



**Department of the  
Legislative Assembly**

ORDERED TO LIE ON THE TABLE

1 NOV 1995  
*[Signature]*

*Clerk of the Legislative Assembly*

**Annual Report  
For the Year  
1994-95**



## **The Mace**

*The Mace is in the form of a staff, headpiece, and crown surmounted by an orb and Maltese cross. The symbols embrace the rose, the thistle, the harp, and the waratah, emblematical of England, Scotland, Ireland and Victoria, respectively. On the headpiece is the fleur-de-lis, and, embossed in enamel, are the United Kingdom and Victorian Coats of Arms. Encircling the staff is a band upon which are engraved the names of the Speakers since 1856, the first year of responsible government.*

*The Mace currently in use in the Victorian Parliament was made in 1901. Modelled on the Mace from the House of Commons and made of silver with gold plating, it weighs over 8 kilos and is 1.52 metres in length.*

*Each sitting day begins with the Speaker's procession when the Speaker is escorted to the Chamber by the Serjeant-at-Arms carrying the Mace. When the House is sitting, the Mace rests on the table with the Orb and Cross pointing towards the Government side of the Chamber.*

*When the Speaker leaves the Chair and the Assembly is in Committee the Mace is placed on a bracket below the table. The Mace is present in the Chamber at all times when the House is sitting. Proceedings cannot take place unless the Mace is present.*





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

29 September 1995.

The Hon. John E. Delzoppo, MP  
Speaker of the Legislative Assembly  
Parliament House  
Melbourne 3002

Dear Mr Speaker,

I have pleasure in forwarding to you the Annual Report for the Department of the Legislative Assembly for the year 1994-95.

Yours sincerely,

A handwritten signature in black ink, appearing to read "J.G. Little".

J.G. Little

Clerk of the Legislative Assembly.

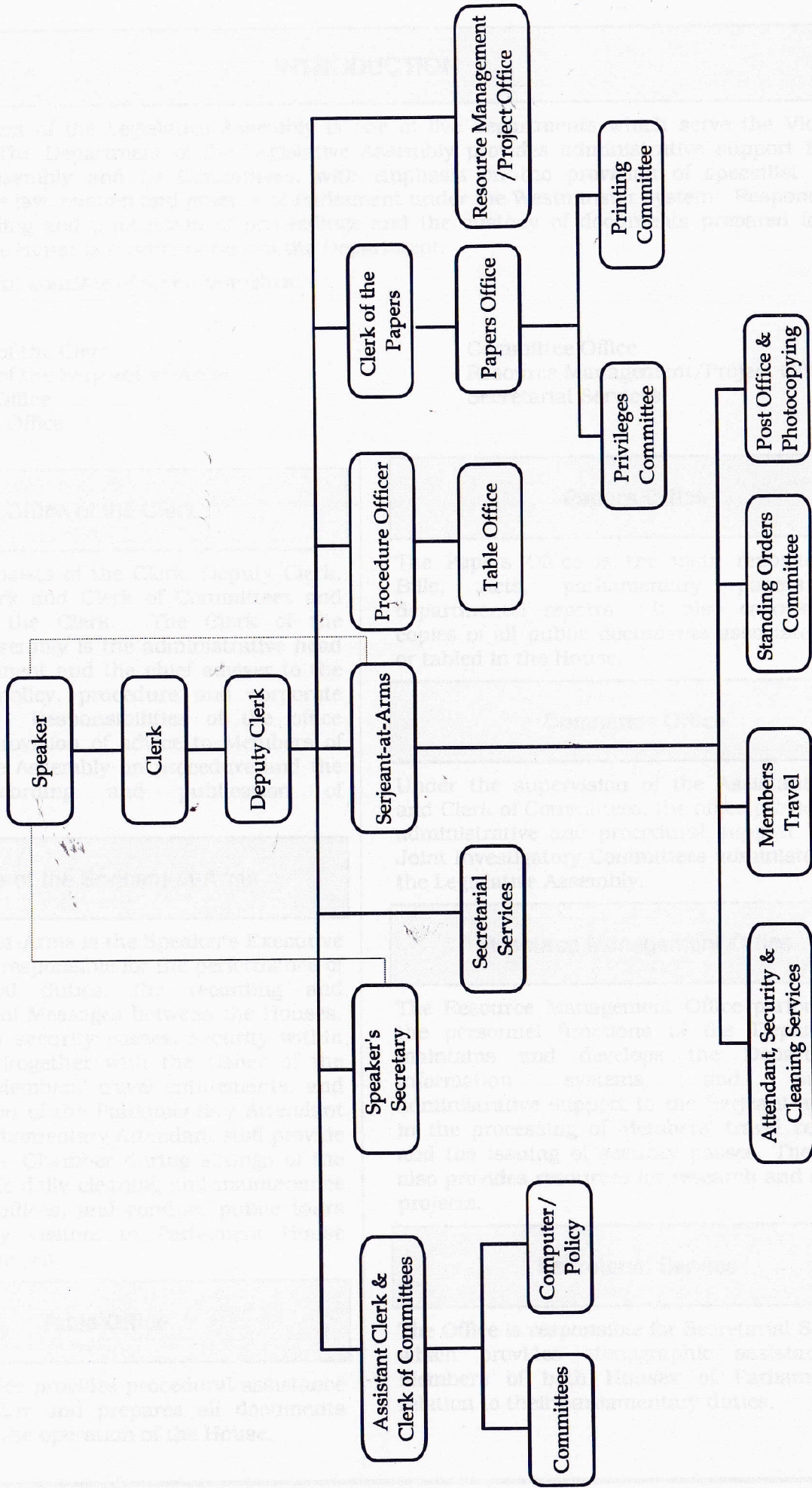


# TABLE OF CONTENTS

◆ Introduction.....	1
◆ 1994 - 95 The Year in Review .....	2
◆ The Parliamentary Year in Summary .....	5
◆ Branch Reports	
• Office of the Serjeant-at-Arms .....	6
• Table Office.....	13
• Papers Office .....	15
• Committee Office .....	18
• Resource Management Office .....	25
• Staff Alterations.....	28
• Secretarial Services.....	29
◆ Finance.....	31
◆ Appendix A	
• Budget Allocation .....	32
◆ Appendix B	
• Departmental Expenditure 1994-95.....	33
◆ Appendix C	
• Departmental Expenditure as a Proportion of total Parliamentary Expenditure .....	34



# DEPARTMENT OF THE LEGISLATIVE ASSEMBLY





## INTRODUCTION

The Department of the Legislative Assembly is one of five departments which serve the Victorian Parliament. The Department of the Legislative Assembly provides administrative support for the Legislative Assembly and its Committees, with emphasis on the provision of specialist advice concerning the law, custom and practice of Parliament under the Westminster system. Responsibility for the recording and publication of proceedings and the custody of documents prepared for and received by the House is a primary task of the Department.

The Department consists of seven branches:

Office of the Clerk  
Office of the Serjeant-at-Arms  
Table Office  
Papers Office

Committee Office  
Resource Management/Project Office  
Secretarial Services

### Office of the Clerk

The Office consists of the Clerk, Deputy Clerk, Assistant Clerk and Clerk of Committees and Secretary to the Clerk. The Clerk of the Legislative Assembly is the administrative head of the Department and the chief adviser to the Speaker on policy, procedure and corporate management. Responsibilities of the office include the provision of advice to Members of the Legislative Assembly on procedure and the accurate recording and publication of proceedings.

### Office of the Serjeant-at-Arms

The Serjeant-at-Arms is the Speaker's Executive Officer and is responsible for the performance of all ceremonial duties, the recording and transmission of Messages between the Houses, the issuing of security passes, security within the building (together with the Usher of the Black Rod), Members' travel entitlements, and the supervision of the Parliamentary Attendant staff. The Parliamentary Attendant staff provide services to the Chamber during sittings of the House, provide daily cleaning and maintenance of Members' offices, and conduct public tours for the many visitors to Parliament House throughout the year.

### Table Office

The Table Office provides procedural assistance to the Chamber and prepares all documents necessary for the operation of the House.

### Papers Office

The Papers Office is the main repository for Bills, Acts, parliamentary papers and departmental reports. It also carries stock copies of all public documents associated with or tabled in the House.

### Committee Office

Under the supervision of the Assistant Clerk and Clerk of Committees, the office provides the administrative and procedural support for the Joint Investigatory Committees administered by the Legislative Assembly.

### Resource Management Office

The Resource Management Office performs all the personnel functions of the Department, maintains and develops the Department's information systems, and provides administrative support to the Serjeant-at-Arms in the processing of Members' travel requests and the issuing of security passes. The Office also provides resources for research and special projects.

### Secretarial Service

The Office is responsible for Secretarial Services which provides stenographic assistance to Members of both Houses of Parliament in relation to their parliamentary duties.



---

## 1994-95 - THE YEAR IN REVIEW

The year under review has been a year for consolidation. A number of projects referred to in the last report have been completed and for the first time in many years, all positions within the department were filled, including the confirmation of a number of temporary appointments.

