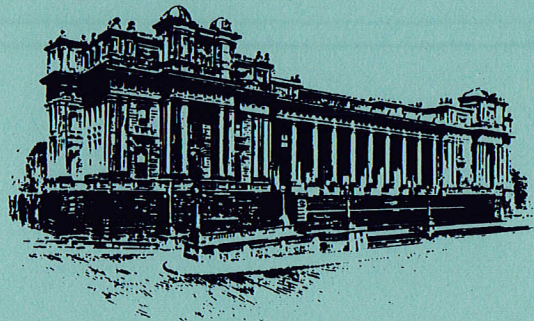




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28 NOV 1990
[Signature]
Clerk of the Legislative Assembly

ANNUAL REPORT
1989-90



DEPARTMENT OF THE
LEGISLATIVE
ASSEMBLY



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

27 November 1990.

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

Dear Mr. Speaker,

I am pleased to submit to you the second Annual Report of the Department of the Legislative Assembly for the year 1989-90.

Yours sincerely,

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

R.K. Boyes,
Clerk of the Legislative Assembly.



27 November 1990

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Speaker of the Legislative Assembly
Parliament House
Melbourne 3002

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Yours sincerely,

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R.K. Boyes
Clerk of the Legislative Assembly

TABLE OF CONTENTS

	PAGE
INTRODUCTION	1
ROLE OF THE DEPARTMENT	1
1989-90 THE YEAR IN REVIEW	2
BRANCH REPORTS	
OFFICE OF THE SERJEANT-AT-ARMS	6
TABLE OFFICE	7
PAPERS OFFICE	7
COMMITTEE OFFICE	8
RESOURCE MANAGEMENT OFFICE	10
SECRETARIAL SERVICES OFFICE	10
OFFICE OF THE CLERK OF THE PARLIAMENTS	11
COMMONWEALTH PARLIAMENTARY ASSOCIATION	11
STAFF TRAINING	12
STAFF	12
APPENDIX - BUDGET ALLOCATION	15

TABLE OF CONTENTS

PAGE	
1	INTRODUCTION
1	ROLE OF THE DEPARTMENT
2	1989-90 THE YEAR IN REVIEW
	BRANCH REPORTS
6	OFFICE OF THE SERJEANT-AT-ARMS
7	TABLE OFFICE
7	PAPERS OFFICE
8	COMMITTEE OFFICE
10	RESOURCE MANAGEMENT OFFICE
10	SECRETARIAL SERVICES OFFICE
11	OFFICE OF THE CLERK OF THE PARLIAMENTS
11	COMMONWEALTH PARLIAMENTARY ASSOCIATION
12	STAFF TRAINING
12	STAFF
12	APPENDIX - BUDGET ALLOCATION

INTRODUCTION

The year covered by this second Annual Report saw a marked increase in activity for the House, particularly in the number of questions asked, petitions presented and reports tabled. A significant number of Bills required to be passed by Absolute Majority were introduced, whilst many more attracted proposals for amendment.

A comprehensive review of the procedures and practices of the House was commenced by the Standing Orders Committee which continued to meet regularly throughout the year. This review is continuing in 1990-91.

Further development took place on the overall Corporate Plan for the Parliament; refinements and extension of computer applications for the Department were carried out; and substantial progress was made on negotiations for the proposed Parliamentary Officers Employment Agreement.

These projects, together with the demands performed for the House, were successfully handled by the staff of the Department, despite limited availability of personnel, facilities and accommodation.

Delays in the replacement of staff, together with loss of services through illness, required officers to undertake additional functions and responsibilities. This additional workload was carried out willingly and with the degree of professionalism expected of Parliamentary staff.

It is essential that the level of resources available to the Department at present be re-assessed to avoid the erosion in quality of services provided to the House and its Members in the future.

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.

1989-90
THE YEAR IN REVIEW

The Parliament resumed on 8 August 1989 for the Spring Sitting and adjourned on 17 November 1989 for the Christmas recess. The Autumn Sitting began on 6 March 1990 and concluded on 31 May 1990. Statistics relating to sittings of the Legislative Assembly and its proceedings are set out below:

HOUSE SITTINGS			
1989/90			
	<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
1988/89			
	<u>Spring</u>	<u>Autumn</u>	<u>Total</u>
Sitting weeks	8	7	15
Sitting days	21	22	43
Average duration of daily sitting (Hours)	9.5	10.1	9.8
Sittings after midnight	6	10	16

BUSINESS OF THE HOUSE			
		<u>1989-90</u>	<u>1988-89</u>
Bills	- Introduced in the Assembly	78	61
	- No. amended in the Assembly	29	39
	- Passed both Houses	80	59
	- Second reading reasoned amendment -		
	- agreed to	-	-
- negatived	4	2	
Private Members - Bills introduced		-	1
Questions	- On Notice	684	457
	- Without Notice	457	403
Petitions presented		180	140
Reports presented pursuant to Statute		431	248
Reports presented by Parliamentary Committees		14	13
Days on which -			
Grievances were debated		7	2
Private Members' motions debated		10	11

During the period covered by this report, the Department has been involved in the ongoing review of its structure and the terms and conditions of employment for the staff. A high level of service to the Chamber, Members and the public has been maintained at a time of substantial staff change due *inter alia* to the resignation of the Serjeant-at-Arms, retirement of the Housekeeper and the prolonged illness of the Procedure Officer. The computer project has advanced to the stage where all House documents, with the exception of Bills, are now produced to camera-ready copy which has resulted in savings to the Parliamentary Printing Vote and has significantly cut the time required by the Government Printing Office in the reproduction of documents..

