young Victorians to gain exposure to the Parliamentary processes as they participated in lively debates on a wide range of topical issues.

Mr Speaker received visits from delegations or dignitaries from other countries during the year on 31 occasions and the Department was involved in the planning of these visits and the receptions held in honour of the visiting dignitaries.

There was a large increase in the use of Queen's Hall for receptions, functions, book launches and other activities during the year. Queen's Hall was used on over 30 occasions and this figure is expected to double in the forthcoming year. While increased patronage of Queen's Hall provides an opportunity for many more Victorians to visit Parliament House, it also requires a much greater commitment of time by the Serjeant-at-Arms and his staff. Any further increase in the activities of Queen's Hall may cause a conflict with the time available for staff to carry out their normal functions.

The provision of administrative support to the Privileges and Standing Orders Committees currently places a considerable demand on the Serjeant-at-Arms. Regular meetings of the Standing Orders Committee were held during the year. The Committee met on 18 occasions and made one report to the House. A matter was referred to the Privileges Committee for investigation on 29 May, 1991 and that Committee met 8 times before tabling an interim report on its investigations. Other Committees with which the Serjeant-at-Arms was involved during the year were the Occupational Health and Safety Committee, Fire Emergency Committee and the Doorkeepers Review Committee.

Moomba Open Day - 10 March 1991.

The Legislative Assembly, in conjunction with the other Parliamentary departments, conducted an Open Day during the Moomba festival. Details of the Open Day held on Sunday 10 March, 1991 are outlined below.

Attendance

12 noon to 5.15 pm	6589
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Revenue

Sale of books and other articles	\$434.50
Sale of devonshire teas and refreshments	<u>\$2950.00</u>
	\$3384.50

Expenditure

Advertising	\$689.00
Equipment Hire	\$500.00
Overtime and meal allowance	<u>\$4479.36</u>
	\$5668.36

TABLE OFFICE

Staff:

Neville Holt	-	Procedure Office
Iris McLeod	-	Reader and Clerk of the Record
Helen Roberts	-	Assistant Reader and Clerk of the Record
Kerryn Pastras	-	Secretary

The Table Office continued to provide administrative and research support to the Chamber, Members of Parliament, senior officers of the Department, legislation officers and members of the public.

The absence of the Procedure Officer for much of the year due to ill health meant that some longer term projects were of necessity delayed due to the ensuing staff shortage.

Ms McLeod was the Acting Procedure Officer and Mrs Roberts the Acting Reader during this time, providing both staff members with valuable experience.

The routine work of the office is up-to-date. Two particular projects are now well in hand, with an updated Index to Votes and Proceedings and a procedure manual for the office due to be published shortly. The procedure manual in particular will be an invaluable asset, documenting the majority of procedures followed in the Table Office and containing examples of most commonly used documents.

The relocation of some less commonly used research volumes to new shelving outside the office has provided some much needed shelf space for the office and made access to the remaining volumes much more convenient.

PAPERS OFFICE

Staff:

Mark E. Roberts	-	Clerk of the Papers
Keith Mills	-	Assistant Clerk of the Papers
Michael Coco	-	Clerical Officer
Michelle Gutauskas	-	Secretary

The Papers Office is responsible for providing substantial administrative support to the Chamber and is the repository for all Bills, Reports, Notice Papers, Bill Lists, and other official records dealt with by the Assembly. It is the access/distribution point of all material and is the principal office for answering the majority of inquiries from the public, government departments, tertiary institutions and legal firms.

The sheer volume of Parliamentary and other papers submitted to the Parliament and stored by the Assembly Papers Office continues to be a problem.

Changes to the Annual Reporting Act 1983 and the Interpretation of Legislation Act 1984 in recent times have resulted in a vast increase in the number of reports now required by statute to be tabled in the Parliament. Some 1220 Parliamentary and miscellaneous papers have been tabled to date in this session, which saw the available storage space becoming fully utilized. The acuteness of the storage problem is highlighted by the fact that the Assembly Papers Office is the sole repository of multiple copies of every report tabled in the House since 1856.

This storage problem resulted in a major re-organisation of the existing compactus area. All original Parliamentary papers were checked, stored and boxed. A stocktake of all volumes held in the compactus area was completed. Many documents were subsequently forwarded to the Public Record Office. The installation of new shelving in the compactus will further enhance the efficiency of this area.

