



Department of the Legislative Council



**Annual Report
1994-95**

Front Cover: Opening of the Second Session of the 52nd Parliament by His Excellency the Governor of Victoria, the Honourable Richard E. McGarvie, A.C., in the Legislative Council Chamber on 6 September 1994



LEGISLATIVE COUNCIL

PARLIAMENT HOUSE, MELBOURNE, VIC. 3002

TELEPHONE 651 8911

31 October 1995

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



Dear Mr. President

I have pleasure in forwarding to you my report to the Legislative Council on the operations of the Department of the Legislative Council for the year ended 30 June 1995.

Yours sincerely

A handwritten signature in black ink, appearing to read "A.V. Bray".

A.V. Bray
Clerk of the Legislative Council

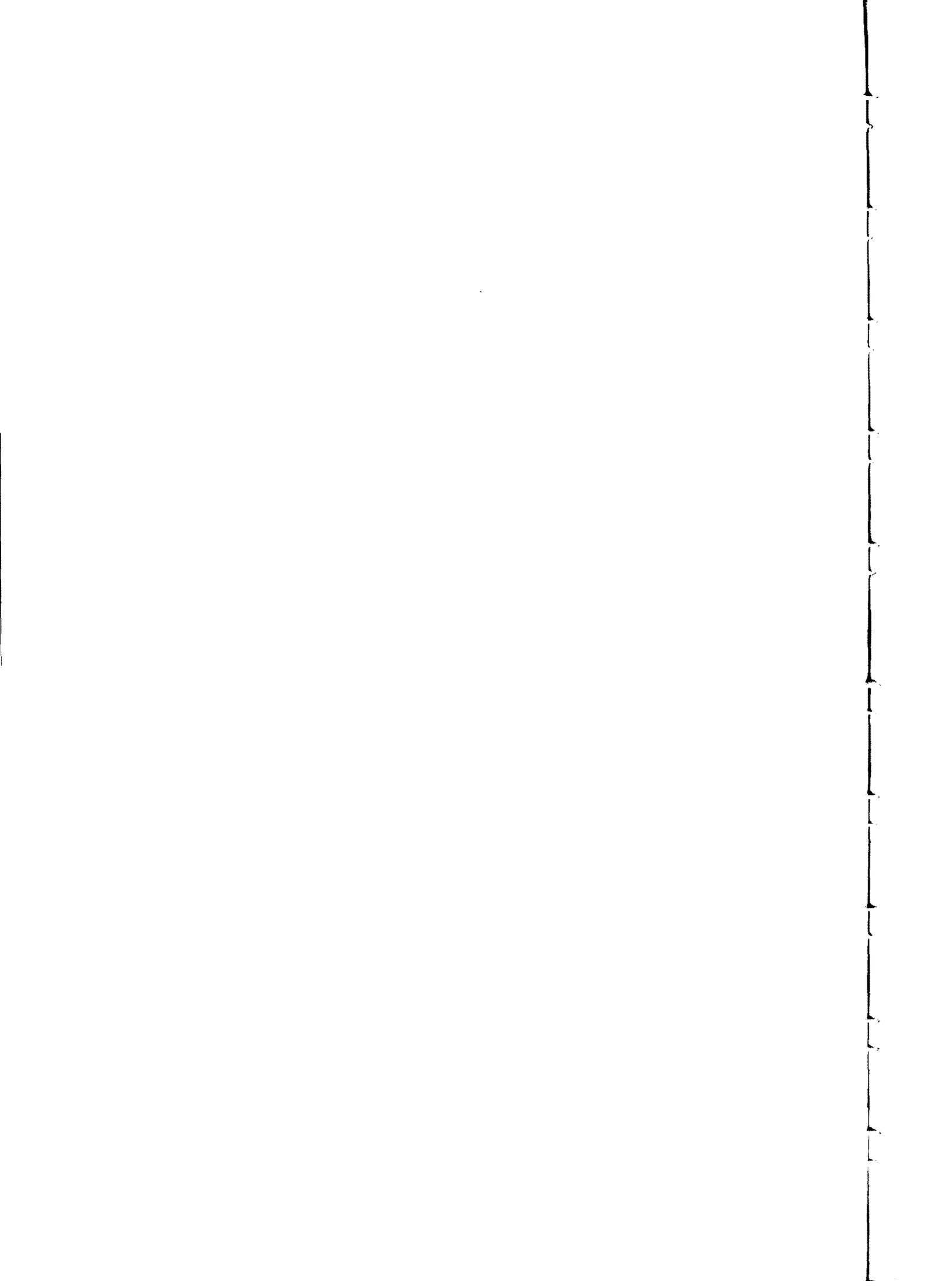
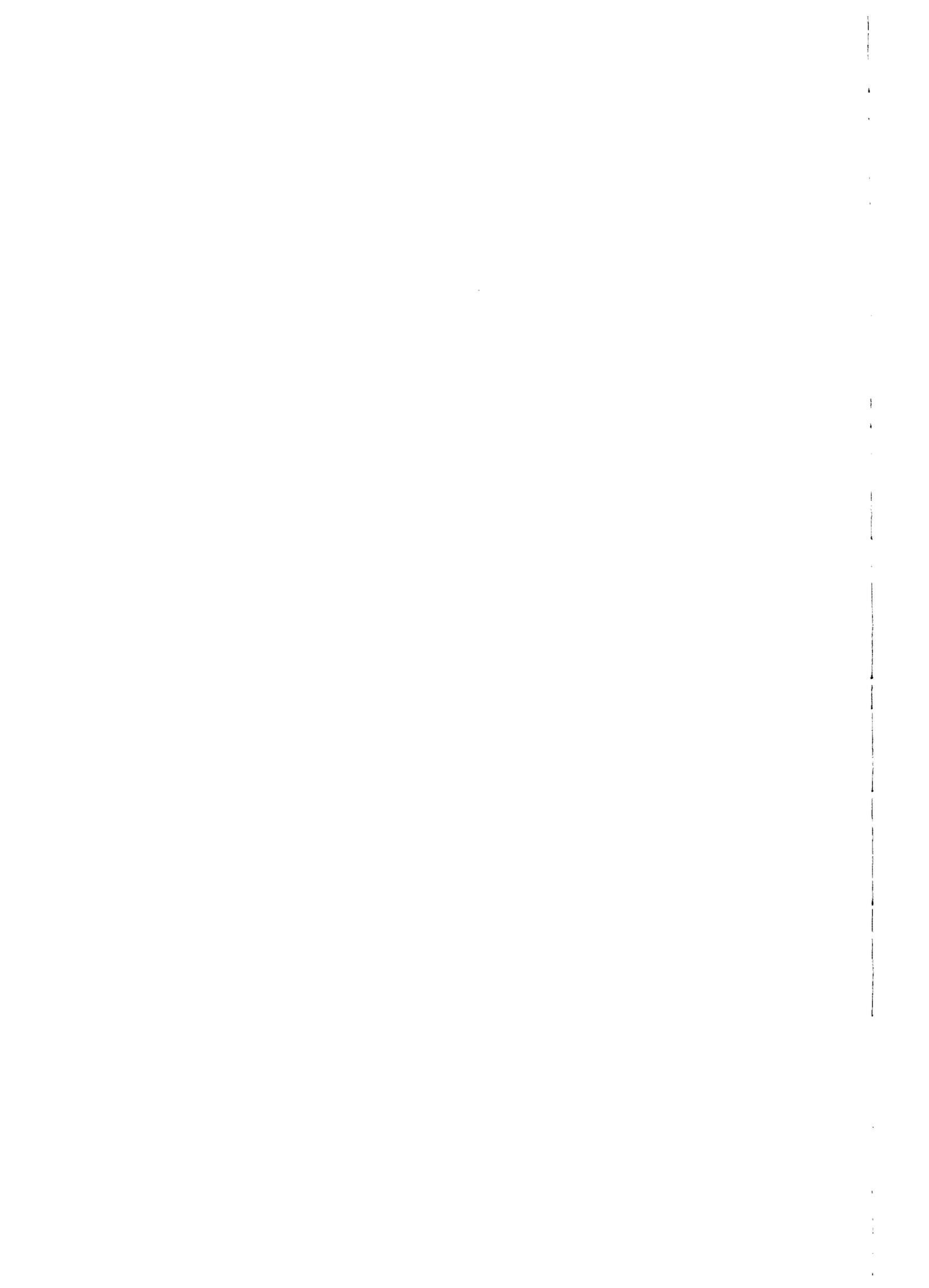


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ORGANIZATION AND FUNCTIONS

Broadly, the main role of the Department of the Legislative Council is, firstly, to service the Legislative Council and, secondly, to service a number of Parliamentary Committees. Details as to the roles of staff appear in Appendix A.