Due to budgetary constraints, funding for the year was based on the existing operating expenses of the Department with no allocation for major capital works. The two major projects listed in the last annual report, namely:-

1. Replacement of seating in the Legislative Assembly Chamber and installation of a new sound system \$500,000.
2. Air conditioning of the Legislative Assembly Chamber \$200,000

received no funding and it is unlikely that they will proceed in the foreseeable future.

In the last report, concern was expressed regarding the lack of storage space for original documents and stationery. With the increasing volume of reports presented under the Annual Reporting Act 1983, together with reports of Parliamentary Committees and accompanying documents, the demand for adequate and safe storage space cannot be met from the areas available within the building. An examination of the problem has shown that an acute storage problem will exist within 2 years if additional space is not found. Financial assistance will be sought in financial year 1990/91 to lease suitable space in proximity to the Parliament House building as a short term measure to alleviate the problem. The difficulty of stationery storage has been exacerbated with the Department losing storage space in the basement, as part of the extension of Members' accommodation. Since then, the area located under the front steps has been used but it is quite unsatisfactory because of dampness. It is anticipated that suitable space for this purpose will be available following the relocation of the engineers' workshop to new premises in the Parliamentary gardens.

FINANCE

Preparation of the departmental budget for 1989/90 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 1989, taking into consideration the decision of the Presiding Officer to dispense with the services of an Orderly and appoint an Executive Assistant.

An allocation of \$40,000 was made available in capital works for improved security in the Vestibule which included a portable counter and cloaking areas. There has been a delay in finalising the design of the security desk, as well as planning suitable arrangements for staff required to operate from the desk in an open area. This financial allocation will be carried forward to 1990/91 to allow the project to be completed.

Through prudent application of financial resources during the financial year, the Department was able to purchase additional equipment for the computer program without the need to seek additional funding.

Although there were increased costs for items such as postage, newspapers and cleaning materials, the expenditure for general expenses was held below the annual budget of \$158,000, a figure which must be recognised as being reasonable considering the service demands on the Department.

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

In response to an Audit recommendation that Government departments identify their liability in respect of annual leave and long service leave, the following information is supplied in accordance with that principle -

As at 30 June 1990: -	Liabilities
	\$
Annual Leave	48,622
Long Service Leave	<u>375,834</u>
	<u>424,456</u>

CORPORATE PLAN

Following consideration of a number of matters arising from the Auditor-General's assessment of the administration of the 5 Parliamentary departments, a mission statement was developed and copies were circulated to Members and staff. In addition, each department formulated its own corporate plan. Facilitators from the Public Service Board were invited by the Presiding Officers to assist in the compiling of a single document for the Parliamentary administration and meetings were convened with Permanent Heads and officers to formulate a joint strategy plan for the departments of the Parliament. The document was forwarded to the Presiding Officers and circulated to Members, staff and the V.P.S.A. for comment. The plan is still under review.

COMPUTER APPLICATION

As reported last year, the Department introduced a pilot project for computers in late 1987 with Stage One being the computerising of the word processing operations and the production of House documents to camera-ready stage for the Government Printer. Whilst all word processing operations were computerised during 1988-89, steady progress was made in getting House documents to camera-ready stage. The Notice Paper and daily Votes and Proceedings were computerised during 1988-89. It can now be reported that during 1989-90, the Department has successfully completed Stage One of the Project by producing the following documents and/or House material to camera-ready copy:

Notice Paper, Daily Votes and Proceedings, Weekly Votes and Proceedings, Divisions in Committee, Weekly Bill List, Division Lists, Whip Cards, Daily and Full Question Papers, Messages.

The projected savings on Parliamentary Printing costs for the first three years (1989/90 - 1991/92) were \$30,000. The actual savings by the Department of the Legislative Assembly on the production of House documents during 1989-90 was \$50,000 - \$20,000 more than the expected savings for the first three years of the computer operation.

The computer project has progressed slowly and methodically and processes for computerisation under Stage Two are under consideration. The software being used consists of standard shelf packages. Upon completion of each programme, an internal training document and tutorial will be prepared prior to the programme being made available for general use within the Department.

Stage Two will include programmes which, when fully implemented, will greatly enhance the service available to the House, Members and the public. Apart from concentrating on matters of a repetitive and time-consuming nature (e.g. mailing/circulation lists, names and addresses, etc.) information retrieval will receive high priority. It is expected that during the forthcoming year, programmes will be designed and commissioned allowing prompt retrieval of information such as operative dates, papers presented, proceedings on bills, Members' travel, etc.