However, further consideration of the storage problem will need to be given if the Assembly Papers Office is to be responsible for all original papers of the Assembly appointed Select Committees and Joint Investigatory Committees which are currently stored at the committees offices, but which rightfully should be stored at Parliament.

The Papers Office also performs a number of important functions in addition to document collation and storage. The most important of these is formulating, administering and monitoring the Parliamentary Printing budget. For 1990-91 this involved the management of \$842,617.

The Clerk of the Papers in the Assembly is also responsible for processing all accounts for payment by the department and all printing accounts for reports of the Assembly, the Council and the Joint Select Committees, as well as all accounts for legislation introduced into the Victorian Parliament. This involves a significant amount of the Clerk of the Papers' time.

Other functions of the Papers Office include -

- Preparation of the Question Notice Paper to a camera ready stage and the maintenance of a file on answers to questions.
- Members' stationery requirements. This function is becoming increasingly complex as Members are ordering more personalized stationery. The Papers Office co-ordinates the ordering of this stationery along with many other varied stationery items.
- Sale of Parliament House publications and stationery. The Papers Office is responsible for the sale of these items, which include a print of the Parliament House building, post cards and Parliament House Information Kit. During the year, almost 5000 items were sold. A stocktake of all items was recently completed.

The computerisation of the office is an ongoing project with an increasing number of services being performed by computer, for example;

- Processing orders;
- Payment of accounts;
- Recording expenditure for Parliamentary Printing and other accounts which are constantly updated;
- A list of reports presented to the Legislative Assembly;
- Bill statistics;
- House sittings statistics;
- Questions on Notice - camera ready stage;
- Messages;
- The Legislative Assembly Members List;
- Mailing list for Legislative Assembly Members;
- Lists of Members' Addresses;
- A list of Ministers and Coalition Shadow Portfolios;

- A comparative information sheet of Members of each Legislative Council Province and the Legislative Assembly Electorates within the Province;
- Members' Seating Plan for Legislative Assembly; and
- Maintaining the membership and other records of the Australasian Study of Parliament Group - Victorian Chapter.

The installation of a laser printer has improved the efficiency of the office.

The Assembly Clerk of the Papers also presently holds the honorary position of Secretary/Treasurer, Australasian Study of Parliament Group - Victoria Chapter, which was established in March 1991. The Group met several times between March and June 1991 and has already discussed many topics of interest relevant to today's Parliamentary agenda.

The Papers Office staff have worked long and hard to provide a wide range of documents, service and advice to Members of Parliament, the Parliamentary Press Gallery, Government departments, legal offices and the public.

We record the assistance and co-operation given to the office by the Law Printer and Corporate Image.

COMMITTEE OFFICE

Philip Mithen - Clerk of Committees.

Of the five Joint Investigatory Committees (JIC) two - the Economic and Budget Review Committee (EBRC) and the Legal and Constitutional Committee (LCC) - are administered by the Legislative Assembly.

These two committees are staffed by Executive Officers who are permanent officers of the Department. There are also two Assistant Executive Officers who administer the permanent sub-committee appointed by each main committee. These are the Estimates Sub-committee of the Economic and Budget Review Committee and the Subordinate Legislation Sub-committee of the Legal and Constitutional Committee.

The Executive Officers are responsible for administrative support to the Committee, procedural advice, record keeping, financial management and some limited research. The Committees also engage staff on short term attachment/secondment to provide the necessary research support.

The arrangements for committee accommodation still leave a lot to be desired. Apart from the actual accommodation, which was referred to briefly last year, the method and basis for negotiating the lease is most unsatisfactory.

When the five joint investigatory committees were all finally located on the 19th Level, Nauru House, last year, it was in the knowledge that the lease expired in 1992. Because of this, the committees generally agreed to make do with the standard of accommodation in the hope that better accommodation would be forthcoming after 1992. It should be stated that both the Economic & Budget Review and Legal and Constitutional Committees enjoy the better type accommodation on the floor.

The two House departments discovered that in early 1991, the Department of Labour had re-negotiated the lease some twelve months before expiry without any reference back to either the Parliament or the committees. This re-negotiation took place at a time when the question of rent was being discussed with the former Department of Property and Services personnel as to whether it would be included in the committees' budgets or be paid by the Department of Finance. It was seen fit, however, not to involve the Parliament in any discussions concerning the lease. It would seem basic to any re-negotiation that the tenant would at least be

consulted and, in this case, a sub-tenant, where it was argued that the committees were bound by the terms re-negotiated by the Department of Labour.