### STAFF SALARIES AND CONDITIONS

The major issue facing the administration in the year 1995/96 is a review of the salaries and conditions of staff. With the move towards employment agreements in the public sector, it is inevitable that similar agreements will be offered to parliamentary staff so that they may continue to enjoy similar terms and conditions of employment as offered in the public service. There has been no general review of staff salaries since September 1991 and this must be rectified. By comparison, Members of Parliament have received four salary increases over the same period because of the statutory link to the salary of Members of the House of Representatives. In the past 10 years, staff salaries have risen by 38.6% compared to Members increases of 82.7%. In the last review in the 1980's, the staff of the Victorian Parliament were second only to the Federal Parliament in salary levels. However, at present, they now rate sixth behind both the Commonwealth and other States, being slightly ahead of the Parliaments of South Australia, Tasmania and the Australian Capital Territory. Because of the loss of middle management staff over the past years, there must be a re-building program to recruit and train staff for higher office. It is becoming evident that a long term career in the Parliament, particularly Chamber duty, is not an attractive proposition. A number of present staff have already indicated that they do not wish to pursue senior office because of the high demands of working in the Chamber. If staff are to be encouraged to pursue a long term parliamentary staffing career, there must be proper remuneration and incentive. A review of the *Parliamentary Officers Act 1975* is currently being undertaken and it is anticipated that legislation will be introduced during the Spring sitting to repeal the 1975 Act and introduce new provisions which will bring the Parliamentary staff into line with other public sector agencies.

One general issue affecting both staff and Members is the conditions which exist in the Legislative Assembly Chamber during the summer when high temperatures make working conditions both unpleasant and difficult. The conditions experienced in March this year placed the health of staff at risk and in one instance a Chamber Officer was absent from work for 3 days because of dehydration. Concern must also be expressed for the safety of members of the public in the Chamber particularly at those times when the galleries are full. The installation of air-conditioning is necessary.

### SUMMARY OF LEGISLATION

The first edition of the *Annual Summary of Legislation* covering 1994 was published and circulated to Members. The *Annual Summary* provides a consolidated guide to legislation passed during the Autumn and Spring sittings every year and is intended as a reference guide. There has been a positive response to the publication with an indication that the information will be of assistance, particularly in electorate offices. The document is available to private organisations on subscription from the Law Printer.

### STAFF TRAINING AND DEVELOPMENT

The department has continued the program of procedural training for senior and mid-level officers including Committee Executive Officers. Five sessions were conducted covering the following subjects:



---

Role and Structure of the Parliament and the Department of the Legislative Assembly, Absolute Majority, Address-in-Reply, Standing Orders, Time Limits, Parliamentary Privilege, Grievances, Reasoned Amendments, Private Bill Amendments.

Some Committee staff have been undertaking procedural training by being rostered in the Table and Papers Offices during sittings. This has provided exposure to the administrative duties associated with providing support to the Chamber.

During the year a further two officers visited Canberra on attachment - Paul Venosta, Reader, was assigned to the House of Representatives staff for a period of one week and had the opportunity of working in various offices; Despina Babbage, Project Officer, spent two days with the Project Division of the Senate.

In June 1995, the Deputy Clerk, Philip Mithen, departed for the United Kingdom on a three week attachment program with the House of Commons. In addition, he spent two weeks in Canada, on attachment to the Canadian House of Commons in Ottawa, and the Legislative Assembly in British Columbia. Philip is the only current officer to have had this valuable training opportunity. The former Clerk, Ray Boyes, undertook a similar attachment in 1979. The attachment program with the House of Commons is available to all Commonwealth Parliaments, but because of budget restrictions, funding has not been available to accept previous invitations. By comparison, most Chamber Officers in other Australian Parliaments have had the opportunities of attachment programs overseas. As part of the career planning of senior officers of this Parliament, funding must be allocated to provide periodic periods of attachment.

#### **MEMBERS STENOGRAPHIC SERVICES**

In March 1995, the Speaker's Secretary and Supervisor of Secretarial Services, Margaret Moy, retired after 36 years' service to the Parliament. Margaret commenced duty with the Parliament in 1959 and had the distinction of being Private Secretary to six Speakers.

Upon Margaret's retirement, the opportunity was taken to establish separate positions of Speaker's Secretary and Supervisor Secretarial Services, with Robyn Mudford and Muriel O'Gorman being appointed to the respective positions.

#### **COMPUTER SYSTEM**

Following on from considerations raised in last year's report, the decision was made to replace the Department's Apple Macintosh computing system with Dos based computer equipment and software. The introduction of the new system together with training of staff, was successfully completed during the year.

Secretarial Services are also to be brought in line with the rest of the Department with the purchase of four new Dos based computers for that section. Once staff in Secretarial Services have completed training in Word and Excel, with the support of the IT Unit, the Department will have successfully made the transition to the Dos system.

#### **CONSULTATIVE COMMITTEE**

The Parliament House Consultative Committee has proved to be an important mechanism for management/staff relations and provides the opportunity for communication and consultation between management and staff.

Following the change in Government policy regarding staff/union representatives on consultative committees, the constitution of the Parliament House Consultative Committee was changed to provide that each Department has a staff representative elected by all of its staff members.



---

## **STAFF DEVELOPMENT COMMITTEE**

Much of the committee's time during the year was spent developing a draft training policy and a draft training overview. These documents were adopted by the Departmental Heads and a "Staff Training and Development Policy and Training Overview" was issued to all staff during April 1995.

With the assistance of the Department's Acting Project Officer, Mr Mark Roberts, a draft Induction Booklet was developed and submitted to the Departmental Heads for consideration. As the implementation of the broad banding and employment agreements would alter some of the information included in the Booklet, it was agreed that distribution of the Booklet would be deferred until the broad banding process had been finalised.

The Staff Development Committee also submitted a proposal to the Departmental Heads for the appointment of a Training Officer to arrange the training for all staff at Parliament House. This matter is still under consideration by the Departmental Heads.



# THE PARLIAMENTARY YEAR IN SUMMARY

Statistics relating to sittings of the Legislative Assembly and its proceedings are set out below:

<b>HOUSE SITTINGS</b>			
<b>1994-95</b>			
	<b>Spring</b>	<b>Autumn</b>	<b>Total</b>
Sitting weeks	9	9	18
Sitting days	30	28	58
Average duration of daily sitting (Hours)	10hrs 58m	9hrs 58m	10hrs 28m
Sitting after midnight	8	6	14
<b>1993-94</b>			
	<b>Spring</b>	<b>Autumn</b>	<b>Total</b>
Sitting weeks	11	8	19
Sitting days	33	28	61
Average duration of daily sitting (Hours)	10hrs 10m	10hrs 29m	10hrs 19m
Sitting after midnight	6	3	9
<b>BUSINESS OF THE HOUSE</b>			
		<b>1994/95</b>	<b>1993/94</b>
<b>Bills</b>	- Introduced in the Assembly	132	128
	- No. amended in the Assembly	43	45
	- Passed both Houses	123	130
	- Second reading reasoned amendment- negatived	22	18
<b>Divisions</b>	- House	80	93
	- Committee	10	14
<b>Questions</b>	- On Notice	191	370
	- Without Notice	490	493
<b>Petitions presented</b>		137	266
<b>Reports presented by Command</b>		4	28
<b>Reports presented pursuant to Statute</b>		563	448
<b>Reports presented by Parliamentary Committees</b>		41	45
<b>Days on which</b>	- Grievances were debated	5	6
	- General Business motions debated	13	13
<b>Adjournment Motions pursuant to S.O.26</b>		2	9







---

## **Activities During the Year**

### **Ceremonial:**

The highlight of ceremonial activities during 1994-95 was the official Opening of the Second Session of the Fifty-Second Parliament by His Excellency the Hon. Richard McGarvie, Governor of Victoria. Whilst the Opening Ceremony took place in the Legislative Council Chamber, the Legislative Assembly staff played an active role in the smooth running of the event, with almost 1000 people in attendance in the Council Chamber and Queen's Hall.

### **Staffing Issues:**

A number of changes occurred during the year amongst the Attendant Staff. Graeme Johnson was selected in an acting capacity to fill the position of Premier's Orderly, left vacant by the promotion of Shane Matthews to the position of Post Office Attendant. Graeme carried out these duties from September 1994, but subsequently resigned from the department in January 1995 due to family reasons.

Craig Foster returned from the House Committee to the Legislative Assembly in March 1995, after a three year secondment, to take up the position of Acting Premier's Orderly. At the conclusion of the Autumn Sitting it was agreed between the Department and the Premier that Craig Foster be appointed permanently to that position. As at 30 June 1995 the Order-in-Council for Mr Foster's appointment was being processed.

On 10 March 1995, Max Beckman, Senior Parliamentary Attendant, retired after almost twenty years service.