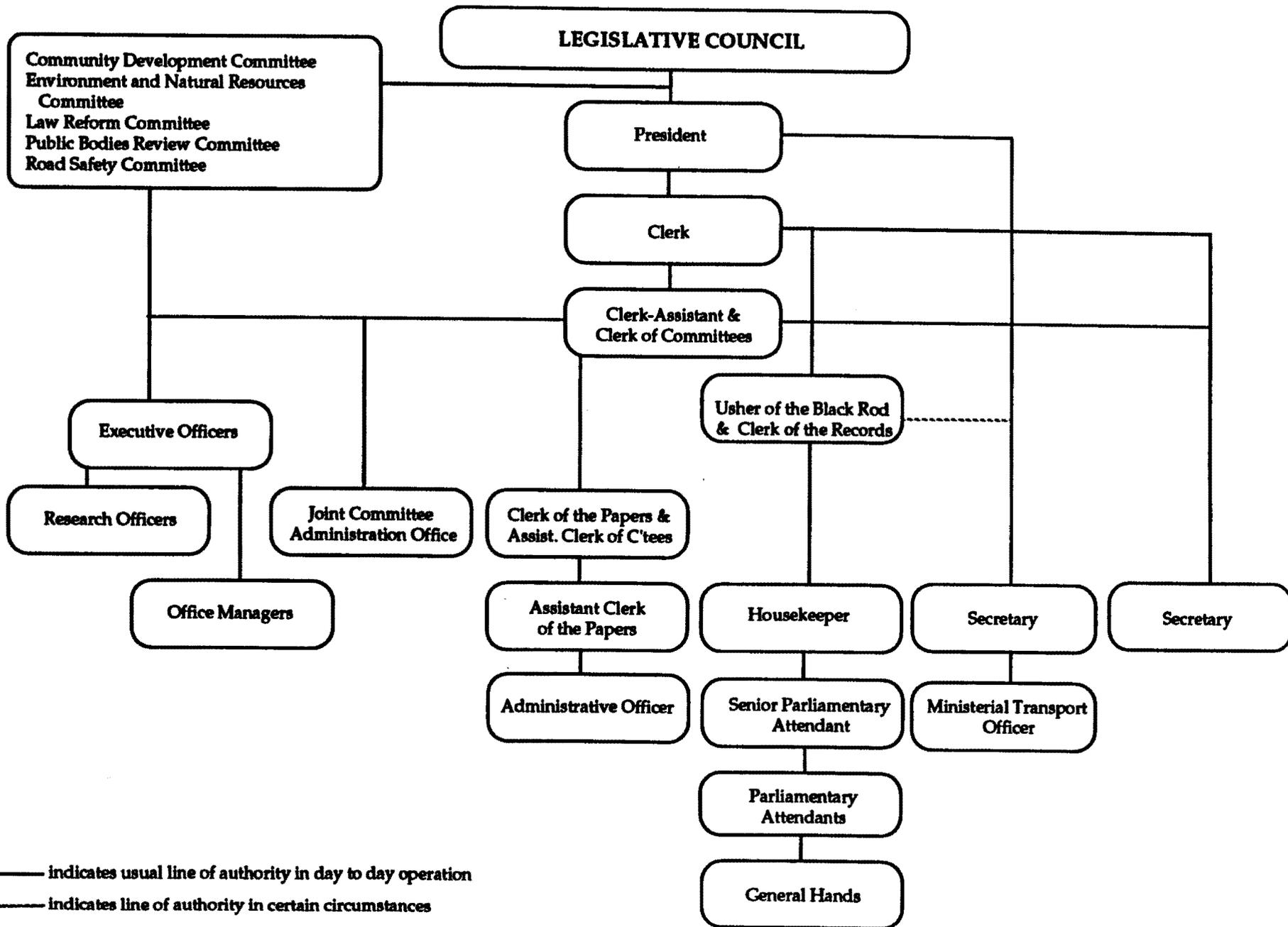
The mission and principal objectives of the department as they presently stand are as follows:

Mission:

To provide effective apolitical support and assistance to the Parliament in general and, specifically, the Legislative Council, Parliamentary Committees, and the President and Members of the Legislative Council in fulfilling their constitutional role and responsibilities as an arm of the legislature of Victoria.

Principal Objectives:

1. To ensure that the business of the Legislative Council and committees is conducted in accordance with constitutional and other statutory requirements, the Standing and Sessional Orders, relevant Parliamentary Practice and the traditions of the Westminster system.
2. To provide appropriate support services for the Legislative Council, Members, the committees serviced by the department, the Clerk of the Parliaments, and the Commonwealth Parliamentary Association (Victoria Branch) and to ensure that the resources of the department are managed in the most efficient and effective manner.
3. To provide to interested parties timely information and/or documents relating to the proceedings of the Legislative Council and Parliamentary committees and to take such other measures as are necessary to promote public awareness and education of the electorate of the role, functions and processes of the Legislative Council and participation in the committee process.
4. To provide Legislative Councillors, Parliamentary Committee Members and staff with an adequate, safe and healthy working environment and to implement staff management practices designed to ensure both personal satisfaction and the achievement of the department's and the committees' objectives.
5. To ensure the maintenance and security of the Legislative Council and other precincts, including Parliamentary committee accommodation, and assist in the management of Parliament House and surrounds as one of Victoria's most historic buildings and grounds, as well as its valuable historic collections.



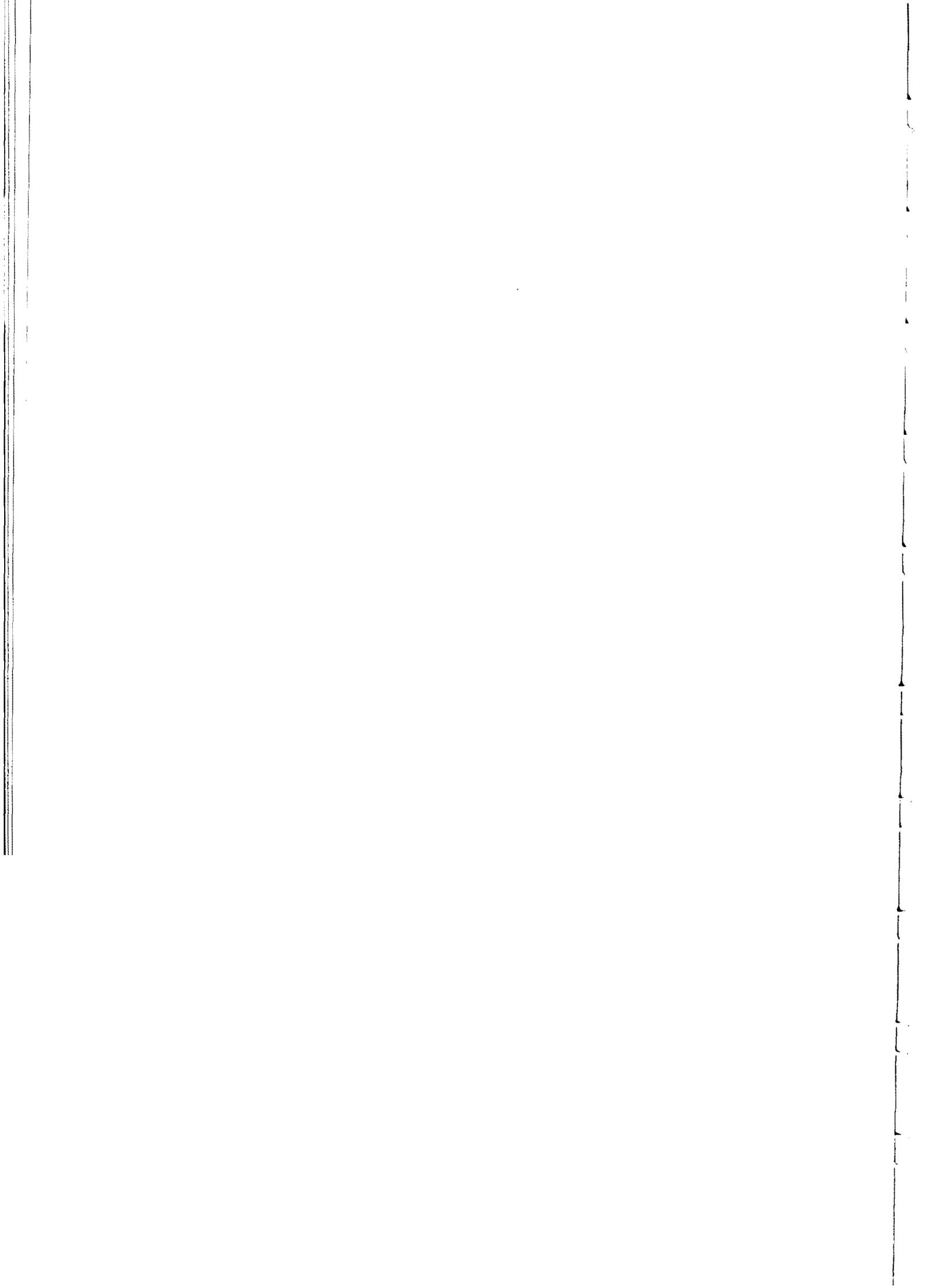
— indicates usual line of authority in day to day operation
 - - - indicates line of authority in certain circumstances