Since the introduction of specialist research personnel to the committee system, there has been no structured approach to the classifications attached to the various research positions. Further, the initial salaries were determined between the relevant chairmen and the Treasurer in 1979, when the Public Bodies Review Committee and the Public Accounts and Expenditure Review Committee appointed research officers - the forerunners to the current Directors of Research. The salaries, however, were set at a figure (\$40,000) which did not equate with any public service classification. With the changes in the committee system in 1982, the growth from two to five Directors of Research and additional support staff only exacerbated the situation and created several anomalous situations.

In December 1990, the Presiding Officers, with the concurrence of the Chairmen's Panel (consisting of each committee chairperson and both Presiding Officers), wrote to the Public Service Board seeking assistance in a review of all research positions. This review was completed in late May 1991. Whilst the Chairmen's Panel initially endorsed the recommendations, responses by some committees suggested that there were some aspects which had not been adequately addressed. The Public Service Board has been asked to reconsider these aspects and this is currently taking place.

Irrespective of the recommendations finally put forward, it is highly desirable that the salary attached to each research position equates with a public service classification.

The preparation of procedure manuals for the committee staff is well advanced and it is expected that these will be finalised and ready for distribution before the end of 1991.

The Committee personnel has seen some changes during the year. As foreshadowed in 1989-90, Dr. M. Robinson resigned as Director of Research with the Economic and Budget Review Committee in early July. The Committee advertised the position and subsequently Ms. S. Hocking was promoted from Senior Research Officer to Director of Research in 1991. The Estimates Sub-committee obtained the services of Mr. P. Venosta as Assistant Executive Officer and Mr. M. Brennan who is on secondment from the Auditor-General's Office has also been attached to the estimates Sub-committee.

In early August 1990, the Legal and Constitutional Committee appointed Ms. Ann Blake as Director of Research which was vacant as a result of the resignation of Mr. Spencer Zifcak.

It is with regret that we record the death of Mr. Andreas van Eerten. Over the years Andreas worked in the Table Office and then was promoted to Assistant Executive Officer with the Legal and Constitutional Committee where he was responsible for the Subordinate Legislation Sub-committee. Andreas was a very efficient member of staff and was always very friendly and obliging. His friendship is sadly missed

The personnel who have serviced the Committees during the year under review are set out below, together with the number of reports presented:-

REPORTS PRESENTED

<i>Economic and Budget Review Committee</i> (including Estimates Sub-committee)	4
Mark Roberts, Executive Officer (transferred)	
Despina Babbage, Executive Officer (commenced 7 May 1991)	
Paul Venosta Assistant Executive Officer (commenced 19 February 1991)	
Marc Robinson Director of Research (resigned 6 July 1990)	
Susan Hocking, Director of Research (promoted 28 July 1991))	
Eric Dyrenfurth, Assistant Director of Research (Estimates)	
Patrick Xavier, Senior Research Officer,	
Chris Theodoratos, Senior Research Officer,	
Matthew Brennan, Senior Research Officer (commenced 4 February 1991)	

Kerryn Pastras, WPO
Laurel Keith, WPO
Jennifer Hercog, WPO (commenced 17 September 1990)

<i>Legal and Constitutional Committee</i>	4
Marcus Bromley, Executive Officer	
Andreas van Eerten, Assistant Executive Officer (deceased 6 March 1991)	
Ann Blake, Director of Research (commenced 6 August 1990)	
Zara Officer, Research Officer	
Sorrel D'Silva, WPO	
Jennifer Hutchinson, Stenographer	
<i>Printing Committee</i>	Nil
Mark Roberts, Secretary (Clerk of the Papers)	
<i>Privileges Committee</i>	1
Ray Purdey, Secretary (Serjeant-at-Arms)	
<i>Standing Orders Committee</i>	1
Ray Purdey, Secretary (Serjeant-at-Arms)	

RESOURCE MANAGEMENT OFFICE

Staff:

Stephen Moore - Resource Manager
Charlene Campbell - Administrative Officer

The Resource Management Office is responsible for the development, maintenance and review of information systems, human resource management, consultancy reviews and also provides assistance with a range of parliamentary and corporate services.