The Department takes this opportunity to place on record its appreciation of his service to the Parliament.

As a result of Max Beckman's retirement, a number of promotions occurred within the Department's attendant staff. Jack Thomas was promoted to the position of Senior Parliamentary Attendant, after having occupied the position of Correspondence Clerk for almost five years.

Warren Smith was appointed to the position of Correspondence Clerk, moving from the tours area, where he had been for several years.

John Fulford was promoted to the position of Tour Guide to fill the vacancy left by Warren Smith.

As a result of these promotions it was necessary for the Department to advertise in March 1995 for new attendants to fill the vacant base grade positions. The vacancies were advertised within the five Parliamentary Departments and the Commonwealth Employment Service.

Ray Davis, who had occupied an attendant position in a temporary capacity since March 1994 attained a permanent position. Michelle Butler was also appointed as a permanent officer and Geoff Tapper was appointed on a temporary basis.



---

In June 1995 Robyn Mudford was appointed as Secretary to the Speaker and her previous position as Secretary to the Serjeant-at-Arms was advertised. Mrs Christine Simpson was successful in attaining the position and will commence with the Legislative Assembly in July.

**Post Office:**

The Post Office continued to provide postal, photocopying and facsimile services to members, as well as to all staff located at Parliament House. It also provides a great deal of assistance with photocopying and binding services to many of the Parliamentary Committees located at Nauru House.

Shane Matthews was appointed to the position of Post Office Attendant by Order-in-Council on 13 September 1994. Shane had been occupying the position on Speaker's Warrant since 7 March 1994, but his permanent appointment had been delayed in the Department of the Premier and Cabinet. The Legislative Assembly was pleased to see this matter finalised.

**Security:**

The Protective Services Officers (PSOs) continue to provide the Parliament with a 24 hour security service as well as providing assistance with after hours public access to Parliament House for the various functions held within the building and the Parliamentary gardens.

The PSOs continually conduct external patrols of the Parliamentary grounds, as well as internal patrols of the building out of business hours and are in attendance in the public galleries of both Chambers at all times during the Parliamentary sittings.

Additional funding was obtained this year to enable further security measures to be undertaken. Security issues are of enormous importance to a building of this nature and the provision of funds in recent years to address these issues has been welcomed by the Presiding Officers, both of whom take an active role in overseeing improvements being made to the security of the building and its occupants.

The principal item of expenditure in 1994-95 comprised a high grade mail scanning device to service all five Parliamentary Departments and commencement of the installation of a new security access system to the building.

**Fire Protection:**

The Serjeant-at-Arms continues to chair the Fire Protection Committee which plays an integral part in detailing works for the enhancement of fire protection within Parliament House. The Legislative Assembly is also represented on the Committee by the Principal Attendant. The Committee meets regularly and comprises staff from the Legislative Council, Legislative Assembly and House Committee Departments.

In 1994-95 work continued on the installation of smoke detectors, the sprinkler system, exit signs and emergency lighting.

The Fire Indicator Panel at Parliament House has been replaced and the new panel is fully operational.



---

New detectors have been installed throughout the main building, including the replacement of all existing bi-metallic detectors. These new detectors are self-monitoring and are a combination of smoke and thermal alarms.

The sprinkler system to the basement is almost complete with the final stage of work to be carried out in 1995-96.

Emergency lighting is now completed and operational to all areas of the building.

For the non-historic areas of the building, exit signs have now been installed. Specialist fittings have been ordered for the historic areas and these should be installed shortly.

A central monitoring system for exit and emergency lighting has been installed.

'You Are Here' plans were installed throughout the building and externally to the roof access doors during 1994-95. These plans are an integral part of the building's *Emergency Evacuation Plan*. Another important addition to the *Emergency Evacuation Plan* was the installation of a 2-way radio communication system for Parliament House.

#### **Occupational Health and Safety:**

The Serjeant-at-Arms is the department's management representative on the Occupational Health and Safety Committee and Mr Terry McGlashan is the employee representative.

The Committee held several 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.

Issues discussed by the Committee in the past year included smoking in the workplace, first-aid training for staff and the installation of handrails on the front steps of Parliament House. In relation to first-aid, the Committee recommended to the departmental heads that additional staff be trained in first-aid and as a result seven officers of the Parliament were trained to a Level 2 standard. The Committee is now seeking the training of an officer to level 3 standard to oversee the entire first aid operations within Parliament House.

Work in relation to the construction of handrails on the front steps is progressing.

#### **Visiting Dignitaries:**

Mr Speaker received 19 official calls during the year from dignitaries and delegations, the majority of these being from diplomats of ambassadorial status.

During the year the following callers and delegations were received:



---

High Commissioner for Cyprus  
Ambassador of the Russian Federation  
Mr Peter Cobb, OBE, Secretary, United Kingdom Branch,  
Commonwealth Parliamentary Association  
High Commissioner for the Cook Islands  
High Commissioner for Singapore  
High Commissioner for New Zealand  
High Commissioner for Britain  
Delegation from the Parliament of Estonia  
Ambassador of the State of Eritrea  
Delegation from the Parliament of Hungary  
High Commissioner for Papua New Guinea  
Delegations from the Parliament of France (2)  
Ambassador of Sweden  
Ambassador of the Arab Republic of Egypt  
Ambassador of the Czech Republic  
Ambassador of Germany  
Delegation from the Parliament of South Africa  
Delegation from the Parliament of Finland

**Functions - Queen's Hall:**

Queen's Hall continued to be in demand for a variety of functions, although there was a reduction on the previous year. In accordance with the directions of the Presiding Officers, all functions in Queen's Hall must be sponsored by either current or former Members of Parliament and the sponsor must be in attendance.

The functions held in Queen's Hall included luncheons, dinners, book launches and exhibitions, as well as many cocktail receptions, all of which involved the Department providing staff to assist with the smooth running of these events.

During the year, Queen's Hall was the venue for four exhibitions, all of which were well attended and proved to be popular with the general public. The relevant exhibitions were as follows:

Textile Artworks Exhibition by Annemieke Mein  
(21 November - 2 December)

Photographic Exhibition - 'Images of Western Victoria'  
by John Kiely  
(5 - 21 December)

Trust the Women Exhibition  
(24 January - 17 March)

Constitutional Awareness Week Exhibition  
(27 - 31 March)

Queen's Hall is also the venue where school bands perform on most Tuesday evenings during the Parliamentary sittings. This opportunity to play in Queen's Hall is provided by Mr Speaker and the Department of School Education organises the program.



---

It has proved to be very popular since its inception several years ago and many schools are keen to perform in such a grand venue. Thirteen schools performed in Queen's Hall in 1994-95 under this arrangement.

**Functions-Room K:**

There has been a considerable increase in the number of functions held in Room K in the past year, as more Members take the opportunity to hold dinners for up to 80 people in that room. These functions are held on sitting nights, as well as non-sitting nights, requiring the rostering of Departmental staff.

**Youth Parliament:**

On 20 and 22 September the eighth YMCA Youth Parliament was held in both the Legislative Council and Legislative Assembly Chambers. The Serjeant-at-Arms performed the Table duties in the Legislative Assembly Chamber with the assistance of other Parliamentary Officers, who in this instance are given the opportunity to train in Chamber duties. The Clerk of the Legislative Assembly participated in the opening ceremony.

Youth Parliament is firmly established as an integral part of the activities conducted within Parliament House each year and members and staff involved enjoy seeing the young people in action. The Presiding Officers and Parliamentary staff conduct an Opening of Parliament ceremony for the Youth Parliament, which is presided over by a Youth Governor. This Opening Ceremony is a highlight of the activities for those participating.

During the two days, young people from throughout Victoria formed themselves into a "Government" and "Opposition", electing a Premier and Deputy Premier and a Leader and Deputy Leader of the Opposition.

The 1994 Youth Parliament comprised sixty members in the Legislative Assembly. Eleven bills were debated on issues such as restriction of logging to plantation areas, equality in rape sentencing, alcohol advertising prohibition and establishment of a judicial training board.

The Youth Parliament is always conducted in accordance with Parliamentary procedure and is presided over in the Legislative Assembly by either the Speaker or temporary Chairmen of Committees deputising for the Speaker. By operating in this manner it is intended to give the "youth parliamentarians" a better understanding of the Westminster system.

At the conclusion of the Youth Parliament, the Honourable Vin Heffernan, M.P., Minister responsible for Youth Affairs, accepted the Bills passed by the Youth Parliament and gave an undertaking to have them examined by his department.

**Children's Parliament:**

Children's Parliament was held in the Legislative Assembly Chamber on 28 October 1994, after an absence of two years. The Serjeant-at-Arms and other Parliamentary staff worked with the Education Officer in conducting the event which involved 16 schools. A total of 64 students participated in the event which provides children in years 7 to 9 with a wonderful opportunity to experience the parliamentary atmosphere.



---

Plans are already under way for the 1995 Children's Parliament and expressions of interest to participate are being sought from all Victorian schools.