Limited monetary savings will result from Stage Two which will provide mainly new services and shorter response times from the new programmes.

The speed with which these programmes can be developed and implemented is greatly affected by the availability of staff necessary to work on the programmes, and the time away from sittings of the House and House-related work that they can devote to computer project development.

It should be recorded that the programmes designed for the various computer operations within the Department - and successfully implemented - have all been done by departmental personnel without any specialist computer knowledge but with a keen interest in computers and a fierce desire to see the computer project proceed and succeed. This has happened without any formal recourse to computer consultants. With one exception, all computer training has been done in-house by departmental staff. The estimated savings on training alone is in the vicinity of \$3,000-4,000.

As many of the projects will also have application in the Legislative Council, it is essential that both departments work together in designing and developing future programmes of mutual interest.

SEMINARS

In 1970, the Department introduced seminars for new Members of the Legislative Assembly. The seminars cover basic procedures and other aspects of the machinery of Parliament.

In addition, the Permanent Heads of the House Committee, Library and Parliamentary Debates departments outlined the services available to Members of Parliament.

The seminars provide the opportunity for new Members to meet senior officers from the Legislative Assembly and other parliamentary departments and to obtain information to assist them in their early days in Parliament.

Electorate Officers

During the year, it was suggested that electorate officers would benefit from attending a seminar designed specifically for their involvement and relationship with the Parliament. Accordingly, on 16 February 1990, a seminar was held and approximately 40 electorate officers attended.

The topics covered were -

- Role and function of each department
- Parliamentary documents - their purpose and availability
- Services available from the various parliamentary departments
- Research facilities
- Electorate Officers Award negotiations.

The seminar proved popular with and of benefit to the officers who attended. Several Members expressed their appreciation for the opportunity given to the electorate officers. It would appear beneficial if two seminars were to be conducted each Parliament - one early in the life of a new Parliament and the second some eighteen months later.

BRANCH REPORTS

OFFICE OF THE SERJEANT-AT-ARMS

Administration Staff:

- Raymond Purdey - Acting Serjeant-at-Arms (from 23 April 1990)
- Katrina Robertson - Stenographer

Attendant Staff:

- John Nixon - Acting Principal Attendant (from 15 January 1990)
- Max Beckman - Acting Chief Doorkeeper (from 15 January 1990)

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

Cleaning Staff:

Frank De Sensi	Hares Kodiah	Tony Koukouvinos
Rhonda McMahon	Herta Zimmerman	

Post Office:

Neil Foster

General activities of the Office kept all staff very busy throughout the year. The public tour programme continued to be very popular, particularly on sitting days. It is estimated that 52,600 people visited the building during the year as part of the public tour programme, an increase of 3,700 from last year. The tour programme was extended during the year to include the Parliamentary Gardens (weather permitting) and that initiative has been well received by visitors.

A major change in the responsibilities and duties of the Office was the transfer of responsibility for the issue of travel vouchers and the payment and recording of accounts in relation to Members' travel entitlements from the Department of Premier and Cabinet. The Department is now responsible for the total administration of travel entitlements for Legislative Assembly Members. This has required the development of a comprehensive booking and entitlement recording system which is expected to provide a more efficient service to Members.

In conjunction with the YMCA, arrangements were made for the holding of a Youth Parliament in the Legislative Assembly Chamber on 26 and 27 September 1989. This event enabled young Victorians to experience the true flavour of the Parliamentary system as they introduced, debated and passed a number of Bills dealing with matters relevant to the youth of today.

The normal involvement in the planning of Official functions and visits of Official Dignitaries continued during the year. In all, Mr. Speaker received visits from 15 delegations or dignitaries from other countries and a State Reception was held in honour of His Excellency Mr. Nikolai Ryzhkov, Chairman of the Council of Ministers of the U.S.S.R.

The year also saw the departure of two of the Office's most senior staff. Mr. Colin Howarth, Housekeeper with the Department for 17 years, retired on 12 January 1990 and Mr. Peter Bramley, Serjeant-at-Arms, resigned after 27 years service with the Department to take up a position in private enterprise. The Department acknowledges the commitment of both these officers to the Parliament over their respective careers.

With the retirement of the Housekeeper and the demand for Members' accommodation, the decision was made not to continue with a resident housekeeper and to convert the housekeeper's quarters into Members' accommodation.

As a result of this decision, the former housekeeper's duties were re-evaluated and a new position of 'Principal Attendant' was created.

TABLE OFFICE

Staff:

- | | | |
|---------------|---|--|
| Neville Holt | - | Procedure Officer |
| Iris McLeod | - | Reader and Clerk of the Record
(Acting Procedure Officer from 26 March 1990.) |
| Helen Roberts | - | Assistant Reader |

The Table Office's prime responsibility is to provide research and administrative support for the Chamber.