The primary focus of the Office in the past twelve months has been on the design, development and implementation of a number of computer based information retrieval systems. The Resource Management Office has been able to develop the following computerised systems:

- Records and Information Database
(Conversion 60% completed)
- Human Resource Management Database
(Stage 1 completed)
- Assets Register Database
Position Application Database
(Successfully implemented)
- Members Travel Database
(Stage 2 successfully implemented)
- Security ID Card and Building Access Databases
(Successfully implemented)
- Papers Office Catalogue Database
(Awaiting conversion).
- Bills Management System
(Preliminary design undertaken)



However, the full implementation of these and other proposed systems and the resulting benefits have been limited as a result of the Department's lack of human resources. It is anticipated that this situation will continue in the coming financial year.

During the year, the Resource Management Office assisted the Serjeant-at-Arms with the processing of Members' travel requests and the issuing of security passes.

SECRETARIAL SERVICES OFFICE

Staff:

Margaret Moy - Secretary to the Speaker of the Legislative Assembly; and
Supervisor - Secretarial Services

Marylyn Barnes
Yolande Meerwald

Jean Green
Robyn Mudford

Pamela Hansson
Muriel O'Gorman

The office provides stenographic assistance to Members of both Houses of Parliament. More specifically the office-

- Undertakes a secretarial function for Mr Speaker.
- Provides shorthand/typing resources and the processing of audio tapes.
- Liaises with Members regarding the formatting and editing of documentation.
- Photocopies work for Members' records.
- Provides a back-up service for officers of the Legislative Assembly.

The equipment in the office has been significantly upgraded. The electronic screen based typewriters have been replaced by Apple Macintosh micro-computers. The range of features available to Members has been significantly expanded and whilst this equipment is currently dedicated to word processing, it is proposed that additional services will be available in the medium term.

OFFICE OF THE CLERK OF THE PARLIAMENTS

The role of this office-holder is to act on behalf of both Houses in the formal presentation of Bills for assent by His Excellency the Governor. He is also the Registrar of Members' Interests under Act No. 9223.

In carrying out these functions, the Clerk of the Parliaments was assisted by the officers of the Legislative Assembly Table Office in respect of Act preparation and distribution, and by the Clerk and officers of the Legislative Council in the compilation and publication of returns of Members' interests.

The valuable services provided by these officers is acknowledged.

COMMONWEALTH PARLIAMENTARY ASSOCIATION

Staff:

Ray Boyes	-	Honorary Secretary
Allan Bray	-	Honorary Assistant Secretary
John Little	-	Honorary Treasurer
Shanthi Wickramasurya	-	Stenographer

The Commonwealth Parliamentary Association provides the main source of regular contact between parliamentarians, seeks to promote understanding and co-operation and assists the study and development of parliamentary institutions throughout the Commonwealth.

The Victoria Branch administers overseas study tours for eight Members, selects delegates to attend parliamentary conferences and seminars, provides assistance to Members of the Branch travelling overseas and entertains visiting Members from interstate and overseas Branches.

During the year, the Branch received visits from -

- A Delegation of Members of the United Kingdom Parliament.
- The Secretary of State for Energy, United Kingdom.
- Delegations from parliamentary institutions, which included, the Aichi Prefectural Assembly, Parliament of Spain, Republic of Indonesia, Parliament of Hungary, Supreme Soviet Russian Parliament, European Parliament, Parliament of Pakistan and the Parliament of Thailand.
- Standing Committee on Foreign Affairs, House of Representatives, Kingdom of Thailand.
- A group of Chinese medical authorities.
- Members from the United Kingdom, South Australia and New South Wales.

The Hon. David M. Evans, MLC was the Victorian delegate to the 36th Commonwealth Parliamentary Conference held in Harare, Zimbabwe during September 1990, at which 250 delegates from 42 nations attended.

A meeting of the Australian Region was held at Parliament House in October 1990 and was attended by representatives of all the Branches of the Australian Region. Victoria was represented by the Joint Presidents, the Hon. A.J. Hunt, MLC and the Hon. Ken. Coghill, MP.

During the year contacts with several other Branches were arranged for Members of the Victorian Parliament undertaking private travel and who took the opportunity to include calls on other Australian or overseas Parliaments. Several Associate Members have also been assisted in this way.

Each year the Executive Committee presents an Annual Report outlining the full activities of the Branch to all financial Members.