**Open Day 12 March 1995:**

Parliament House held its annual Open Day as part of the Moomba Festival. It was held on Sunday 12 March 1995 and the Presiding Officers were pleased with the attendance of over 6000 people who visited between 12 midday and 5.00 p.m.

An intensive publicity campaign was again undertaken by the Presiding Officers and staff to promote the 1995 Open Day with particular emphasis on the grandeur of Parliament House.

The *Trust the Women* exhibition was on display in Queen's Hall on Open Day and this proved to be of great interest to those in attendance. The exhibition celebrated women's participation in politics in Australia and told the story of the achievements of women in the Federal Parliament. Whilst in Queen's Hall it had a Victorian component added to it with details of past and present women members of the Victorian Parliament, as well as displaying the women's petition for the vote in Victoria which led to the vote finally being granted in 1908.

Similar to the 1994 Open Day, the crowd awaiting entry to the building was entertained by an army band. The entertainment this year was provided by the 2/10 Medium Regiment Army Band.

In addition, the Victorian State Concert Orchestra performed during the afternoon in the Parliamentary Gardens, as people toured the gardens.

**Senior Citizens Week:**

For the first time, Parliament House played an active role in Senior Citizens Week. Due to the sittings of both Houses, Parliament House tours for senior citizens could only be conducted on one day of the special week, namely Monday, 20 March 1995.

On that day, tours of the building were constantly conducted and approximately 1700 people visited Parliament House. The number was higher than expected, but the tour guides responded to the task and were able to give the visitors a comprehensive tour of the principal areas of the building.

**Tours:**

Parliament House remains a popular venue for tours all year round. Taking into account the Open Day and Senior Citizens Week visitors, almost 60,000 people visited the building during 1994-95.

In excess of 50,000 of these visitors were part of general tours of the building. The visitors include groups of school children, service clubs, social clubs, adult migrants and elderly citizens. There has also been a noticeable increase in the number of interstate and overseas tourists joining the six tours conducted every non-sitting day.



---

# TABLE OFFICE

## Staff

Neville Holt	Procedure Officer
Paul Venosta	Reader and Clerk of the Record
Charlene Kenny	Assistant Reader
Sorrel D'Silva	Administrative Officer

## Role

It is the responsibility of the Table Office to prepare, check and co-ordinate the working documentation and official records of the Legislative Assembly, as well as Acts for Assent on behalf the Clerk of the Parliaments. The Office also provides advice in relation to procedural and operational activities of the Legislative Assembly in particular and the Parliament in general.

## Activities During the Year

The Table Office has completed its first year of preparing the Notice Paper and Votes and Proceedings and other documents using the Windows platform and new computing equipment. The transition from the Macintosh platform has been extremely successful and completed with minimal disruption to the office work flow.

## Parliamentary Printing:

The Procedure Officer, along with other Parliamentary Officers, has been extensively involved since January 1995, in the project for the contracting out for Legislative and Parliamentary Printing and Publishing requirements. Numerous documents, detailing the specifications and conditions of legislation and associated printing documents, have been prepared for incorporation into the Tendering documents presented by consultants, Arthur Andersen and Company. As a result of the changes to printing processes there will be considerable changes to the operations of the Table Office, once the tenders are accepted and put into operation.

The Procedure Officer has also been involved in a number of workshops for the reviewing of the Legislative Parliamentary Printing process in preparation for a *Document Management System Request for Tender Documents*. This *Document Management System* will not only involve Parliament but also the Department of Premier and Cabinet and other departments. The system will be able to track, monitor and route documents throughout the various processes involved in the Victorian Government Legislative Drafting and Printing Processes (including the creation of supporting legislative documentation) as well as provide repositories for legislative documentation accessible to relevant users.



# TABLE OFFICE

**Staff Attachments:**

The Reader visited the Federal Parliament in Canberra on an attachment to the House of Representatives for a one week period in October. During his visit, the Reader was able to observe and participate in similar procedures used by both Parliaments.

**Acts:**

During the year the Table Office staff read and sealed 122 Acts that were presented by the Clerk of the Parliaments to His Excellency the Governor for Royal Assent. The office also produced the hard copy for Notice Papers and Votes and Proceedings for 58 sitting days. The office handled numerous complex procedural and Business of the House queries during the year, as well as enquiries concerning Act proclamations and requirements for tabling documents in the Legislative Assembly.



---

# PAPERS OFFICE

## Staff

Mark E. Roberts	Clerk of the Papers and Assistant Clerk of Committees ( resumed from 1.1.95 )
Despina Babbage	Acting Clerk of the Papers ( 1.7.94 to 31.12.94 )
Keith Mills	Assistant Clerk of the Papers
Michael Coco	Administrative Officer
Michelle Gutauskas	Administrative Officer

## Role

The Papers Office performs a range of functions associated with the tabling of reports presented to the Victorian Parliament, and with the dissemination of information to members and others relating to the progress of legislation before the Legislative Assembly. As one of the public faces of the Parliament, the Papers Office provides both a personal and telephone information service on a great number of queries relating to business before the House.

The Papers Office also administers the Legislative Assembly component of the Parliamentary Printing budget which, in the 1994-95 financial year, was \$ 835,384. The Clerk of the Papers is responsible for processing all accounts for payment by the Department. This is additional to processing all Law Printer accounts for reports of the Assembly, the Council and the Joint Investigatory Committees, as well as all accounts for legislation introduced into the Victorian Parliament.

## Activities During the Year

### Staffing:

The Clerk of the Papers, Mark Roberts and the Project Officer Despina Babbage, completed a year long job exchange program, finishing in December 1994. The staff of the Papers Office also trained several Committee personnel in the operation of the office during the year, enabling the Department to broaden its pool of officers experienced in the work of the Papers Office.

**Annual Summary of Legislation:** The *Annual Summary of Legislation* provides a synopsis of the progress of legislation through both Houses over the Autumn and Spring sittings. It also provides an index of both bills and reports tabled during the same period together with a consolidated guide to legislation passed during the Autumn and Spring sittings every year.

It has proved to be a valuable document in dealing with the large number of requests relating to legislation introduced or passed in the Victorian Parliament during 1994. The Victorian Law Printer published over 300 copies of the *Annual Summary* and the subscriber lists shows great acceptance of the document from legal firms and libraries. Each Member of the Victorian Parliament received a copy and feedback from Members, electorate officers and other users has been excellent.



---

**Procedure Manual:**

The Papers Office Procedure Manual finalised in the preceding year, proved to be a useful resource during the staff exchange period, in identifying the tasks and procedures undertaken in the office.

**Parliamentary Papers Storage:**

In order to better serve the office space requirements of Members currently housed in the temporary accommodation shared with the House Committee, it has been proposed that some of the compactus space currently being used for storage by the Papers Office be remodelled for that purpose. Work is therefore continuing towards a rationalisation of papers requiring storage, with the intention of a possible relocation of these papers to 3-5 Macarthur Street.

**Archives:**

The Legislative Assembly has an archive holding of approximately 2400 boxes representing 480 linear metres of records. During the year under review, 100 boxes were archived.

Of the numerous queries received, most were resolved from our holding of over 800 boxes of recent records. However, it was necessary to recall 25 boxes of archives from the Public Record Office to assist with enquiries.

**Office Remodelling:**

While Acting Clerk of the Papers, the Project Officer co-ordinated a remodelling of the office layout in the Papers Office. The new design is both more aesthetic and more functional and assists staff in providing a better service.

**Computer System:**

The Papers Office staff successfully completed a course of instruction in the Windows platform in July 1994 which has replaced the Apple Macintosh Computer System.

**Legislative Data Base Review:**

During the financial year, the Government initiated a major review of the legislative process which included an examination of the legislative database and the role played by the Victorian Law Printer. Arthur Andersen was appointed as the consultant to the project.

The review has resulted in the Government requesting tenders for a legislative printing service and an electronic document transfer system. It is expected that much of the legislation introduced into the Victorian Parliament will be available on the Internet, providing easier and instant public accessibility.



---

**Australasian Study of  
Parliament Group  
Victorian Chapter:**

The Clerk of the Papers continued in his role of Secretary/Treasurer to the *Victorian Chapter of the Australasian Study of Parliament Group*.

The present membership of 100 continues to make the Victorian Chapter of the A.S.P.G the largest branch in Australia.

The A.S.P.G. - Victorian Chapter continues to host a variety of forums which relate to the operations of Parliament. The following individuals addressed meetings of the Chapter during 1994/95:-

The Hon. Mr. Justice Phillips, Chief Justice of Victoria: *"The Courts and the Parliament"*.

The Hon Barry Bishop MLC, Mrs. Lorraine Elliott MP and the Hon. Pat Power MLC: *"A New Members' Perspective"*.

Mr. Ken Baxter, Secretary, Department of the Premier and Cabinet - *"A Departmental Secretary's Perspective"*.