The year 1989-90 has been one of consolidating computer applications in the Table Office. A great deal of office time has been given over to the preparation of documents for desk top publishing. The office has now reached the end of Stage One with all House documents being prepared to camera-ready stage.

The Table Office now has total control over the majority of the work being sent to the Government Printer and documents sent as camera-ready are promptly available to Members, staff and the public.

The routine work of the office is now well in hand following the installation and training disruptions of last year. All staff in the office are now familiar with the computers and able to use them, albeit at differing skill levels.

One major innovation introduced in the Autumn Sitting was a computer link-up between Parliamentary Counsel and Parliament House. Amendments are now transmitted to the Table Office in a form that is able to be reproduced with less preparation for the Chamber. The number of Bills for which amendments are prepared has meant that the time saving is significant as a result of amendments now being electronically transmitted to the Table Office.

PAPERS OFFICE

Staff:

- | | | |
|--------------------|---|-------------------------------|
| Marcus Bromley | - | Acting Clerk of the Papers |
| Keith Mills | - | Assistant Clerk of the Papers |
| Michael Coco | - | Clerical Officer |
| Michelle Gutauskas | - | Stenographer |

The Papers Office is responsible for providing administrative support to the Chamber and is the repository for all Bills, reports etc. dealt with by the Assembly. It is the access/distribution point of all material and is responsible for handling the bulk of inquiries from the public.

The number of papers presented to the Legislative Assembly is still increasing due to a further 137 hospitals and many tertiary, water industry and other bodies now required to have their reports presented to the House. In addition, the volume of documents necessarily accompanying tabled Statutory Rules to meet the requirements of the Interpretation of Legislation Act continues to expand.

Storage of documents continues to be a problem with all available space being utilized. Drastic culling of stock holdings has enabled some accommodation of new material.

Decisions are currently being made about the storage of papers for 1990-91 and onwards with steps being taken to acquire additional space from other areas.

During the year the range of publications held for sale was increased to ten. The new items consist of a print of the Parliament House building, as originally proposed, 4 postcards, and a Parliament House Kit (produced by the Library). These items can be purchased from the Assembly Papers Office or the Attendant in the Vestibule.

The Legislative Assembly now supplies a range of stationery items to all Members. The Papers Office is responsible for co-ordinating Members' requests and ordering proofs of this required stationery.

COMMITTEE OFFICE

Philip Mithen - Clerk of Committees.

There are five Joint Investigatory Committees (JIC) of which 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 provided with secretarial support by permanent officers of the Legislative Assembly. Members of staff provide administrative support, advice on procedure and practice, and limited research. In addition, the LCC has an Assistant Secretary who is responsible for the Subordinate Legislation Sub-Committee. Word processing services are provided by three operators engaged by the Department. These committees also require the active involvement of senior officers.

During the year, both committees fully converted to computer-based word processing facilities. At this stage they are not networked but a proposition for all five joint investigatory committees to network is being considered.

One event which has had an impact on the committees during the year was the location of all five Joint Investigatory Committees in the one area at Nauru House. Whilst this has finally brought about our objective of some eight years ago, the method by which committee accommodation was handled leaves a lot to be desired. Initially the committees were to be located at 45 Spring Street and in fact two committees were moved there only to find out later that the Department of Property and Services had not secured the lease of the floor and the area was not available for the committees. In addition, unrealistic time frames were proposed for the re-location. Whilst the accommodation is still regarded as less than satisfactory, the committees have adjusted to the conditions reasonably well.

Since last reporting, the Estimates Committee situation has been resolved. The estimates function is now required to be carried out by a mandatory sub-committee of the Economic and Budget Review Committee following recent amendments to the *Parliamentary Committees Act 1968*.

As a result of undertakings given by the Government, in both the Legislative Assembly and the Legislative Council, that the sub-committee would be provided with a secretary and a director of research, action was taken by the EBRC to obtain an Assistant Director of Research with responsibility for the estimates role. Mr. Eric Dyrenfurth, research officer to

the previous Estimates Committee, was appointed to this position and commenced duty on 8 February, 1990.

The sub-committee has indicated that the workload will require one permanent additional administrative officer. The Department has advertised the position and will make an appointment in the latter half of 1990.

The year under review has seen a very high turn-over in research staff. The Legal and Constitutional Committee has had a complete change of its research officers, including the Director of Research. At the same time, the Economic and Budget Review Committee has had several changes in its research personnel and will lose the services of its Director of Research early in the new year.