FEATURES OF THE YEAR UNDER REVIEW

As readers of this report will discover, the Department of the Legislative Council has had a very busy and productive year. Some of the highlights of that year include —

- A highly successful move from an Apple Macintosh computer system to an Intel-based platform, including the introduction in the Legislative Council Chamber of laptop computers for use by the Table Officers and terminals providing on-line access to the Parliament Library's Hansard database.
- Significant progress towards the contracting out of Parliamentary printing and the establishment of online legislative and Parliamentary data bases.
- Commencement of moves towards a broadbanded salary structure for non-executive staff.
- Reconstitution of the Staff Consultative Committee.
- Preparation of a staff training and development policy, together with associated work aimed at improving and enhancing our training effort.
- Development and publication, in conjunction with other relevant Parliamentary Departments, of the first annual *Summary of Legislation*.
- Further improvement of security facilities through acquisition and commissioning of mail scanning equipment.





COMPUTERIZATION IN THE DEPARTMENT AND COUNCIL CHAMBER

The last annual report indicated that a report by the Clerk of the Papers evaluating proposals to standardize computer operating systems throughout the Parliament was under consideration by the Clerk.

It was subsequently decided that the department would move from its Apple Macintosh system to an Intel-based platform as soon as possible. In so doing the Department took advantage of carry-over and other funding and ensured that its system would be compatible with that of the Legislative Assembly, which had moved to a similar system in early 1994.

At the same time a decision was taken to examine the feasibility of extending the computer network to the Council Chamber in conjunction with the conversion to the new system. That study led to a further decision to introduce computers for use by officers at the Table and to provide online access to the Hansard data base maintained by the Parliament Library.

Despite a tight timetable the changeover was completed and the new systems were in operation for the commencement of the 1995 Autumn sittings.

The work undertaken in ensuring a successful outcome of the project included —

- re-cabling of some offices and the cabling of certain areas of the Council Chamber
- identification of equipment and software requirements of the whole department, including Mr. President's requirements

- disposal of Apple Macintosh and other surplus equipment
- conversion of existing data to the new platform
- training and re-training of staff
- trialing and testing of some computer equipment
- changes in some work practices (especially during sittings)

Officers at the Table in the Council Chamber now have access to the computer network across the Parliamentary Departments and laptop computers are now used at the Table by the Clerk-Assistant and the Usher of the Black Rod. Two computer terminals have also been installed (one on the government side and one on the opposition side) to provide online access to Hansard for Members and officers.

It is envisaged that, eventually, online access to Statutes and subordinate legislation, as well as other information will be provided.

The introduction of computers at the Table has enabled the Clerk-Assistant to use his laptop in the Chamber as a substitute for the Minute Book. Through the use of a macro, the Assistant Clerk of the Papers is able to simultaneously work on the fuller version of the Minutes which is produced in camera-ready form for printing. In addition, the Usher now produces the camera ready copy of the Notice Paper on his laptop in the Chamber, maintains the Members' attendance roll, types the Minutes of the Committee of the Whole, makes the necessary adjustments to Questions on Notice which appear on the Notice Paper and has immediate access to the President's Rulings of recent years.

It is pleasing to report that after some initial teething problems (mainly associated with misbehaving macros) the

new system has operated efficiently and effectively and the transition to the new platform was quite smooth.

The next phase in the Chamber will see the Clerk linked up to the system via a laptop computer. This will facilitate production of "readers" at the Table and use of search and retrieval facilities.

The contribution of staff in the Parliament's Information Technology Unit to this major project for the department is greatly appreciated.

REVIEW OF LEGISLATIVE AND PARLIAMENTARY PRINTING PROCESSES

During the latter part of 1994 a Steering Committee chaired by the Parliamentary Secretary to the Cabinet was established to oversight a major review of legislative and Parliamentary printing processes. The Parliament is represented on that Committee by the Clerk of the Parliaments. During the last half of the reporting period, officers of the affected Parliamentary Departments — the Legislative Council, Legislative Assembly and Hansard — were heavily involved in the re-engineering process and in the provision of much detailed information to the consultants engaged for the project.

The review embraces processes and technology used within the Office of Chief Parliamentary Counsel, the Law Printer, Parliament, Cabinet Office, Executive Council and government departments.

It is intended that the re-engineered processes will —

- allow for the electronic drafting, transfer, communication and tracking of documents from the beginning to the end of the legislative process.
- lead to the establishment of online electronic databases for all current legislation, including subordinate legislation, and key Parliamentary documents such as Notice Papers, Bills and reports.
- ensure that the Parliament has access to first class printing and distribution capabilities in terms of cost, quality and response times.

The latter will entail the contracting out of Parliamentary printing and the demise of what was known for many years as the Government Printing Office. Contracts are expected to come into operation towards the end of 1995.

As at the end of the reporting period a considerable amount of work remained to be undertaken on the project.

PARLIAMENTARY ACCOMMODATION FEASIBILITY STUDY

The department participated in an accommodation feasibility study undertaken during the year in preparation for the proposed relocation of certain functions, including Parliamentary Committees, to the building at 3-5 Macarthur Street, Melbourne. This proposal was announced in conjunction with the Autumn Economic Statement of 1995 but no further action had been taken as at the close of the reporting period when it was understood that the matter was under review by the Minister for Finance.

NEW MAIL SCANNING FACILITY

Following the testing of several mail scanners, the Parliament commissioned and installed new mail scanning equipment during the year and has substantially revised its procedures in handling inwards mail articles.

The new procedures were adopted after consultation with the Protective Services Group of Victoria Police and will ensure the safe handling of postal articles delivered to Parliament House.

The equipment is operated both by Parliamentary staff and Protective Services Officers.

IMPROVEMENTS TO WORKING ENVIRONMENT IN COUNCIL CHAMBER

With the introduction of computer based equipment in the Chamber the department engaged Environmental Health Services to recommend improvements to the overall level of lighting, as well as to determine the appropriateness of the chairs currently used by the Officers at the Table.

Whilst direct lighting was recommended as the optimal solution it was recognized that this would be inappropriate in the Council Chamber. The department therefore proceeded with the installation of tri-phosphor fluorescent lamps culminating in a much needed increase in the level of light at working level at the Table.

Further measures aimed at addressing occupational health and safety concerns are still to be implemented.

REGISTER OF ASSETS

A computerised assets register of the Parliament's heritage and non-heritage furniture, equipment and fine arts objects was completed during the year.

Comprehensive Asset Managers Pty Ltd were engaged as consultants to undertake this project which entailed the creation of a computer based inventory with monetary values assigned to all assets in the Parliament, including the Committee premises at Nauru House.

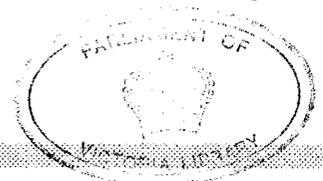
Development of this computerized assets register has simplified the annual stocktake process as well as enabling the department to fulfil its obligations under the Financial Management Regulations.