Dr. Ken Coghill M.P., Mr. Victor Perton M.P. and Dr. Brian Costar Monash University - *"The Preselection Process for Parliamentary Candidates"*.

The ASPG 1994 Annual Conference was held in Darwin and was attended by the Chairman of the ASPG Victorian Chapter, Dr. Ken Coghill, MP and the Hon. Secretary/Treasurer, Mark E. Roberts, together with several other Victorian Members of Parliament. The conference theme *"Courts and the Parliament"* provided a very interesting topic for discussion. The continued interaction between Members and staff of the Victorian Parliament and other Parliaments from around Australia again proved its benefit.



---

# COMMITTEE OFFICE

## Staff

Ray Purdey

Assistant Clerk and Clerk of Committees

## Role

The Committee Office provides administrative and research support and procedural advice to Members of select, standing and joint investigatory committees administered by the Legislative Assembly. Under direction of the Speaker, the Assistant Clerk and Clerk of Committees oversees and assists committee staff in providing support to the committees.

## Administration of Committees

The Speaker is responsible for the operations of all standing and select committees appointed by the Legislative Assembly and the following joint investigatory committees -

- Crime Prevention Committee
- Economic Development Committee
- Public Accounts and Estimates Committee
- Scrutiny of Acts and Regulations Committee

The Speaker determines policy issues, authorises expenditure and approves budgets, staff appointments, travel arrangements, appointment of consultants and major purchases.

Following representation from some committee chairmen, the Premier established guidelines for overseas travel by Parliamentary committees. During the year, two committees took the opportunity to travel overseas to gather information relating to their inquiries.

## Activities During the Year

### Committee Procedure Manual:

During the year the Committee Procedure Manual was amended and up-dated. This up-date reflected amendments to the *Parliamentary Committees Act 1968* and changes in procedures for dealing with payment of accounts, overseas travel, engagement of research staff and provision of inquiry budgets. The new version of the Manual was circulated to staff during April 1995.

### Clerks of Committees Conference:

The Clerk of Committees attended the Fourth Annual Conference of Clerks of Committees which was held in Brisbane on 23 and 24 April 1995. All Parliaments from throughout Australia were represented and for the first time a representative from the New Zealand Parliament was also in attendance. A range of topics considered at the Conference included -

- training for committee members and staff
- application of teleconferencing
- Government Owned Enterprises and Parliamentary committees



- staff performance appraisal
- the effect of prorogation on standing committees
- Parliamentary committees and the courts

Victoria has agreed to host the Conference in 1996.

### **Crime Prevention Committee:**

**Members:** Hon K Smith, MLC, *Chairman*, Mr D Kilgour, MP, *Deputy Chairman*, Mr R Doyle, MP, Mr H Lupton, OAM, JP, MP, Mr A Haermeyer, MP, Hon D Nardella, MLC, Mr G Rowe, MP, Hon M Sandon, MP\*, Mr R Sercombe, MP, and Mrs J Wilson, MP. \**The Hon. M. Sandon, MP was replaced by Mr A Haermeyer, MP on 4 October 1993.* **Staff:** Mr Alan Ogilvie, *Executive Officer*, Ms Tiffany Tyler, *Office Manager*, Ms Lisa Casamento, *Research Consultant*.

In 1994 the Crime Prevention Committee undertook to adopt its own reference into Sexual Offences Against Children and Adults in response to the apparent increase in the number of reported sexual offences, as revealed in the 1992/93 Victoria Police Annual Report which was tabled in the Parliament on the 18th of November 1993.

Initial inquiries by the Committee revealed that the official crime statistics of Victoria Police indicated an 11.25% increase in the reported rape (excluding attempted rape), a 12.60% increase in indecent assault, a 32.72% rise in sexual penetration and a 195.08% rise in incest. The Committee sought to establish the causal factors in this reported increase and report on initiatives to reduce the level of sexual offences.

The Committee gathered submissions and conducted hearings (both in-camera and public) and site visits throughout Victoria. In addition, the Committee's researchers conducted a survey of all case entries received at Victorian Community Policing Squad offices during the 1992/93 financial year and received further evidence from its visit to Sydney and Brisbane, where meetings with professionals and legislators provided information regarding past and present programs in those States. A total of 100 witnesses gave evidence before the Committee at formal hearings in Victoria. Primary and secondary victims of sexual assault gave evidence in both verbal and written format.

The Committee conducted an investigative tour overseas in mid 1994, travelling to the United States of America, Canada, the Netherlands and the United Kingdom. During this visit, over 300 professional contacts were made in formal meetings conducted in 16 cities in these four countries.

This extensive research led to the first report titled '*Combating Child Sexual Assault - An Integrated Model*', being tabled into Parliament in May 1995. Subsequent reports yet to be tabled in Parliament, will address other areas of sexual assault including offences against adult men and women.



---

**Economic  
Development  
Committee:**

**Members:** Hon. G Ashman, MLC, *Chairman*, Mr M Leighton, MP, *Deputy Chairman*, Mr G Ashley, MP, Mr P Batchelor, MP, Hon. G Connard, MLC, Hon. P Davis, MLC, Mr B Mildenhall, MP, Hon. P Power, MLC and Mr D Treasure, MP. **Staff:** Ms Raewyn Hansen, *Executive Officer (to 11 October 1994)*, Mr Richard Willis, *Executive Officer (from 28 November 1994)*, Mr Terry Ritson, *Senior Research Officer (to 3 March 1995)*, Mr John Dalton, *Senior Research Officer (from 6 March 1995)*, Mr Con Chara, *Research Consultant*, Mr Frank Cecconi, *Office Manager*.

The Committee completed its exhaustive, and at times difficult, Inquiry into the Victorian Building and Construction Industry by tabling its fifth and sixth reports in September 1994 and October 1994 respectively. The fifth report, titled Security of Payments, reviewed the on-going question within the building and construction industry as to the need for secure, long-term, guaranteed arrangements for payment for work performed. The sixth and final report addressed the issue of disposal of the former assets of the Builders Labourers Federation (BLF).

The Committee's current inquiry relates to the export of traded services, or more particularly, how the Victorian Government can enhance opportunities for Victorian companies to export environmental services and technologies. The reference was received from the Minister for Industry and Employment on 7th June 1994. However, research did not commence until after tabling of the final report into the previous inquiry in October.

A series of in-camera discussions were held with key government agencies and leading environmental sector firms in Canberra, Sydney, Adelaide and Perth in the first few months of 1995. Seventeen public hearings were held in Victoria over May and June 1995 during which the Committee collected evidence from government bodies such as Melbourne Water and the EPA as well as discussing the export activities of leading Victorian environmental firms. In addition the Committee had the opportunity to visit a waste water treatment plant in Nagambie earlier in the year and conducted on-site visits to six Melbourne based companies in June.

During 1994-95, the Committee held 27 formal meetings, 4 sub-committee meetings and met several more times informally.

The second half of 1995 will see the Committee undertake overseas research in Indonesia, Singapore, Thailand, Philippines, Hong Kong and Canada. The Committee's report, including findings and recommendations, is likely to be tabled in November 1995.

**Public Accounts and  
Estimates Committee:**

**Members:** Hon G Weideman, MP, *Chairman*, Hon P Hall, MLC, Hon T Theophanous, MLC, Hon D White, MLC, Hon I Baker, MP, Mr A Hyams, MP, Mr A Plowman, MP, Mr R Smith, MP, and Mr K Thomson, MP. **Staff:** Craig Burke *Executive Officer*, Helen Cyrulo, *Office Manager (to 14 April 1995)*, Sean O'Reardon, *Office Manager (from 20 June 1995)*, Dianne Agis, *Research Officer (to 19 August 1994)*, Mario Abela, *Research Officer (from 20 September 1994 to 10 March 1994)*, Garry Ferris, *Research Officer (from 19 June 1994)*.



---

The Committee's record for 1994, when compared with its demanding performance measures and targets, clearly demonstrates a period of significant achievement. Both the quantity and quality of the Committee's reports is at very high levels and well exceeds the targeted levels. Interest in the Committee's reports is also strong, and their relevance and importance is beyond doubt. In short, the Committee has delivered on its corporate mission and is well placed to meet the challenges of 1995 and beyond. Details are available in the Committee's *Report on Activities - 1994*.

Highlights of the year included the issue of a further seven reports. Those reports included reviews of Victorian public hospital arrangements with contracted doctors and the Housing Guarantee Fund Limited. The Committee's *Report on Activities-1994*, details both recent and current inquiries which include inquiries into the Budget Estimates and the State's Budget and Financial Management Framework. The Committee undertook a short visit to Wellington, New Zealand, during February 1995 to study public sector financial management reforms.

At the end of January 1995, the Committee very successfully staged the Joint 9th Biennial Conference of the Australasian Council of Public Accounts Committees and Centenary celebrations of the Committee. Several very distinguished speakers spoke at the joint event including His Excellency the Hon. Richard E McGarvie, Governor of Victoria, and the Right Hon. Justice Phillips, Chief Justice of Victoria. Copies of key speeches were distributed to all members of the Victorian Parliament.