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>	2
Mr. M.E. Roberts, Secretary	
Dr. M. Robinson, Director of Research	
Mr. E. Dyrenfurth, Assistant Director of Research (Estimates) (commenced 8 February 1990)	
Ms. B. Richardson, Senior Research Officer (resigned 6 March 1990)	
Ms. S. Hocking, Senior Research Officer	
Mr. P. Xavier, Senior Research Officer,	
Mr. C. Theodoratos, Senior Research Officer,	
Ms. P. Papatotirou, Senior Research Officer (23 October 1989 - 18 May 1990)	
Mrs. K. Pastras, WPO (commenced 18 September 1989)	
Mrs. L. Keith, WPO (commenced 2 April 1989)	
Mrs. L. Haeusler, WPO (resigned 21 July 1989)	
 <i>Legal and Constitutional Committee</i>	 7
Mr. M.L. Bromley, Secretary	
Mr. A. van Eerten, Assistant Secretary	
Mr. S. Zifcak, Director of Research (resigned 15 June 1990)	
Ms. Z. Officer (commenced 30 April 1990)	
Ms. G. Furness, Research Officer (resigned 11 October 1990)	
Ms. P. Ireland, Research Officer (resigned 24 March 1990)	
Ms. A. Mullins, Research Officer (resigned 3 April 1990)	
Ms. S. D'Silva, WPO	
Mrs. J. Hutchinson, Stenographer	
 <i>Printing Committee</i>	 Nil
Mr. R.W. Purdey, Secretary (Clerk of the Papers)	
 <i>Standing Orders Committee</i>	 Nil
Mr. R.W. Purdey, Acting Serjeant-at-Arms	
Mr. P.N. Bramley, Secretary (Serjeant-at-Arms) (resigned 20 May 1990)	

Attachment - Ms. Lindy Smith, House of Representatives, Canberra.

During the year, the Clerk of the House of Representatives sought to attach one of his committee secretaries to Victoria to study the Victorian Committee System. As a result of this request, Ms. Lindy Smith of the Committee Office, House of Representatives, was

attached to the Legislative Assembly from 7 to 11 May, 1990. In order to give her as wide an exposure as possible to the Committee System, Lindy held discussions with Committee Members and Parliamentary and Committee staff as well as observing various committees at public hearings, at deliberative meetings and during consideration of draft reports.

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 provides assistance in 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. With the provision of a dedicated design workstation, the Resource Management Office has been able to develop the following computerised systems:

- Records and Information Database (Stage 1 successfully implemented)
- Human Resource Management Database (Stage unable to be implemented due to limited number of workstations)
- Assets Register Database (Designed awaiting implementation)
- Members Travel Database (Stage 1 successfully implemented)
- Security ID Card and Building Access Databases (Commenced the design and programming)
- Papers Office Catalogue Database (Reviewed and designed Stage 1).

However, the full implementation of these systems and the resulting benefits have been limited as a result of the Department's lack of resources for data input. It is anticipated that this situation will be rectified in the next 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:

Jean Green - Secretary to the President of the Legislative Council
Margaret Moy - Secretary to the Speaker of the Legislative Assembly
Pamela Hansson - Laurel Keith Yolande Meerwald
Robyn Mudford - Muriel O'Gorman

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

- Undertakes a secretarial function for both Mr. President and Mr. Speaker.
- Provides shorthand/typing resources and the processing of audio tapes.
- Liaises with Members regarding the formatting and editing of documentation.

- Photocopies the final work for Members' records.
- Provides a back-up service for officers of the Legislative Assembly.

A review of the office was undertaken by the Resource Manager in September 1989. The review highlighted that an 18 per cent increase in Members (excluding Ministers, Party Leaders/Deputies, Whips etc.) utilized the office's services (i.e. a rise of 71% in 1988/89 to 89% in 1989/90).

During the year, the service to Members was extended by rostering one secretary on duty until 11.00p.m. to type urgent correspondence on evenings when either House sat. The equipment in the office has been significantly upgraded. The electric typewriters have been replaced by screen-based word processing equipment. This equipment, while dedicated to word processing, is not computer-based. It is a substantial improvement but consideration should be given to the introduction of a computer-based network system in the not too distant future.

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 Singapore Parliament.
- the Speaker of the Dewan Undangan Negeri, Sarawak, Malaysia.
- a Delegation from the Socialist Republic of Vietnam
- Members from New South Wales, Tasmania, Northern Territory, South Australia, and Alberta, Canada.

With the position of Honorary Secretary being currently held by the Clerk of the Legislative Assembly, the administration of the Branch is centred in this Department.

Mr. V.P. Heffernan attended as Victorian delegate to the 35th Commonwealth Parliamentary Conference held in Barbados during October 1989, at which more than 100 National, State, Provincial and Territorial Assemblies of the Commonwealth Parliamentary Association saluted the 350th anniversary of parliamentary government in Barbados.

The 20th Australasian and Pacific Regional Conference held in Tarawa, Kiribati in September 1989, was attended by the Victoria Branch delegates the Hon. P.R. Hall and Mr. P.N. Honeywood and the Branch Secretary, Mr R.K. Boyes. The Parliaments comprising the Region were well represented, and official observers attended from Singapore, Hongkong and the United Kingdom.

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, several members of staff attended training courses or seminars. In addition to staff attending "outside" courses, in-house training sessions have been conducted to train staff in the computer operations and in the preparation of the House documents.