OPENING OF THE SECOND SESSION OF THE FIFTY-SECOND PARLIAMENT

Following the prorogation of the Legislative Assembly on 11 August 1994, the Second Session of the Fifty-second Parliament was formally opened by His Excellency the Governor, the Honourable Richard E. McGarvie, on Tuesday, 6 September 1994.

On this occasion a Guard of Honour was provided by the Australian Defence Force, accompanied by the Royal Australian Air Force Central Band.

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



Just over 1,000 guests were invited to the Opening ceremony, utilizing both the Council Chamber and Queen's Hall where guests viewed the ceremony on two large banks of video screens.

At the conclusion of the ceremony in the Council Chamber, invited guests were ushered to the Parliamentary Gardens for afternoon tea at which Blackburn High School students, under the direction of Mr Rick Freeman, provided a musical programme.

EMPLOYMENT AGREEMENTS FOR PARLIAMENTARY STAFF

In late 1994 the Government moved to introduce a broadbanded performance based pay and classification system for non-executive staff in the Victorian Public Service. The new system -

- abolishes all existing classifications and replaces them with a common broad five level structure
- introduces a pay system which recognizes and rewards individuals and replaces the incremental pay system
- provides for the annual review of rates of pay via market reviews of both public and private sectors
- provides broader pay bands that will enable staff to be rewarded for continued good performance
- introduces a performance management system and negotiated individual performance plans which are linked to departmental goals.

Access to the new system is contingent upon the signing of an employment agreement and staff who do so will

receive an immediate salary increase, less any safety net adjustments.

The heads of the Parliamentary Departments decided to introduce the new system as soon as possible and, as at 30 June, a draft Employment Agreement was being drawn up in consultation with the Department of Business and Employment to provide a basis for negotiation. A considerable amount of work remained to be completed during the course of the 1995-96 financial year.

RESTRUCTURING OF CONSULTATIVE COMMITTEE

At its meeting on 16 December 1994 the Consultative Committee, at the initiative of management representatives, decided to undertake a review of its future role and structure. That Committee had been established in 1990 following the signing of the Parliamentary Officers Agreement by the Parliamentary Departments and the State Public Services Federation and comprised five employer and five union representatives. However, given the low level of union membership amongst Parliamentary staff, it could not be seen as being truly representative of all staff.

Following the December meeting the Department Heads were asked for their views on a range of matters associated with the future role of the Committee and in March 1995 their response was provided to the Committee for its consideration. Although Consultative Committees had been abolished in some areas of the public service, the heads were strongly of the view that the Committee should be retained as a useful and worthwhile consultative mechanism but that each member of staff should have the opportunity to participate in the selection of one staff

representative from his or her department.

On 9 June 1995 the Committee met to consider a new constitution under which it would be comprised of five employer representatives and five staff representatives from each department. The employer representatives would continue to be nominated by the Department Heads but staff representatives would be elected by, and be accountable to, all staff in their respective departments. The Committee's terms of reference remain largely unchanged but a new constitution gives effect to various procedural changes aimed at making it more efficient and accessible to staff. It was intended that the new Committee operate from 1 July 1995.

The Clerk-Assistant, Wayne Tunnecliffe, is the department's employer representative and the Clerk of the Papers, David Ali was elected as staff representative.

STAFF TRAINING AND DEVELOPMENT POLICY

In the last annual report reference was made to the establishment of a Staff Development Committee to consider, report and make recommendations on the development of a training program for Parliamentary staff.

The Committee actively continued its work during the latter half of 1994 and, on 9 August 1994, submitted a draft Training and Development Policy and Training Overview to the Department Heads for comment. The policy document gave effect to the principles of a Parliament-wide training program and also addressed the issue of the resources

necessary to put that program into effect. A Training Overview details the areas in which training is considered to be needed by Parliamentary staff and was developed as a result of interviews between members of the Committee and staff.

The Training Overview identified four main areas of training — induction, general, technical (i.e., training related to specific functions of individual departments) and computer and information technology training.

Having received comment from the Department Heads on the drafts, the Committee circulated those documents to staff for comment in late 1994 and was pleased that some staff took the opportunity to respond.

In April 1995 the Committee formally proposed both documents to the Department Heads for consideration and adoption. It considered that the introduction of a cohesive Parliament-wide training and development program would signify recognition of the importance of the Parliament's human resources in meeting the Parliament's objectives. The Committee also made recommendations relating to funding of the program through training budgets and the appointment of a Training and Development Officer to co-ordinate the program on a day to day basis. The appointment was considered by the Committee to be essential to the successful implementation and management of an effective program.

The Committee envisages that, initially, a Training and Development Officer be appointed on a full-time basis for a period of twelve months to fully establish the program and that the position be reviewed at the end of that period to determine future needs.

As at 30 June 1995 the recommendation was under consideration by the Department Heads.

PUBLICATION OF ANNUAL SUMMARY OF LEGISLATION

The staff of the Papers Office in conjunction with the staff of the Legislative Assembly Papers Office jointly prepared the first *Annual Summary of Legislation* covering the 1994 calendar year. This publication details progress of legislation passed by both Houses during the year and also provides an index to Bills and reports tabled during the same period, together with statistical data relating to the sittings of both Houses. The publication is a consolidated reference guide in a format which is intended to be both succinct and easy to use. A copy of the Summary is forwarded to each Member of the Parliament and is also available on subscription through The Law Printer. As at the end of the reporting period the Papers Offices were preparing a mid-year Summary of Legislation covering the 1995 Autumn Sittings which was expected to be available for distribution in August 1995.

An adjunct to the preparation of the Annual Summary of Legislation is the requirement for both Papers Offices to maintain an electronic database on the progress of legislation through each House. At present, access to this database is restricted to staff of the Legislative Council and the Legislative Assembly but consideration is to be given to allowing for greater access.

STAFF

Establishment

The department's regular staffing establishment as at 30 June 1995 was:

House staff -	administrative	5
-	keyboard	3
-	attendant	8
-	cleaning	2
-	transport	1
Committee staff-administrative/research		13.5
TOTAL		32.5

Staff employed during 1994-95

A list of staff employed by the department at any time during the year under review appears as Appendix B to this report.

Training

The department continues to recognize the need to implement staff management practices designed to ensure both personal satisfaction and the achievement of its objectives and strongly supports the training and development initiatives being taken by the Staff Development Committee. Accordingly, its staff are encouraged where relevant to pursue appropriate study and training to complement their Parliamentary experience and enhance their personal development. This is seen as being achieved through —

- On the job training.
- Attendance at relevant training courses conducted by various organizations.
- In-house training sessions and courses.

- Attendance at relevant seminars and conferences.
- Attachments to other Parliaments.

It is expected that the training and development programme to be co-ordinated across the Parliament will recognize the value of such opportunities. However, pending that development, departmental staff and staff of the committees administered by the department attended a number of training courses during the year.

With the assistance of the relevant Commonwealth Parliamentary Departments, particularly the Department of the House of Representatives, the department also proposes a series of attachments to the Australian Parliament for senior Legislative Council officers during 1995- 96.

Presiding Officers and Clerks Conference

There was no conference of Presiding Officers and Clerks of Australian and



South Pacific Parliaments during the reporting period, the 1995 Conference having been scheduled for July.

Meeting of Australasian Clerks

At the joint initiative of the Clerks of the Victorian Parliament a meeting of Australasian Clerks was held at Parliament House, Canberra, on 27-28 April 1995. The meeting was chaired by the Clerk of the Victorian Legislative Council and each House of Parliament within the region was represented by either its Clerk or Deputy Clerk.

The meeting was the first of its kind for many years and provided a valuable opportunity for the discussion of a range of issues of common interest. Some of the matters under discussion included the exchange of information between Houses, the impact of budget constraints, the potential for regional activities under the auspices of the Society of Clerks-at-the-Table and arrangements within the various Houses for dealing with enterprise bargaining and workplace agreements. Time was also set aside for the discussion of smaller items of procedural or other interest.

Clerks-Assistant Seminar

On 23 and 24 April 1995 the Clerk-Assistant, in his capacity as Clerk of Committees, attended a Committee Office Administration Seminar hosted by the Queensland Parliament at Parliament House, Brisbane. This was the fourth such gathering of this nature and it was attended by representatives from all Australian Parliaments and, for the first time, by the Clerk-Assistant (Committees) of the New Zealand Parliament.