STAFF TRAINING

During the year, the Assistant Clerk attended a seminar in Canberra. In addition, in-house training sessions have been conducted to train staff in the computer operations and in the preparation of the House documents.

Senate Committee System - Assistant Clerk and Clerk of Committees
(Mr. P.J. Mithen)

On 3 October 1990, the Assistant Clerk attended a conference on "Senate Committees and Responsible Government" in Canberra. This conference was held to mark the 20th anniversary of Senate Legislative and General Purpose Standing committees and Senate Estimates Committees.

STAFF

Having just experienced a year of staff upheavals (1989-90), we are pleased to report that Neville Holt is back on duty after a long absence due to ill health.

There were 2 resignations from the Attendant staff - Damien Campbell (to private enterprise) and Tom Corcoran (returning to Ireland). Whilst their stay was relatively short, each made a worthwhile contribution and were valuable members of staff.

Mr. Richard Pickles was temporarily superannuated due to ill health and at this stage it is not known whether Richard will be returning.

Jean Green, one of the Assembly's longest serving members of staff, retired during the year. Jean commenced duty with the Assembly in 1952 as a typist in the typing pool where she soon became supervisor and Secretary to the President. Following her retirement, Jean has returned to Secretarial Services on a part-time basis.

During 1990-91, there were 25 staff changes compared with 28 in 1989-90. The reasons for the changes are outlined below with the 1989-90 figures for comparison:

	<u>1990-91</u>	<u>1989-90</u>
• appointments	10	6
• resignations	3	12
• retirement on account of ill-health	-	-
• secondment	2	3
• transfer or promotion	9	3
• retirement	1	4

Towards the end of the report period, the Clerk of the Legislative Assembly, Mr. Ray Boyes, indicated that he would be retiring early in the new year. Ray has spent over 40 years in the Public and Parliamentary service and his services and knowledge will be sadly missed. The following Table sets out the length of service in Parliamentary/Public Service employment as at 30 June 1990:

	Males	Females
Over 40 years	1	-
31-40 years	3	1
26-30 years	2	-
21-25 years	1	-
16-20 years	3	1
11-15 years	8	1
6-10 years	10	7
1-5 years	4	10
Less than 1 year	2	3
Total	34	23

STAFF ALTERATIONS

Appointments:

David Lang	-	Parliamentary Attendant, Grade I
Jean Green	-	Secretary, Grade I
Ann Blake	-	Director of Research (LCC)
Paul Venosta	-	Assistant Executive Officer (Estimates) (EBRC)
Gabriella Averte	-	Secretary, Grade I
Mark Smith	-	Parliamentary Attendant, Grade I
Craig Foster	-	Parliamentary Attendant, Grade I
Marylynn Barnes	-	Secretary, Grade I
David Plant	-	Research Officer (EBRC)

Resignations:

Damien Campbell	-	Parliamentary Attendant, Grade I
Tom Corcoran	-	Temporary Doorkeeper
Marc Robinson	-	Director of Research (EBRC)

Retirements:

Jean Green	-	Secretary, Grade III
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Secondment

Matthew Brennan	-	Senior Research Officer (EBRC)
Jennifer Hercog	-	WPO Grade II (EBRC)

Transfer or Promotion:

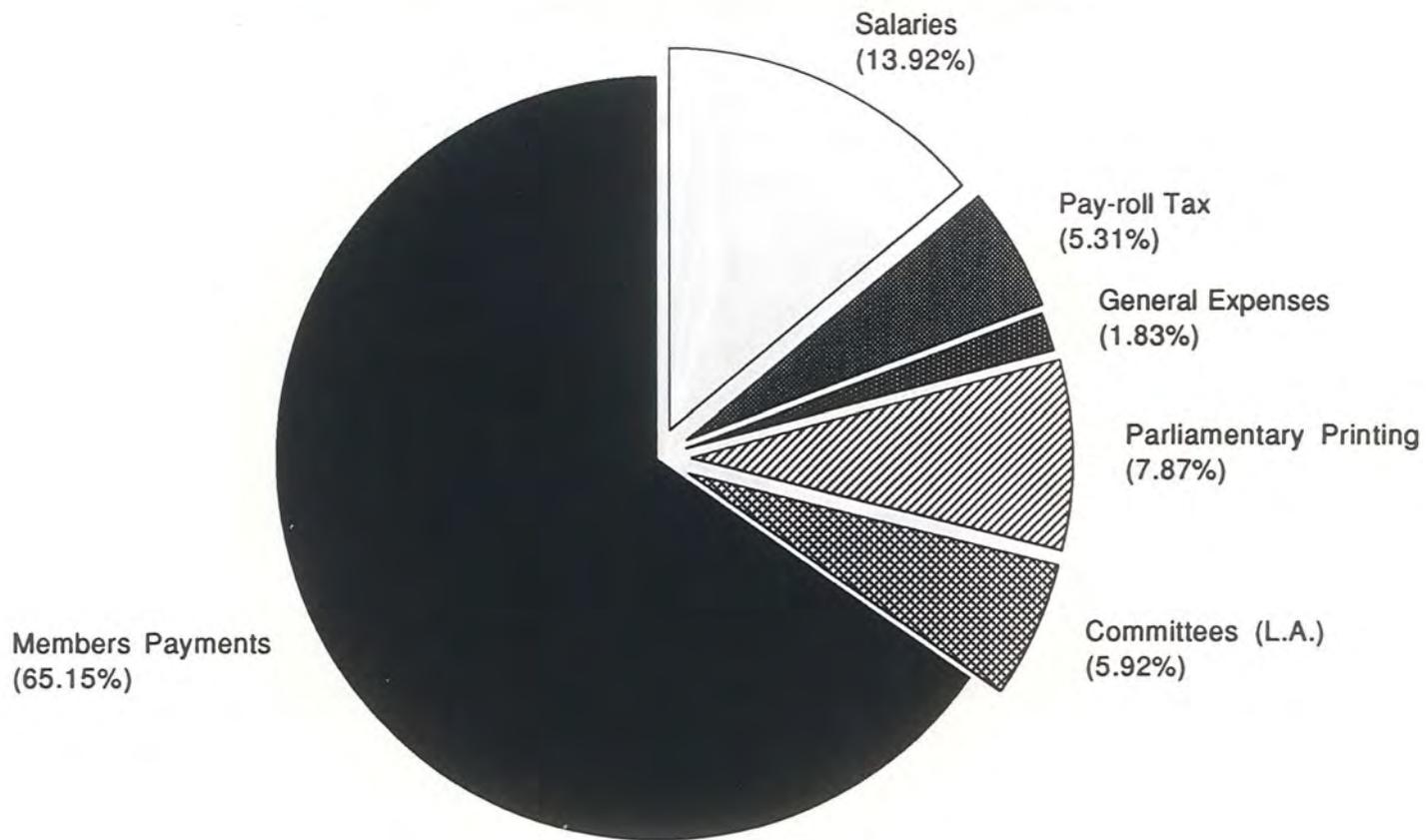
Despina Babbage	-	Executive Officer (EBRC)
Susan Hocking	-	Director of Research (EBRC)
Yolande Meerwald	-	Secretary, Grade III (Legislative Council)
Ray Purdey	-	Serjeant-at-Arms
Mark Roberts	-	Clerk of the Papers
John Nixon	-	Principal Attendant
Max Beckman	-	Senior Parliamentary Attendant
Gabriella Averte	-	Secretary, Grade III (Victorian Parliamentary Debates)
Andrea Agosta	-	Clerical Officer, Grade 5 (Legislative Council)
Noel Taylor	-	Ministerial Transport Officer