All Australian states and territories' public accounts committees were represented at the 9th Biennial Conference, together with representatives from Papua New Guinea and New Zealand. Australian Auditors-General, or their representatives, also attended the 9th Biennial Conference.

The Committee commissioned an essay on the origins and early achievements of the Public Accounts Committee of the Parliament of Victoria, and this booklet was launched at the joint opening of the Centenary celebrations and 9th Biennial Conference.

**Scrutiny of Acts and Regulations Committee:**

**Members:** Mr V Perton MP, *Chairman*, Hon B Skeggs, MLC, *Deputy Chairman*, Hon L Asher, MLC, Dr K Coghill, MP, Hon M Gould, MLC, Mr K Jasper, MP, Mr C Carli, MP, Mr M Thompson, MP and Mr J Thwaites, MP. **Staff:** Ms Helen Mason, *Executive Officer*, Ms Helen Roberts, *Assistant Executive Officer*, Ms Tanya Coleman, *Research Officer*, Ms Dominique Sanders, *Research Officer*, Mr Richard Kings, *Officer Manager*.

The Committee continued its work in the following three main areas:

- scrutiny of Bills;
- scrutiny of subordinate legislation;
- references referred to it by the Governor in Council including the "Redundant Legislation Reference". As at 4 July 1995, the Committee was also given an additional reference into the *Evidence Act 1958*.



---

The Committee published the following reports—

- Fifth Report on Subordinate Legislation, Annual Report, November 1994;
- First Report into Redundant and Unclear Legislation, November 1994; This Report recommended the repeal of over 630 Spent Acts. As a consequence of the report, the *Statute Law Revision Bill* was enacted in Parliament in the Spring Session in 1995;
- Second Annual Report, March 1995;
- Sixth Report on Subordinate Legislation, Stock (Hormonal Growth Promotants Status Declarations) Regulations 1994, March 1995;
- Redundant and Unclear Legislation, Discussion Paper, Possible repeal of the *Carriers and Innkeepers Act 1958*, April 1995;
- Seventh Report on Subordinate Legislation, Environment Protection (Scheduled Premises and Exemptions) Regulations 1994, May 1995;
- Discussion Paper No. 1, Section 85 of the *Constitution Act 1975*, May 1995.

The Committee has held 2 public hearings - one in respect of the *Australian Grand Prix Bill 1994* and the other in respect of the *Carriers and Innkeepers Act 1958*. These Hearings have greatly assisted the deliberations of the Committee.

In addition, the Committee hosted a one day Conference in Melbourne on 2 June 1995. All Australian Scrutiny Committees attended and collectively finalised "Discussion Paper No. 1 on the Scrutiny of National Scheme Legislation and the Desirability of Uniform Scrutiny Principles" which is due for release in August 1995. Representatives of the Committee were fortunate to attend the Fifth Australian and Pacific Conference on Delegated Legislation and Second Australasian and Pacific Conference on the Scrutiny of Bills in Darwin in July.

The Committee now publishes all its work on the Internet.

**Joint Committee  
Administration Office:**

Staff - Ms Vera Velickovic, *Manager*, Mr Simon Dinsburg, Ms Jennifer Hutchinson, Ms Laurel Keith, Ms Sonia Kestle, Ms Kerryn Pastras, Mr Sean O'Reardon (*from 27 February 1995 to 19 June 1995*).

In the past twelve months, the staff of the Joint Committee Administration Office again demonstrated their capabilities and flexibility in assisting Committees with their particular requirements. Apart from the standard daily work and routine functions, staff have stepped into the role of Office Manager when required, have assisted committees with the preparation of conferences; sourcing and evaluating relevant information, preparing forms such as for registration and conference kits for participants as well as travelling throughout Victoria gathering and analysing statistics for committee reports.

The Office has also had changes in staff, with one member on maternity leave and another appointed as Office Manager to a Committee.



---

The photocopier and electric coil binder have been upgraded for the committees. In addition the Office's computer equipment was upgraded which has made a noticeable improvement to the functioning of the Office.

**Printing Committee:**

**Members:** Mr Speaker (Chairman), Mr A Andrianopoulos, MP, Dr K Coghill, MP, Mr N Maughan, MP, Mr J Richardson, MP, Mr K Wells, MP and Mrs J Wilson, MP. **Staff:** Mark Roberts, *Secretary*.

The Printing Committee is appointed to assist Mr Speaker in matters relating to the printing of documents presented to the House. The Committee did not meet during the year.

**Privileges Committee:**

**Members:** Mr R Cooper, MP, Mr E Micallef, MP, Mr V Perton, MP, Mr P Ryan, MP, Hon A Sheehan, MP, Mr R Smith, MP, Mr K Thomson MP, Mr J Thwaites, MP and Hon G Weideman, MP. **Staff:** Mark Roberts, *Secretary*.

The Committee is required to inquire into and report upon complaints of breach of privilege referred to it by the House. No matters were referred to the Committee for investigation during the year.

**Standing Orders Committee:**

**Members:** Mr Speaker (Chairman), Dr K Coghill, MP, Mr D Cunningham MP, Mr K Jasper, MP, Mr G Leigh, MP, Mr J Richardson, MP and Mr G Seitz, MP. **Staff:** Marcus Bromley, *Secretary*.

The Standing Orders Committee is appointed each Parliament pursuant to a resolution of the House. Its role is to examine and report on matters relating to Standing Orders referred to it by the Legislative Assembly from time to time, and to make recommendations with a view to assisting the orderly business and **procedures of the House**.

During 1994-95 the Standing Orders Committee met to continue its examination of the fees applicable to private Bills. This inquiry had commenced late in the previous year, following a request by the Hon. J.G. Kennett, MP, Premier of Victoria, for a review to be undertaken of the fees payable for private Bills in the Legislative Assembly with a view to achieving full cost recovery.

The fee for private Bills, which currently stands at \$1000, has not changed since the current Standing Orders relating to private Bills were adopted on 18 March 1981.



The Committee reported to the House on this reference on 1 June 1995, in which it recommended the retention of certain of the relevant Standing Orders, but a strengthening of the section relating to fees.

As private Bills are of benefit to particular persons or organisations the Committee believed the Parliament should be entitled to recoup all expenses associated with the preparation and passage of a private Bill. It concluded that the revised Standing Order should not incorporate an upper monetary limit, as had been adopted by the Legislative Council in March 1995.

The Committee also recommended that the fees charged should be paid to the Legislative Assembly and not to Treasury as is the current case, in line with current budgeting practices and with the user pays principle.



---

# RESOURCE MANAGEMENT OFFICE

## Staff

Despina Babbage	Project Officer (resumed from 1.1.95)
Mark Roberts	Acting Project Officer ( from 1.7.94 to 31.12.94)
Stephen Robertson	Resource Officer
Sorrel D'Silva	Administrative Officer (Shared basis with Table Office)

## Role

The Resource Management Office is responsible for the administration of the Department's resources encompassing personnel, management and maintenance of the Department's records. The office also provides assistance with a wide range of parliamentary and corporate services. This includes administrative support to the Office of the Serjeant-at Arms, Table Office and the Papers Office.

The Resource Management Office also incorporates a research and special projects function undertaken by the Project Officer at the direction of the Clerk.

## Activities During the Year

### Database Development:

In July of 1994, the Department changed over to a DOS based computer system. The new computer system is connected to the Parliament House computer network. The changes to the computer system has necessitated the development of new databases for the Department using Microsoft Access. Access is a relational database management system which will give the Department greater flexibility in the management of personnel data.



**Personnel:**

There were 25 staff changes during the financial year 1994-95 compared to 21 changes in the financial year of 1993-94. Most of the changes occurred with staff employed on contract with the Joint Investigatory Committees. The categories of staff changes are outlined below with the 1993 - 94 figures for comparison:

	1994-95	1993-94
Appointments	8	7
Resignations (including contract expiring)	7	6
Secondments	2	4
Transfers or promotions	6	3
Retirement	2	1

The following Table sets out the length of service in Parliamentary/Public Service employment of departmental and committee staff as at 30 June 1995.

Years of Service	Departmental		Committee	
	Male	Female	Male	Female
Over 40	1	-	-	-
31-40	3	-	-	-
26-30	1	-	-	-
21-25	2	-	-	-
16-20	5	1	1	-
11-15	5	5	-	2
6-10	4	3	2	1
1-5	7	4	2	4
less than 1	1	1	2	1
<b>Total</b>	<b>29</b>	<b>14</b>	<b>7</b>	<b>8</b>

**Leave Liability:**

	Annual Leave	Long Service	Total
	\$	\$	\$
Department	67,486	492,843	560,329
Committees	35,653	51,066	86,719
<b>Total</b>	<b>103,139</b>	<b>543,909</b>	<b>647,048</b>



---

## Projects Office

### **Biographical Dictionary:**

Following a request from the Australian Senate for a contributor to research and write an entry for the *Biographical Dictionary of the Australian Senate*, the Project Officer undertook to research the entry for Senator Patrick John Kennelly, MLC for Melbourne West ( 1938-1952 ) and Senator ( Vic ) ( 1953-1971).