The papers presented at the seminar dealt with topics including procedure manuals,

staff training, the use of consultants, the application of information technology to committee proceedings (e.g., teleconferencing), measurement of staff performance, marketing of Parliamentary Committees and legal issues impacting on committee operations. Delegates were also afforded the opportunity to provide an update on developments in the committee systems in their respective Parliaments.

It is envisaged that the next such meeting will take place in Melbourne early in 1996.

Retirement of Housekeeper

On 24 February 1995 Mr C.J. Quinn, Housekeeper in the Legislative Council since 1 January 1993, took early retirement. Clarrie Quinn gave the Parliament unstinting service for over 26 years. In recognition of his service to the Parliament, and to the Legislative Council in particular, the House unanimously passed the following resolution on 8 March 1995:

That on the retirement of Clarence Joseph Quinn from the Parliamentary service this House places on record its acknowledgement and appreciation of the valuable services rendered by him as an Officer of the Parliament since 8 May 1968, and particularly as Housekeeper of the Legislative Council since 1 January 1993.

Mr Quinn's significant contribution to the Parliament and the Legislative Council is greatly appreciated by management and staff.

Senior appointment

Mr W. Jarrett was chosen to succeed Mr Quinn as resident Housekeeper and his appointment was confirmed on 21 March 1995.

WORKS

During the year the Housekeeper's Flat located in the basement area at Parliament House was refurbished prior to Mr. Jarrett taking up residence.

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

COMMONWEALTH PARLIAMENTARY ASSOCIATION

The department continued to service the Victoria Branch of the Commonwealth Parliamentary Association. This Branch is particularly active, with eight Members per year proceeding overseas on Study Tours and other Members undertaking private visits requiring contact with CPA branches at various locations. In addition, the Branch is represented by other members at various conferences and seminars and receives visitors from other Branches from time to time.

The activities of the Branch are the subject of a more detailed report to its annual general meeting.

CLERK OF THE PARLIAMENTS

During the course of the year the Clerk of the Parliaments chaired a number of meetings of the Department Heads — the corporate management group which has evolved in recent years and which also meets as necessary with the Presiding Officers. Those meetings dealt with a number of issues of common concern to the Parliamentary Departments including, as has become customary, the annual budget. Some of the major issues addressed in that forum also included the move to the non-executive broadbanded salary structure, staff training and development and the need for amendments to the *Parliamentary Officers Act 1975*.

The resources of the department were also utilised to provide support to the Clerk of the Parliaments in the discharge of his duties as Registrar of Members Interests and in his co-ordination of arrangements for the reception of an increasing number of important visitors to Parliament House.

FINANCE

Funding for the Legislative Council is provided in two ways — via Special Appropriations and the annual Parliament Appropriation Act.

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

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

The sources of the Council's budget for 1994-95 were -

<i>Special Appropriations</i>	\$
Members' salaries and allowances	3,946,548
Clerk and expenses of the Legislative Council	100,000
Clerk of the Parliaments	1,000
 <i>Parliament Appropriation Bill</i>	
Legislative Council Program 103	2,463,000
Parliamentary Printing (Council share)	192,700

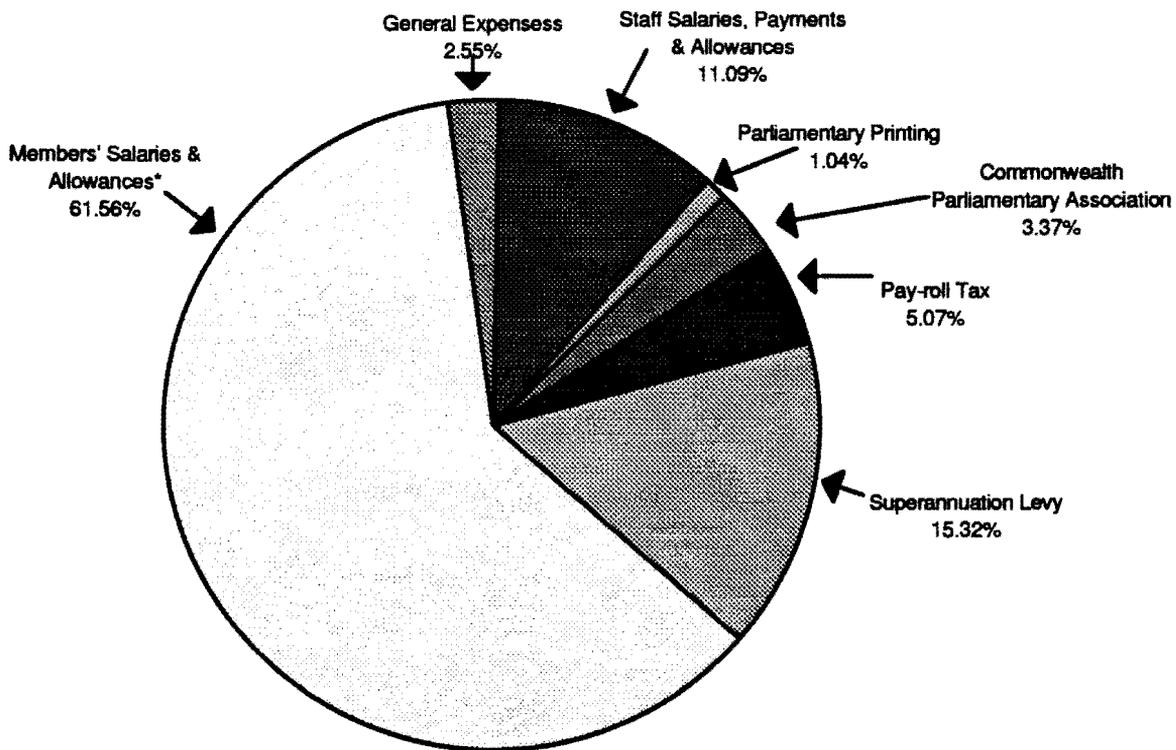
The detailed figures for 1994-95 appear in the financial statement in Appendix C to this report.

In 1994-95 the department managed to operate well within its budget. Features of the Council's budget for the year worthy of note were —

- the inclusion for the first time of a superannuation charge, in accordance with Government policy. For convenience, the amount included in the Council's program for 1994-95 covered the superannuation charges attributable to all Parliamentary departments and the effect was therefore to dramatically inflate its budget. It is intended that, in future, this charge will be apportioned amongst the Parliamentary Departments. It should be noted that the charge is in the nature of a transfer payment to be repaid to Treasury and does not constitute additional funding available for any other purpose.

- Members' salaries and allowances substantially exceeded the budget estimate because of salary increases granted in December 1994 (6.88 per cent) and January 1995 (2.01 per cent).
- a surplus remained in Staff salaries and allowances owing to an Attendant position remaining unfilled and other positions being unfilled for shorter periods.
- larger than expected long service leave payments were made owing to the retirements of Mr. B. Romeo and Mr. C.J. Quinn.
- an amount of \$50,000 was carried forward from 1993-94 to fund enhancement of the Council's computer operations as detailed earlier in this report.

Whilst detailed figures appear in Appendix C, a breakdown of expenditure for the Legislative Council on a percentage basis is depicted in the chart below.