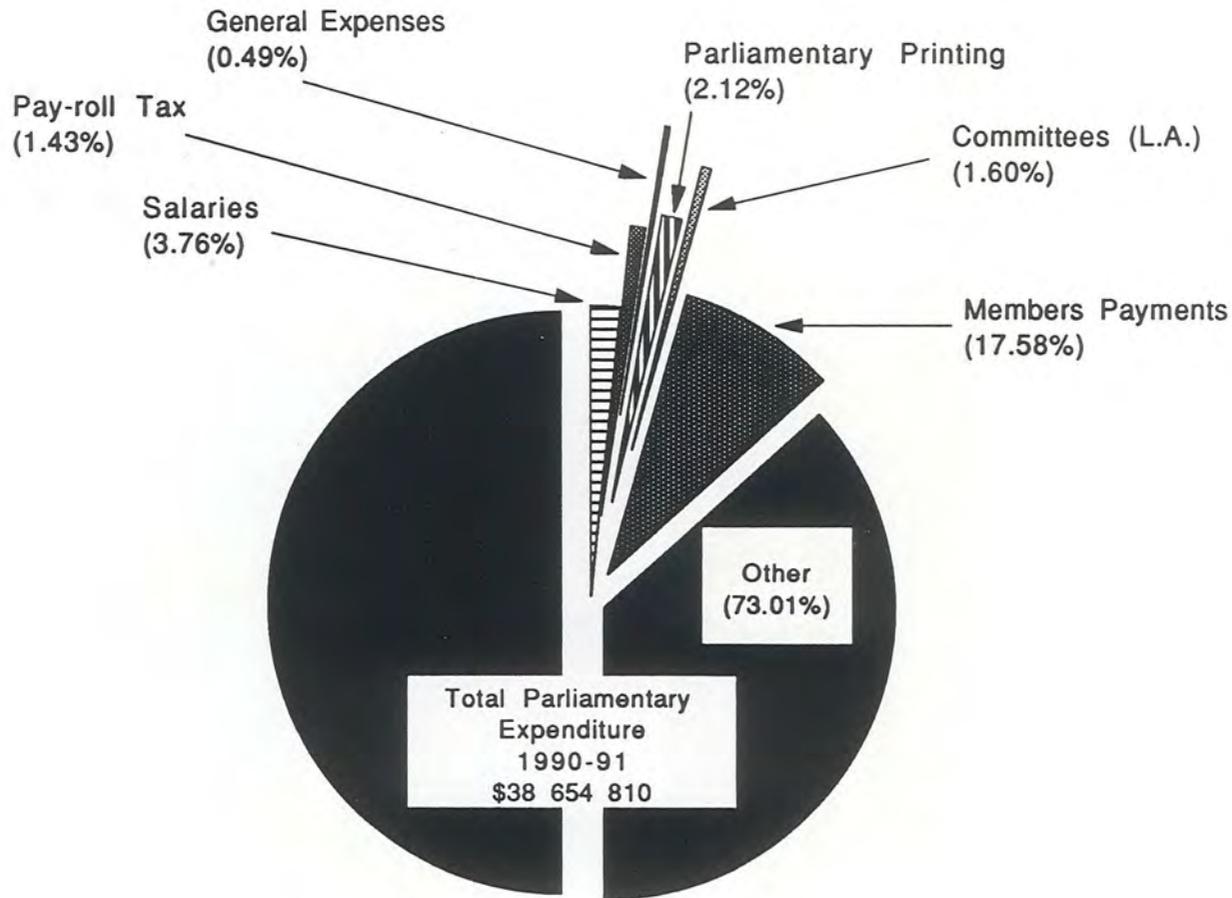
BUDGET ALLOCATION

<u>Item</u>	<u>Budget</u> \$	<u>1990/91</u> <u>Expenditure</u> \$	<u>1989-90</u> <u>Expenditure</u> \$
<u>Departmental</u>			
Salaries	1,387,950	1,331,639	1,252,864
Overtime	105,000	105,265	130,146
Long Service Leave	<u>15,000</u>	<u>14,190</u>	<u>70,237</u>
	<u>1,507,950</u>	<u>1,451,094</u>	<u>1,453,247</u>
Parliamentary Delegation			61,179
Clerk of the Parliaments Salary Allowance	1,000	1,000	1,000
Pay-roll Tax	<u>553,516</u>	<u>553,516</u>	<u>493,574</u>
	<u>554,516</u>	<u>554,516</u>	<u>555,753</u>
General Expenses	195,000	191,096	126,946
Parliamentary Printing	641,000	821,043	716,259
Total Departmental Operating Expenses	<u>2,898,466</u>	<u>3,017,749</u>	<u>2,852,205</u>
<u>Committees</u>			
Economic and Budget Review	400,000	364,090	301,550
Legal and Constitutional	311,000	252,074	339,947
Estimates	<u>711,000</u>	<u>616,164</u>	<u>36,244</u> <u>677,741</u>
Select Committees	50,000	1,792	
<u>Assembly Members -</u> Salaries and Allowances*	6,691,494	6,796,843	6,331,082
Total	<u>10,350,960</u>	<u>10,432,548</u>	<u>9,861,028</u>

* Excluding Ministers

DEPARTMENTAL EXPENDITURE 1990-91





**LEGISLATIVE ASSEMBLY AS A PROPORTION OF
TOTAL PARLIAMENTARY EXPENDITURE**