Human Resources - Deputy Clerk (Mr J. Little)

On 21/22 February 1990, the Deputy Clerk attended a conference on "Human Resource Management in the Public Sector" which was held at the Regent Hotel, Melbourne. The theme of the conference was managing the impact of change and papers were presented by senior officers from the State and Commonwealth Public Services and Directors of major consulting firms.

Interparliamentary Exchange Program - Clerk of the Papers (Mr R. Purdey)

This was a Canberra based familiarisation and training program conducted by the Commonwealth Parliament between the twenty-first and twenty-eighth of November 1989. The program included discussion with representatives of each of the five Commonwealth Parliamentary departments together with working attachments in various offices within the Department of the Senate and Department of the House of Representatives. The participant gained an overview of the inter-relationship between departments and a detailed working knowledge of the operations of the Senate and the House of Representatives.

Introduction to Management - Acting Procedure Officer (Mrs I. McLeod)

The Introduction to Management Course was held over five days. The course covered many areas of concern to middle management, including such topics as: motivation of staff, goal setting, priority setting, conflict resolution, negotiation and counselling of staff.

STAFF

This year has proved more challenging than usual. Through a most unusual set of events, the Department has been deprived of more than fifty years of parliamentary administrative experience and knowledge.

The resignation of the Serjeant-at-Arms, Peter Bramley, saw the end of a long and dedicated period of service to the Parliament of Victoria and the Legislative Assembly in particular. Peter served most of his 24 service years in this Department and additionally made

significant contribution through his involvement as secretary to the Printing Committee, the Standing Orders Committee and various Privileges Committees.

With his sudden departure, he takes a wealth of knowledge that will take a long time to replace. We wish Peter well in his new endeavour in private industry and thank him for his support and co-operation during his time with the Parliament.

In March, the Procedure Officer, Neville Holt, was struck down with a debilitating illness necessitating a lengthy period in hospital. His condition is slowly improving and it is hoped that his recovery is full and speedy.

Losing the services of two senior and long serving officers at the same time, and so suddenly, placed heavy burdens on the remaining staff. The added responsibilities and workloads were initially assumed by existing staff who met the challenge of maintaining proper House services. Their dedication and involvement during this period is acknowledged.

It has highlighted, however, the vulnerable nature of staff support. As each Department is very small numerically, the sudden loss of key staff places at risk operational skills and task performance needed for proper support of the Parliament.

Added to this has been four retirements, namely Colin Howarth, Dorothy Klemke, Jim Milne and Eileen Morcom.

During 1989-90, there were 28 staff changes compared with 7 in 1988-89. The reasons for the changes are outlined below with the 1988-89 figures for comparison:

	<u>1989-90</u>	<u>1988-89</u>
• appointments	6	2
• resignations	12	2
• retirement on account of ill-health	-	1
• secondment	3	1
• transfer or promotion	3	1
• retirement	4	-

The Legislative Assembly has been very fortunate over the years in that it has not suffered a loss of experienced long serving staff except by way of retirements. This has ensured that officers have had the opportunity to gain valuable parliamentary knowledge in preparing them for responsible positions within the Parliament. 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	2	2
26-30 years	2	-
21-25 years	1	-
16-20 years	3	1
11-15 years	7	2
6-10 years	11	8
1-5 years	2	5
Less than 1 year	5	3
Total	34	21

STAFF ALTERATIONS

Appointments:

Despina Babbage	-	Executive Assistant to Mr Speaker
Damien Campbell	-	Temporary Doorkeeper
Tom Corcoran	-	Temporary Doorkeeper
Laurel Keith	-	Word Process Operator (EBRC)
Rhonda McMahon	-	Cleaner
Stephen Moore	-	Resource Manager
Robyn Mudford	-	Stenographer Senior
Kerryn Pastras	-	Word Process Operator (EBRC)
Stephen Robertson	-	Temporary Doorkeeper
Patrick Xavier	-	Senior Research Officer (EBRC)

Resignations:

Marylynn Barnes	-	Secretary, Serjeant's Office
Peter Bramley	-	Serjeant-at-Arms
Gail Furness	-	Research Officer (LCC)
Lina Hausler	-	Word Process Operator (EBRC)
Jan Harper	-	Cleaner
Pauline Ireland	-	Research Officer (LCC)
Gwen Kane	-	Secretary
Laurel Keith	-	Stenographer
Anne Mullins	-	Research Officer (LCC)
Bronwyn Richardson	-	Senior Research Officer (EBRC)
David Robertson	-	Doorkeeper
Spencer Zifcak	-	Director of Research (LCC)

Retirements:

Colin Howarth	-	Housekeeper
Dorothy Klemke	-	Stenographer
Jim Milne	-	Doorkeeper
Eileen Morcom	-	Secretary

Secondment

Eric Dyrenfurth	-	Assistant Director of Research (Estimates) (EBRC)
Zara Officer	-	Research Officer (LCC)
Christopher Theodoratos	-	Senior Research Officer (EBRC)

Transfers:

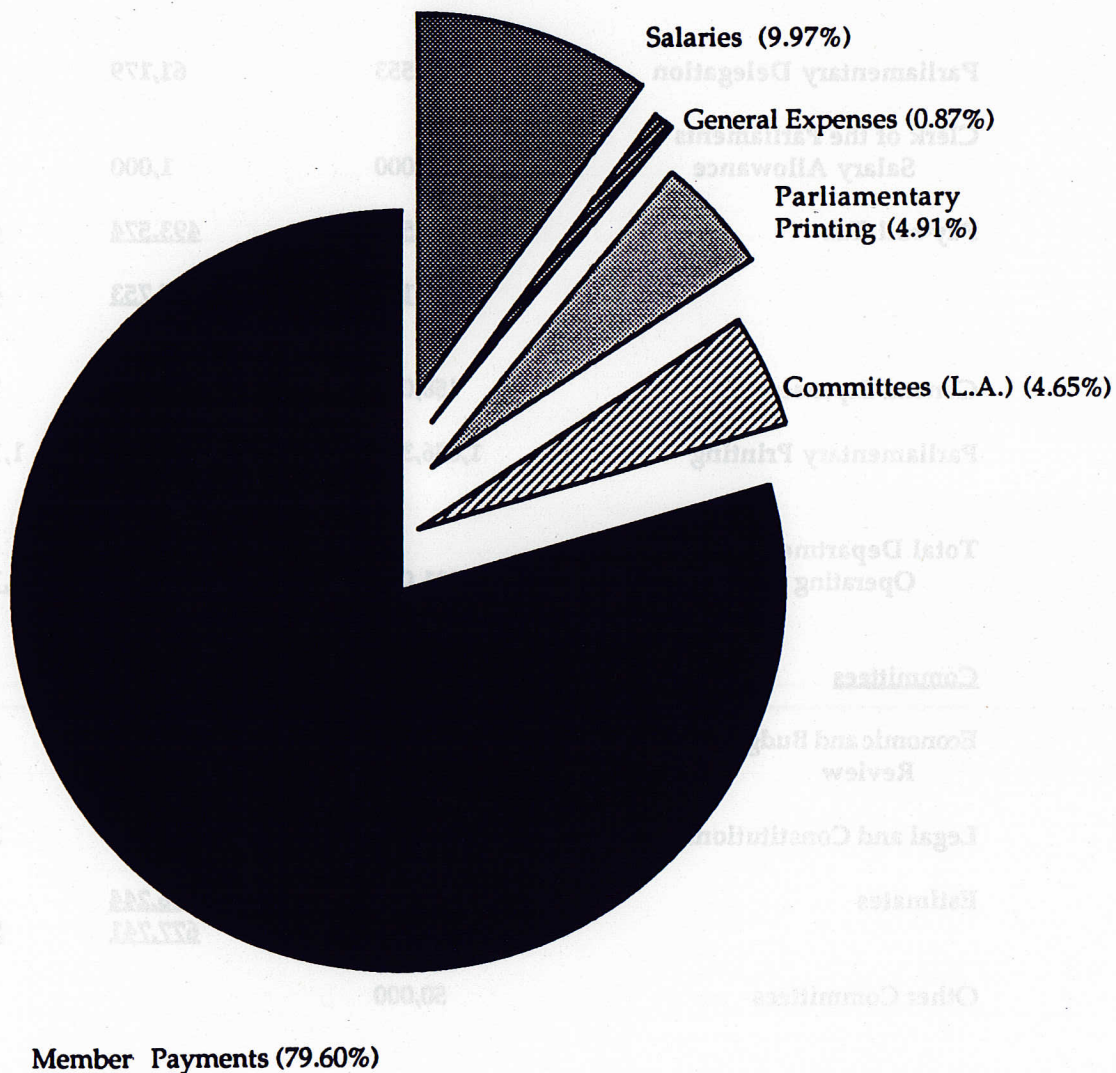
Andrea Agosta	-	Legislative Council (Secondment)
David McLean	-	House Committee
John Pennington	-	Legislative Council
Silvio Russo	-	Victorian Parliamentary Debates