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

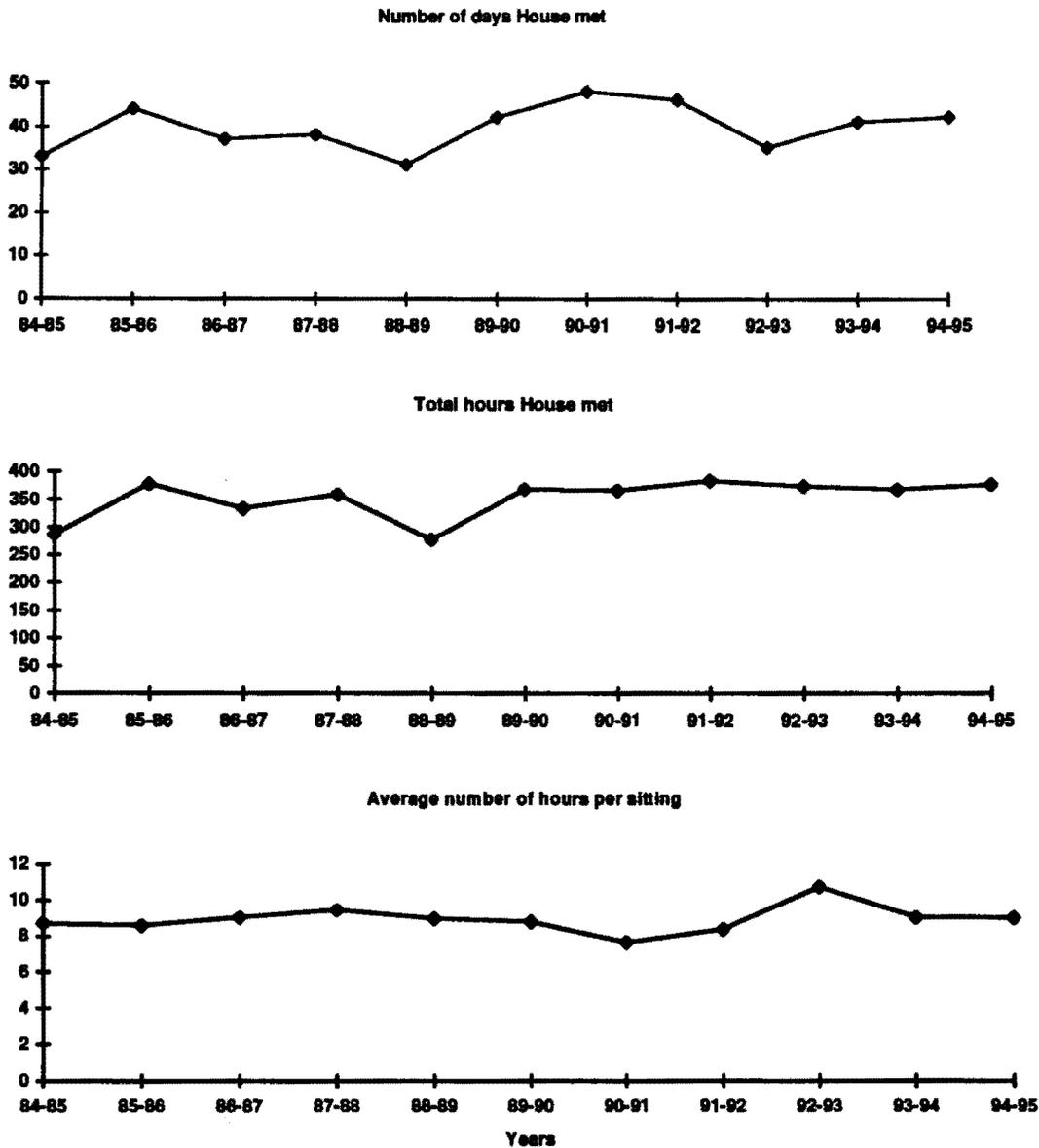
The department continues to operate within its budget but will face serious challenges in the years ahead if it is to adequately fund the training effort and the costs associated with implementation of the broadbanded salary structure, particularly performance pay.



SITTINGS OF THE HOUSE

The Legislative Council first met in the year under review on 6 September 1994 with the Opening of the Second Session of the Fifty-second Parliament. It then sat on a further 22 days during the Spring sittings until adjourning on 14 December 1994. The Autumn sittings commenced on 7 March 1995 and the House adjourned on 7 June 1995 after 19 sitting days. The Council sat until or beyond midnight on one occasion during this period.

The graphs which follow depict the pattern over the past ten years of sitting days, total annual hours of sitting and the average number of hours per sitting.



Statistics in relation to sittings of the House over the past five financial years appear in Appendix F.

COMMITTEES

As indicated in the last annual report, the department is responsible for the administration of the Community Development, Environment and Natural Resources, Law Reform, Public Bodies Review and Road Safety Committees. It also provides secretarial support for the Printing and Standing Orders Committees, for any Select Committees established by the Council and, in rotation with the Department of the Legislative Assembly, for any Joint Select Committees which may be appointed.

Community Development Committee

During the year the Community Development Committee completed its inquiry into the *Needs of Families for Early Childhood Services in Health, Welfare and Education*. The Committee's report was tabled in the Legislative Assembly on 23 March 1995 and in the Legislative Council on 11 April 1995. Several public hearings were held during July 1994, including visits to Bairnsdale and Tatura.

The Committee also proceeded with its reference on a *Review of Legislation concerning Persons detained at the Governor's Pleasure*. The first round of public hearings was completed in May 1995 and the Committee also visited the Rosanna Forensic Psychiatry Centre on 1 May. The Committee's reporting deadline for this inquiry was 30 November 1994.

Environment and Natural Resources Committee

The Environment and Natural Resources Committee tabled its report on the inquiry into the *Environmental Impact of*

Commonwealth Activities and Places in Victoria on 17 November 1994. The Government tabled a response to the report on 23 May 1995 which indicated that the Minister had accepted either in full or in part 55 of the 65 recommendations made by the Committee. The Committee's report enjoyed wide circulation and extensive coverage in the media and has contributed to a wider debate on national environmental protection measures.

On 27 September 1994 the Committee received a new reference into *Problems in Victoria caused by Corellas, Cockatoos and Galahs*. The Committee received 141 submissions and held public hearings in Wangaratta, Horsham, Hamilton and Melbourne during the period from March to June 1995, heard evidence from 59 witnesses and conducted four major inspections of damage and problems associated with the study species at Wangaratta, Ararat/Stawell, Horsham and the Mornington Peninsula.

The reporting date for this inquiry was extended to the final day of the 1995 Spring sittings.

Law Reform Committee

The Law Reform Committee concluded its inquiry into the *Law Relating to Directors and Managers of Insolvent Corporations* with the tabling of its second report on 31 May 1995. During the year the Committee engaged a member of the Victorian Bar to prepare a research paper on the law relating to directors and managers of insolvent corporations in overseas jurisdictions. This paper formed the basis of the Committee's second report.

The Committee received a new reference from the Governor in Council on 20



September 1994 — a *Review of Jury Service in Victoria* — and in November 1994 published an Issues Paper which was despatched to 650 interested persons and organizations. As at 30 June 1995, 93 submissions had been received. The Committee received evidence from selected experts during the period from March to April 1995.

On 15 June 1995 a sub-committee departed Melbourne on a 31 day overseas tour to the United States, Canada, the United Kingdom, Ireland and Hong Kong to obtain information about the jury systems operating in those countries.

Public Bodies Review Committee

The Public Bodies Review Committee received a new reference from the Governor in Council into the *Liquor Licensing Commission, Victoria*, on 18 October 1994. Public hearings were held in Melbourne during February 1995. The Committee held a further public hearing in Rutherglen in February 1995 and conducted inspections of New South Wales licensed clubs and regional wineries in North-East Victoria.

The Committee expected to table its report during the 1995 Spring sittings.

Road Safety Committee

During the year the Road Safety Committee completed its inquiry into the *Demerit Points Scheme* and tabled its report on 9 November 1994.

On 28 July 1994 the Committee resolved to inquire into the implementation of the *Revision of Speed Limits in Victoria* following the recommendations of the Social Development Committee's report upon Speed Limits in Victoria tabled on 13 November 1991 and the Minister's

response to that report which was tabled on 19 May 1992.

Following the consideration of submissions and a public hearing on 24 October 1994 the Committee's report was tabled on 11 April 1995.

The Committee received a further reference from the Governor in Council on 25 October 1994 — *The Effects of Drugs (other than Alcohol) on Road Safety*. The Committee received briefings from the Federal Office of Road Safety, Victoria Police, the Minister for Roads and Ports and VicRoads in May 1995 and on 24 May tabled its first report incorporating collected papers. The Committee also visited the Monash University Accident Research Centre on 26 May 1995.

On 29 June 1995 the Committee departed Melbourne for an overseas visit to the Netherlands, the United Kingdom and the United States to meet with various authorities on drugs and road safety.

During the year the Committee also resolved to examine a proposal for *Draft Australian Road Rules* as part of an ongoing road safety monitoring program. It received briefings from the National Road Transport Commission, VicRoads and the Victoria Police during March, April and May 1995 and tabled a report to the Parliament on this issue on 1 June 1995.

Committee statistics

Statistics regarding the activities of each of the foregoing committees are included as Appendix G to this report.

Joint Committee Administration Office

During the year the Joint Committee Administration Office again demonstrated its importance to the

servicing of committees. Apart from carrying out their normal functions members of this Office's staff assumed the role of office manager to various committees when required, assisted committees with arrangements for conferences, assisted in sourcing and evaluating information and, in the case of the Crime Prevention Committee, assisted its staff by travelling throughout Victoria gathering and analysing statistics for that committee's report.