The general tenor of the *Biographical Dictionary* is to provide a comprehensive reference guide on the parliamentary careers of political figures in Australia. The Victorian Parliament is pleased to have had the opportunity to contribute to what promises to be a very valuable research tool.

### **V-P Day-Book:**

To commemorate the 50th anniversary of the end of the Second World War and, more specifically, to mark the nexus of involvement from the perspective of the Victorian Parliament, the Project Officer undertook research that identified one hundred and seventeen former Victorian parliamentarians who had served Australia during the Second World War.

The 117 former members are listed alphabetically with a history of both their parliamentary and military service together with a photograph.

The research has been collated into the book, *The Parliament of Victoria Remembers*, and is available from the Papers Office.

### **Induction Manual:**

As an initiative of the Staff Development Committee, a draft Induction Handbook on the Parliament of Victoria and its Departments and conditions of employment, has been prepared.

The need for such a document has been recognised and it is anticipated that when it is finalised, the Induction Handbook will prove to be a useful orientation document for new staff.



---

# STAFF ALTERATIONS

## Appointments/Promotions

### Departmental

Michelle Butler	Parliamentary Attendant Grade 1
Raymond Davis	Parliamentary Attendant Grade 1
Craig Foster	Premier's Orderly
John Fulford	Parliamentary Attendant Grade 3
Shane Matthews	Post Office Attendant
Muriel O'Gorman	Supervisor, Secretarial Services
Warren Smith	Correspondence Officer
Geoffrey Tapper	Parliamentary Attendant Grade 1
John Thomas	Senior Parliamentary Attendant

### Committee

Mario Abela	Research Officer	Economic Development Committee
Tanya Coleman	Research Officer	Scrutiny of Acts and Regulations Committee
Sean O'Reardon	Office Manager	Public Accounts and Estimates Committee
Sean O'Reardon	Administrative Officer	Joint Committee Administration Office
Dominique Saunders	Research Officer	Scrutiny of Acts and Regulations Committee
Richard Willis	Executive Officer	Economic Development Committee

### Secondments from Public Service

Garry Ferris	Research Officer	Public Accounts and Estimates Committee
Kathy Hogg	Research Officer	Public Accounts and Estimates Committee

### Resignations/Expiry of Warrant

Mario Abela	Research Officer	Economic Development Committee
Dianne Agis	Research officer	Public Accounts and Estimates Committee
Helen Cyrulo	Office Manager	Public Accounts and Estimates Committee
Raewyn Hansen	Executive Officer	Economic Development Committee
Kathy Hogg	Research Officer	Public Accounts and Estimates Committee (Secondment)
Graeme Johnson	Parliamentary Attendant Grade 1	
Lilian Spencer	Research Officer	Public Accounts and Estimates Committee (Secondment)

### Retirements

Max Beckman	Senior Parliamentary Attendant
Margaret Moy	Secretary to Mr Speaker



---

# SECRETARIAL SERVICES

## Staff

Margaret Moy	Secretary to the Speaker of the Legislative Assembly & Supervisor, Secretarial Services (Retired 24 March 1995)
Pamela Hansson	Administrative Officer
Muriel O'Gorman	Administrative Officer (Appointed Supervisor Secretarial Services 1st May 1995)
Jean Green	Administrative Officer (Part time)
Jill McEwan	Administrative Officer (Part time)

## Role

The office provides secretarial assistance to Members of both Houses of Parliament by way of shorthand/typing resources, processing of audio tapes and written work. When required, it provides a back-up service within Parliament. When the House is in Session, the service is valuable to country Members who are unable to attend their electorate offices.

The type of work handled within the Service is as follows :-

- General Correspondence
- Press Releases
- Speeches and work relating to the House
- Articles for Newspapers
- Minutes of meetings
- Reports

Sixty-seven of the 132 Members used the services during 1994/95 and the work was presented in the following ways:-

- Micro cassette tapes (384) (60% of work)
- Shorthand dictation (15% of work)
- Written (20% of work)
- faxed work (5% of work)
- research/phone

A number of Members use the service quite extensively, often with more than one secretary working at the same time for the one Member. Members also rely on the service when their secretaries are on sick or recreation leave.

Sitting times are the busiest for Secretarial Services because some Members rely heavily on the convenience of the service. Previously, in order to provide secretarial service for Members during the Session, a Secretary was rostered on duty until 9.00pm. However, experience showed that Members rarely used the service after the dinner break. As a result, the roster has now been adjusted so that the Secretarial Services Office closes at 6.30 p.m.



---

## Activities During the Year

### Staffing:

This year has seen the retirement of Miss Margaret Moy as Secretary to the Speaker after many years valuable service to the Parliament. This now reduces staffing within the Service to 2 full time and 2 part time Secretaries.

Mrs Muriel O'Gorman is now Supervisor of Secretarial Services, with the Service being relocated to Room 46.

The relocation to Room 46 has highlighted one of the problems associated with the maintenance of the building. Significant water seepage from the roof area finds its way onto one of the external walls of Room 46 and has necessitated the placement of buckets along the inside of one of the walls during times of rain. This is by no means an ideal situation, and draws attention to the need for the type of maintenance of the building currently being undertaken.

### Training:

In order to bring Secretarial Services in line with the rest of the Department, four new computers operating the DOS based Windows platform were purchased.

Currently, staff are undertaking training in Word for Windows V 6.0 to link up with the rest of the Legislative Assembly staff who have been using this software for some time.



---

## FINANCE

The Parliament's adjusted base for 1994-95 was \$48,479,706 of which the Assembly's allocation was \$3,485,200 for operating expenses, and \$7,197,560 for Members' salaries and allowances.

Towards the end of the financial year, it was apparent that the Department would achieve savings and be in a financial position to upgrade the computers in Secretarial Services. Some \$20,000 was provided by the Department with the Information Technology Unit contributing the remaining \$15,000. This expenditure enabled the Apple equipment to be replaced with the Parliament standard pentium machines running Windows. Secretarial Services is now fully connected to the Parliamentary computer network.

The financial support provided by the IT Unit enabled the conversion to be carried out in 1994-95. Without this support, the Department would have had to carry its savings forward to 1995-96 and defer the computer update until next year.

As reported last year, the Parliament engaged a consultant to compile its asset register. The compilation of the asset register took much longer to complete than planned and individual office reports are still to be finalised and forwarded to Members. The register records that the Departmental assets fall into a number of categories with the value as set out below:

Category	Number	Current Replacement Value	Current Market Value
Fine Arts	80	\$211,440.00	\$92,920.00
Furniture	1,441	\$452,119.98	\$122,725.02
Heritage Furniture	383	\$980,460.00	\$388,910.00
Heritage Items	10	\$14,200.00	\$10,815.00
Office Equipment - Computer Items	87	\$94,822.00	\$19,470.00
Office Equipment - Other	529	\$254,254.00	\$65,829.97
Photographic Print	93	\$32,950.00	\$14,125.00
<b>Total:</b>	<b>2,623</b>	<b>\$2,040,245.98</b>	<b>\$714,794.99</b>

The Parliament is currently preparing for the introduction of employment agreements including a system of performance based pay. The introduction of this system will obviously have an impact on the Department's budget and financial operations. The five band classification structure will undergo a salary market review annually. The decisions made by the Government in funding these review adjustments will be critical in the Department's ability to successfully maintain this pay system so that the salaries of parliamentary staff retain their parity with salaries in both the public and private sector.

Of the \$3,485,200 for operating expenses, \$1,288,269 was for salaries only, and \$200,849 was for departmental running expenses. The difference ( \$1,996,082 ) is for expenditure over which the Department has no basic control. This expenditure covers pay-roll tax, parliamentary printing, overtime in relation to sittings of the Parliament, and long service leave. With the Department already running on a minimum staffing establishment, anything less than full funding of the annual market review would place undue pressure on the Department's budget.