BUDGET ALLOCATION

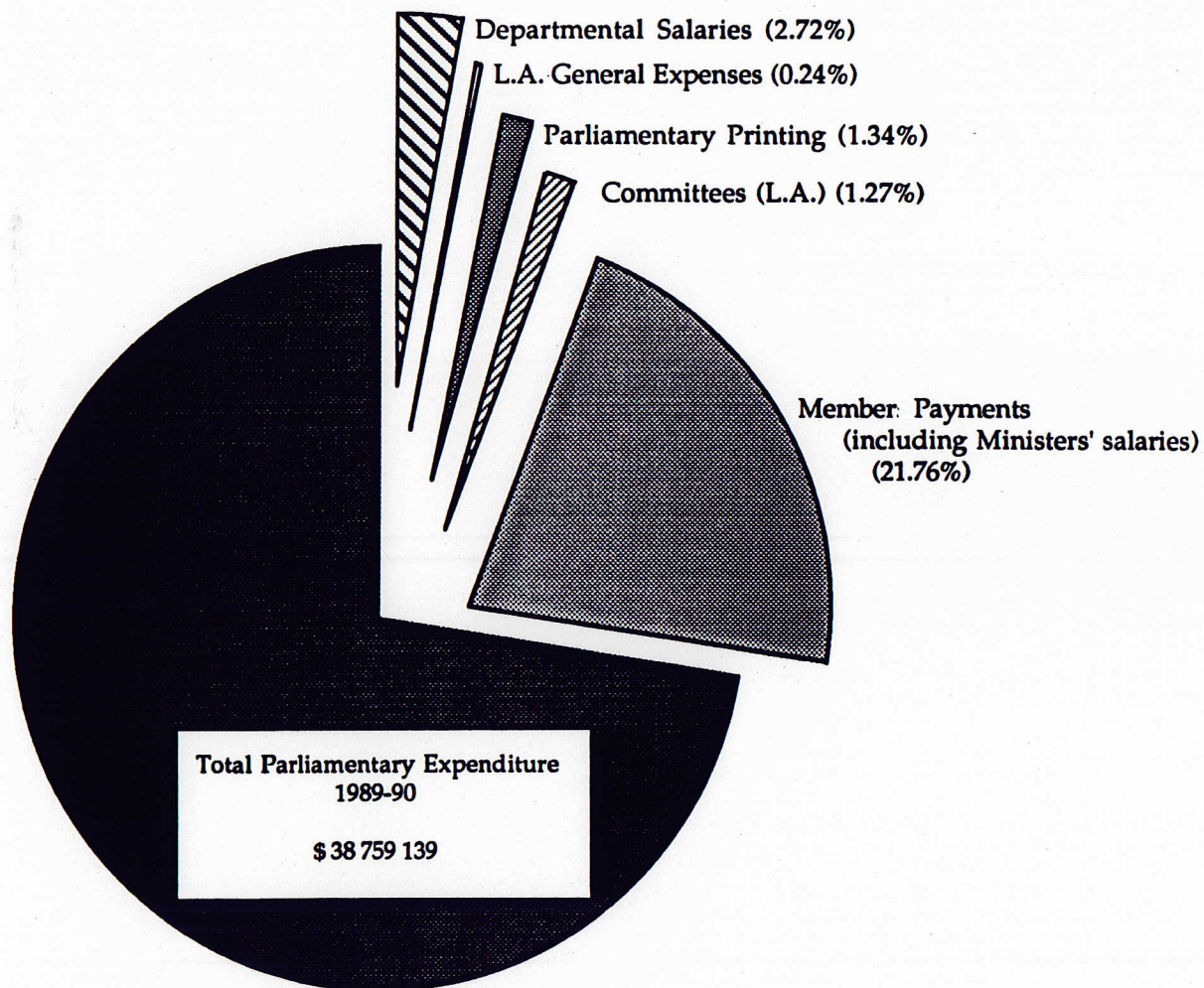
<u>Item</u>	<u>Budget</u> \$	<u>1989/90</u> <u>Expenditure</u> \$	<u>1988/89</u> <u>Expenditure</u> \$
<u>Departmental</u>			
Salaries	1,288,590	1,252,864	1,242,545
Overtime	110,000	130,146	106,323
Long Service Leave	<u>47,000</u>	<u>70,237</u>	<u>10,685</u>
	<u>1,445,590</u>	<u>1,453,247</u>	<u>1,359,553</u>
Parliamentary Delegation	76,553	61,179	42,740
Clerk of the Parliaments Salary Allowance	1,000	1,000	885
Pay-roll Tax	<u>493,574</u>	<u>493,574</u>	<u>435,915</u>
	<u>571,127</u>	<u>555,753</u>	<u>479,540</u>
General Expenses	158,000	126,946	172,412
Parliamentary Printing	1,056,335	716,259	1,146,998
Total Departmental Operating Expenses	<u>3,231,052</u>	<u>2,852,205</u>	<u>3,158,503</u>
<u>Committees</u>			
Economic and Budget Review	382,976	301,550	207,973
Legal and Constitutional	393,500	339,947	341,846
Estimates	<u>776,476</u>	<u>36,244</u>	<u>22,496</u>
		<u>677,741</u>	<u>572,315</u>
Other Committees	50,000		36,970
<u>Assembly Members - Salaries and Allowances*</u>	<u>6,473,628</u>	<u>6,331,082</u>	<u>5,826,541</u>
Total	<u>10,531,156</u>	<u>9,861,028</u>	<u>9,594,329</u>

* Excluding Ministers

DEPARTMENTAL EXPENDITURE 1989-90



LEGISLATIVE ASSEMBLY AS A PROPORTION OF TOTAL PARLIAMENTARY EXPENDITURE



LEGISLATIVE ASSEMBLY AS A PROPORTION OF
TOTAL PARLIAMENTARY EXPENDITURE