Standing Orders Committee

In last year's annual report reference was made to the Report of the Standing Orders Committee on *Fees for Private Bills and the Withdrawal of Strangers* which was tabled on 31 May 1994. New Standing Orders 315 and 316 relating to Fees for Private Bills and an amendment to Standing Order 49 relating to the Withdrawal of Strangers, giving effect to the Committee's recommendations, were adopted by the Council on 22 March 1995.

On that date the Council also resolved to repeal Standing Order 304 providing for the appointment of the Legislative Council Printing Committee. This was as a consequence of the adoption in 1993 of a new Joint Standing Order 9A providing for the establishment of a Joint Printing Committee and the subsequent appointment of that Committee.

There were no meetings of the Standing Orders Committee in the year under review.

Accommodation at Nauru House

Reference was made earlier in this report to the Parliamentary Accommodation Feasibility Study on 3-5 Macarthur Street. It is envisaged that the recommendations made by that Study in

relation to the housing of the committees in the proposed new accommodation will, for the first time, provide appropriate standard facilities for committee members and staff, including properly equipped public hearing rooms.

As the lease on the present accommodation at Nauru House is due to expire on 31 December 1995 it will be necessary to arrange a short term extension of the present lease pending the move to a new location.

Records Management Program

Under the authority of the resolution of both Houses of 24 May 1994 authorizing the transfer to the Public Record Office repository at Laverton of Joint Parliamentary Committee records in excess of four years old, the Presiding Officers approved the engagement of archivists to prepare the records of the Joint Investigatory Committees appointed during the period from 1982 to 1992 for transfer. The work was carried out progressively during the year and completed in early 1995. Further archiving work on post - 1992 records of the current committees was also being carried out to prepare those records for transfer during the next Parliament.

The department, in conjunction with the Department of the Legislative Assembly, also intends to engage an archivist to prepare all select committee records presently stored at Parliament House for transfer to the Laverton repository later in 1995.

Committee Administrative Procedures Manual

The second edition of the Committee Administrative Procedures Manual was issued in April 1995. Due to extensive

changes arising from the establishment of the new committee system in 1992, committee staffing arrangements, procedures for the payment of accounts arising from the *Financial Management Act 1994* and other administrative procedures, the manual was substantially rewritten from the first edition issued in 1992.

The manual has again been produced in loose-leaf form to facilitate the issue of amendments as required from time to time.

Chairmen's Panel

The *Parliamentary Committees Act 1968* provides for a committee consisting of the Presiding Officers and the chairmen of the Joint Investigatory Committees to meet and consider matters aimed at ensuring the effective functioning of the committees. This body, known as the Chairmen's Panel, meets as required and is assisted by both Clerks of Committees who attend as advisers. During the year the Panel met on three occasions.

INTER-DEPARTMENTAL COMMITTEES

As has been indicated in previous reports, there is a high degree of co-operation between the Parliamentary departments in Victoria, particularly the two "House" departments - the Department of the Legislative Council and the Department of the Legislative Assembly. This co-operation is reflected at many levels and is particularly evident in the case of Inter-departmental committees whose charter impinges on all Parliamentary departments.

In addition, there are also regular meetings of the permanent heads of the Parliamentary departments. As has been the case in recent years, there were several of those meetings during 1994-95, held for the purpose of discussing a wide range of matters and arriving at a consensus on issues of common interest across departments. The permanent heads also continued to meet as required with the Presiding Officers, particularly in relation to budgetary matters.

The Inter-Departmental Committees on which the department is represented include the following:

Consultative Committee

Reference was made earlier in this report to the restructuring of the Parliament House Consultative Committee. The role of the committee, which, until June 1995, consisted of representatives of management and relevant unions, was to promote harmonious industrial relations in the Parliament, and to provide a forum for central consultation between the Parliamentary departments and the relevant unions. The committee may consider any matter of general significance to Parliament staff on terms

and conditions of employment. It has no decision making powers but may make recommendations to the Department Heads. The department is represented on the committee by the Clerk-Assistant who is also the current Chairman.

The committee met on six occasions during the year. Its only recommendation to the Department Heads was that referred to earlier regarding its new structure and constitution.

Review Committee

In accordance with the Parliamentary Officers Agreement 1990 a Review Committee was established for the purpose of hearing any appeals against recommendations regarding staff appointments and in relation to transfers, deferral of salary increments, reclassifications and all forms of leave. The committee is chaired by an independent Chairman and the Parliamentary management representative is the Clerk-Assistant of the Legislative Council.

The committee was not required to meet during the year under review.

Steering Committee on Information Technology

This Steering Committee comprising the heads of the Parliamentary departments is chaired by the Parliamentary Librarian, Mr. Bruce Davidson. It met as necessary during the year to discuss matters of relevance to the Parliament's information technology program and developments.

Occupational Health and Safety Committee

The Usher of the Black Rod is the Department's management representative on this committee and Mr. Peter Anastasiou is the employee representative.

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

A number of staff drawn from all Parliamentary departments successfully completed first-aid training courses. The request for installation of handrails on the front steps of the building was expected to be implemented during 1995-96.

Building Emergency and Evacuation Committee

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

The committee has control over the building emergency staff, which

comprises seventeen area wardens, ten door wardens, four "first-aiders" and two plant operators. An important aspect of its operation is the conduct of regular fire drills and evacuation practice during each year.

Some members of the building emergency staff received training on the operation of the new mail scanning equipment referred to earlier in this report.

Fire Protection Committee

The Fire Protection Committee was established to detail and prioritize various works for the enhancement of fire protection in the Parliament building and to consider related matters.

The committee meets on average once per month and comprises staff from the Legislative Council, Legislative Assembly and House Committee Departments. The department's representatives on this committee are the Usher of the Black Rod and the Housekeeper.

During the period under review work continued on the installation of emergency lighting, exit signs, smoke detectors, the automatic fire detection system and the sprinkler system. Much of the fire protection works has now been completed and a total review of those works is expected to be undertaken next year.

**ACTIVITIES EXTENDING BEYOND
HOUSE AND COMMITTEE
SERVICES**

Parliament Week

Parliament Week was conducted from 19 to 23 September 1994 to coincide with the school holiday period. Its aims were again three-fold:

- * To foster discussion on the meaning of Parliamentary democracy and the rights and responsibilities of all citizens in a democracy.
- * To focus on the history and on-going nature of Constitutional and Parliamentary reform in Victoria.
- * To increase public awareness of the role of Parliament.

To mark Parliament Week six conducted tours of Parliament House were held each day during the period taking in Queen's Hall, both Chambers, the Premiers' Gallery, Library and Legislative Council Committee Room. The event was once again advertised in the press and a large number of visitors were shown through the building.

YMCA Youth Parliament

A special feature of Parliament Week was the eighth YMCA Youth Parliament.

The "Opening Ceremony" was held in the Legislative Council Chamber with the Youth Parliament being conducted in both the Legislative Council and the Legislative Assembly Chambers on 20 and 22 September. It was presided over for most of that time by the President of the Legislative Council and the Speaker

of the Legislative Assembly in their respective Chambers. Over the two days young persons forming both a "Government" and "Opposition" debated a series of "Bills" on issues such as the prohibition of alcohol advertising, registration of cats, environmentally friendly packaging, legalization of prostitution and compulsory defensive driving training.

The debates were conducted in accordance with Parliamentary procedure and, at the conclusion of the event, all of the "Bills" passed were presented to a representative of the State Government. Arrangements for the Youth Parliament were handled by the Usher of the Black Rod and the Serjeant-at-Arms who performed the Table duties in conjunction with other Parliamentary Officers

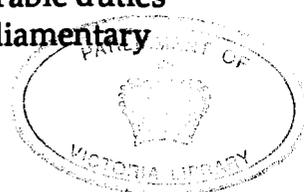
Open Day

On Sunday, 12 March 1995 the Parliament again held its annual "Open Day" as part of the 1995 Moomba Festival. Staff from all Parliamentary departments provided support on the day.

Both Chambers, Queen's Hall, the Library and the Parliamentary Gardens were open to the public and Devonshire tea and other light refreshments were available to the public for a small charge. The 2/10 Medium Regiment Band and the Victorian State Concert Orchestra provided musical programmes on the front steps of the building and in the Parliamentary Gardens, respectively. Over 6,000 visitors were in attendance.