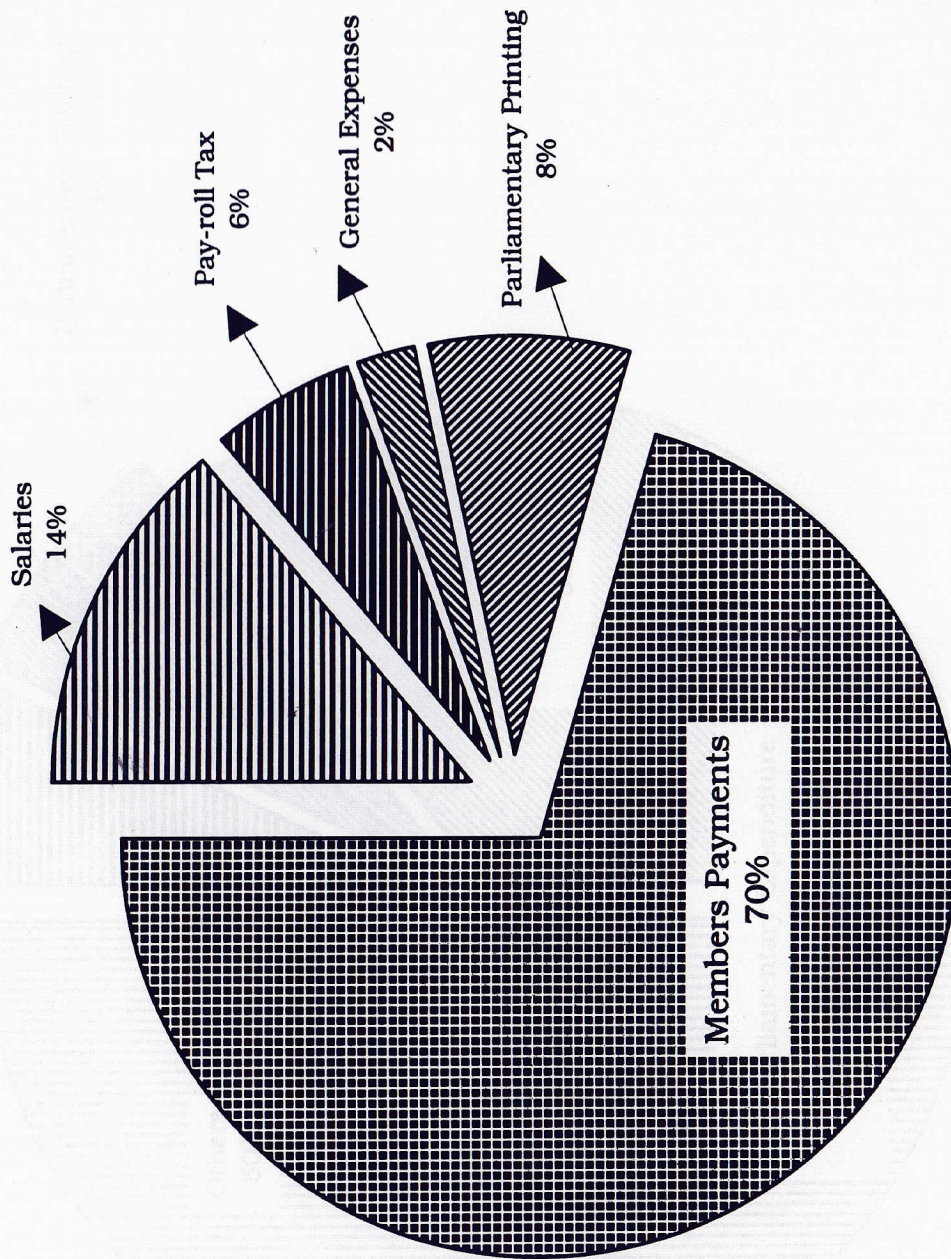
**LEGISLATIVE ASSEMBLY BUDGET ALLOCATION**

ITEM	1994-95		1993-94
	Budget \$	Expenditure \$	Expenditure \$
<b>Departmental</b>			
Salaries - Staff	1,288,269	1,284,942	1,258,710
Overtime	150,000	122,983	128,152
Long Service Leave	35,000	33,445	15,034
Pay-roll Tax	603,388	608,806	579,310
General Expenses	200,849	212,204	194,423
#Parliamentary Printing	1,157,694	835,384	899,720
Advance - Mr Speaker	25,000	200	20,132
Select Committees	25,000	-	-
Total Departmental Operating Expenses	<u>3,485,200</u>	<u>3,097,965</u>	<u>3,095,481</u>
<b>Assembly Members</b>			
*Salaries and Allowances	7,197,560	7,378,008	6,920,885
<b>Total Legislative Assembly Expenditure</b>	<u>10,682,760</u>	<u>10,475,973</u>	<u>10,016,366</u>
<b>Committees - Joint Investigatory</b>			
			@
Community Development	319,506	211,908	127,728
Crime Prevention	270,338	224,019	218,894
Economic Development	305,108	166,351	189,294
Environment & Natural Resources	302,050	165,201	154,624
Law Reform	299,601	236,766	220,350
Public Accounts & Estimates	346,989	228,440	270,737
Public Bodies Review	234,602	137,214	167,669
Road Safety	295,117	242,108	200,742
Scrutiny of Acts & Regulations	313,432	250,439	248,708
Central Administration	253,975	219,308	211,192
Rental - Nauru House	657,740	544,849	502,937
Unallocated funds	<u>1,542</u>	-	-
Total Committees	<u>3,600,000</u>	<u>2,626,603</u>	<u>2,512,879</u>

# Parliamentary Printing figures represent Legislative Assembly component only.

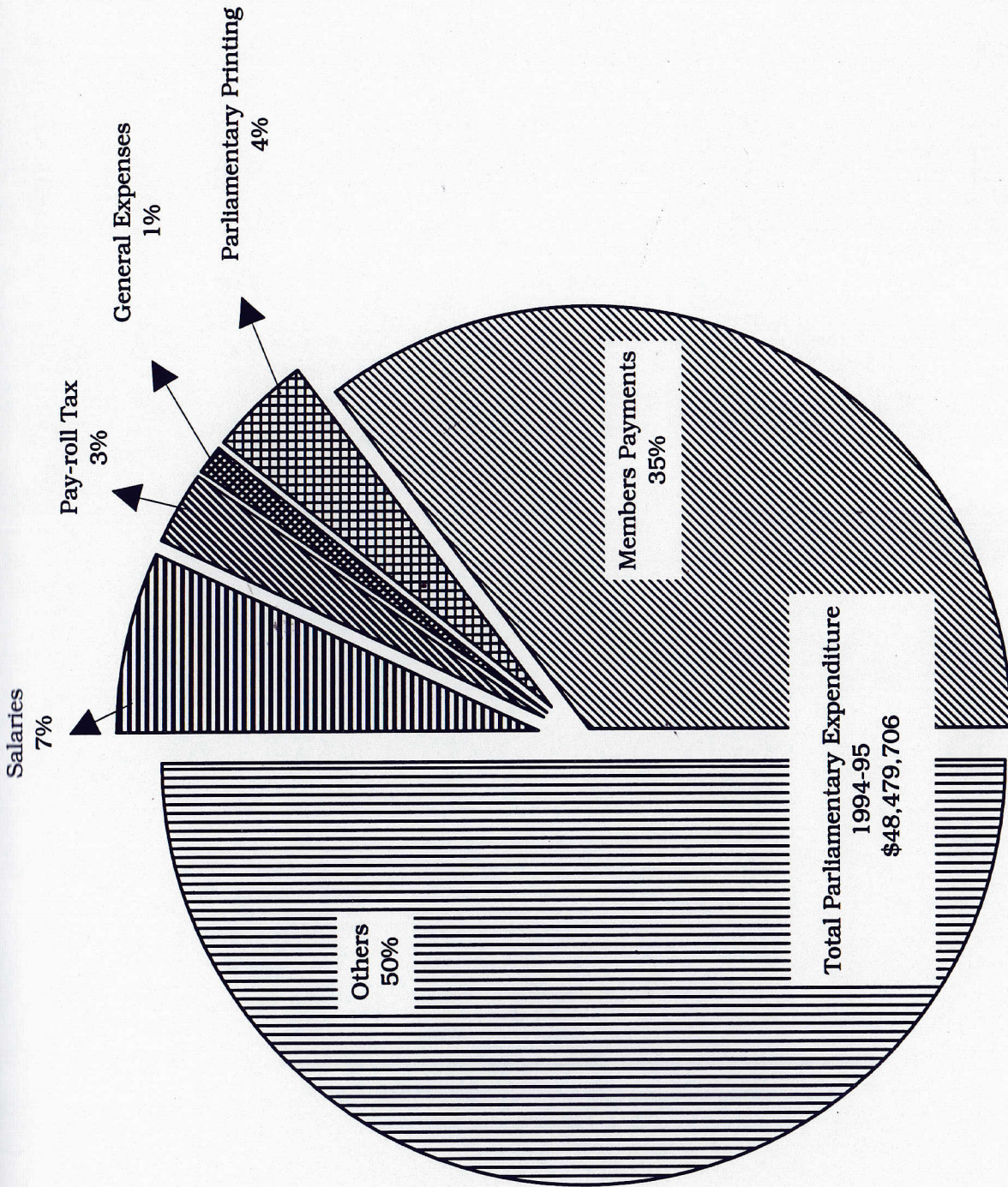
\* Excluding Ministers





**DEPARTMENTAL EXPENDITURE - 1994-95**





**DEPARTMENTAL EXPENDITURE AS A PROPORTION OF TOTAL PARLIAMENTARY EXPENDITURE**