Functions - Queen's Hall

The department assisted in providing services for the following functions staged in Queen's Hall:



- Reception to welcome home Athletes and Officials who participated in the Fifteenth Commonwealth Games
- Sixth International Symposium on Tubular Structures Reception
- Association of Australian Magistrates Reception
- Australia Day Breakfast Reception
- Reception for delegates of the UNESCO International Seminar on Distance Education and Open Learning
- Melbourne Cup Carnival Reception
- Reception to welcome delegates to the OECD Australia Conference

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

Official Delegations

A number of distinguished visitors and delegations visit the Parliament each year and special arrangements are usually made for their reception.

During the reporting period the department assisted in arrangements for the reception of the following persons or delegations:

- Parliament of Estonia
- Parliament of France
- Parliament of Hungary
- Parliament of South Africa
- Parliament of Finland

Official calls

Official calls are also made by individual visitors on the Parliament from time to time, mainly diplomats of ambassadorial status. All ambassadorial calls are co-ordinated by the Usher of the Black Rod. During the year the following callers were received:

- High Commissioner for Cyprus
- Ambassador of Russia
- High Commissioner for Cook Islands
- High Commissioner for Singapore
- High Commissioner for New Zealand
- High Commissioner for Britain
- High Commissioner for Papua New Guinea
- Ambassador of the State of Eritrea
- Ambassador of Sweden
- Ambassador of Egypt
- Ambassador of the Czech Republic
- Ambassador of Germany.

Officers from other Parliaments

During the year visits to the Parliament by officers from other Parliaments included:

- Mr. Peter Hancox, Acting Systems Manager, House of Assembly Tasmania, met with the Usher and inspected the Parliament's information technology facilities on 2 and 3 November 1994.
- Ms. Jan McMutrie, Assistant Building Manager, Northern Territory Legislative Assembly met with the Usher and other Officers on 31 March 1995.
- Ms. Vicki Evans, Secretary to the South Australian Legislative Council Statutory Authorities Review Committee met with the

Clerk of Committees and various committee staff at Nauru House on 3 November 1994.

Other visitors

Other visitors to the Parliament during the year included:

- Mr. Peter Cobb, O.B.E., Secretary, United Kingdom Branch, Commonwealth Parliamentary Association.
- Staff of the Secretariat to the Thailand Senate who met with the Clerk-Assistant and other officers.
- The Environment and Resource Protection Committee of the Chinese National People's Congress.

Council Chamber and meeting rooms

Under policy determined by Mr. President, the department deals with requests for the use of the Council Chamber and meeting rooms. Co-ordination of arrangements for meeting rooms and their servicing is handled by the attendant staff under the direction of the Usher of the Black Rod. In the year under review, the Council Chamber was used for the National Schools Debating Championships Grand Final, the Ninth Biennial Conference of the Australasian Council of Public Accounts Committees and the Eighth YMCA Youth Parliament.

Meeting rooms were again heavily utilised, particularly during sitting weeks. Use of the Legislative Council Committee continued to increase — especially by our own Parliamentary committees and those from other Parliaments. Users of the Council Committee Room during the year (other than Victorian Parliamentary Committees) included the following:

- Senate Select Committee on Superannuation
- Senate Standing Committee on Employment, Education and Training
- Parliament of Australia Joint Standing Committee on Foreign Affairs, Defence and Trade
- House of Representatives Standing Committee for Long Term Strategies
- House of Representatives Standing Committee on Aboriginal and Torres Strait Islander Affairs
- Parliament of Australia Joint Standing Committee on Migration
- Parliament of Australia Joint Committee on Native Title
- Commonwealth Parliament Joint Committee of Public Accounts
- Senate Legal and Constitutional Committee
- Parliament of Australia Joint Committee on Corporations and Securities
- Senate Environment, Recreation, Communications and the Arts Committee
- House of Representatives Standing Committee on Community Affairs
- Western Australia Legislative Council Standing Committee on Estimates and Financial Operations
- Indonesian Minister for Research and Technology
- Tasmanian Legislative Council Select Committee into Freedom of Information.

PUBLICATIONS

The department is responsible for the preparation and circulation of a number of Parliamentary publications. The major items and number of editions during 1994-95 were as follows:

- **Notice Papers, Minutes of the Proceedings and Divisions in Committee.**

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

Notice Papers (daily)	42
Minutes (weekly)	18
Divisions in Committee	7
Unanswered Questions on Notice	8

- **List of Members**

The list of Members is produced when there are sufficient changes since the last issue to warrant reprinting. During 1993-94 one edition was produced and circulated.

The Clerk of the Papers, in conjunction with the Parliamentary Librarian and a consultant, prepared the HTML markup for the Legislative Council Members' List, Legislative Assembly Members' List and details of Parliamentary Committees to be put on the Parliament's home page on VICNET.

- **Progress on Investigations and Ministerial Responses**

On behalf of the Parliament the department produces the monthly

report of progress on the investigations of Joint Investigatory Committees and the half-yearly summary of ministerial responses to reports of those Committees. During the period under review eleven editions of Progress on Investigations and two editions of Ministerial Responses were produced and circulated.

- **Register of Members' Interests**

As Clerk of the Parliaments, the present Clerk of the Legislative Council maintains the Register of Members' Interests and produces the regular summaries which are presented to the Parliament.

During 1994-95 three summaries were prepared and tabled in both Houses. A cumulative summary of returns as at 30 September 1994 was also tabled during this period.

- **Bound Volumes**

The department also produces on a sessional basis bound volumes of the Minutes of the Proceedings and Bills introduced into the Legislative Council. During the year, the bound volumes of the Minutes of the Proceedings for the 1988-92 Session were printed and circulated. In addition, during the year the staff of the Papers Office prepared the Bill volumes for the 1988-92 Session and the volumes of the Minutes of the Proceedings for the 1992-94 Session. In respect of the latter, the department trialed a process where one camera-ready copy of the volume was supplied to the Law Printer which reprinted it on a DocuTech printer and bound the requisite number. Previously, it had, amongst other things, been necessary for multiple copies of

parts of the volumes to be stored, matched, numbered and collated. The new process which has now been adopted is more efficient and will significantly reduce turnaround time and costs.

- **Indexes**

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

The creation and maintenance of the various indexes by the Papers Office has now moved from the relational 4th Dimension database package to Microsoft Access. Other indexes continue to be produced on Microsoft Word although it is hoped that in the next year more material of this nature will be accessible by all Members and Parliamentary Officers via a Parliamentary database.

ISSUES IN THE YEAR AHEAD

Some major issues which the department expects to deal with in the forthcoming year include —

- the satisfactory transition to new printing arrangements for Parliamentary publications and the advancement of plans for the establishment of an online Parliamentary database — the former is expected to occur towards the end of 1995 and it is hoped that the latter can be adopted and implemented at an early date.
- settlement of suitable arrangements for the accommodation of Parliamentary Committees — initially, this is expected to entail an extension of current leasing arrangements at Nauru House.
- a successful transition to the broadbanded non-executive pay structure — at the close of the reporting period much work remained to be undertaken in this area.
- significant amendment of the *Parliamentary Officers Act 1975* in order to bring relevant provisions in line with those of the public sector, so far as they are appropriate to the Parliamentary environment — it is hoped that proposals submitted to government by the Presiding Officers will result in the passage of amending legislation during 1995-96.
- improvements and enhancement of the staff training and development effort — it is essential that this area be given further attention, particularly with the introduction of a performance management system.

APPRECIATION

As indicated at the commencement of this report, the department has had a very busy and profitable year. The progress made in a number of areas, despite serious staff shortages on occasions, is testimony to the dedication of those involved and I thank them most sincerely for their very worthy efforts.



A.V. Bray
Clerk of the Legislative Council



ROLE OF STAFF

Clerks

The main role of the Clerk is to provide policy, procedural and management advice to the President and Members of the Council on all matters relating to the proceedings of the Council and the Committees which it services. The Clerk is assisted by the Clerk-Assistant who, as Clerk of Committees, is also responsible for overseeing the operations of the Joint Investigatory Committees and other Select Committees serviced by the department. The Clerk is required to provide an accurate record of the decisions and proceedings of the Council and to ensure that the passage of legislation is in accordance with legislative and procedural requirements. As permanent head he has overall responsibility for the financing, staffing and administration of the department. He also acts as adviser on procedure to the Standing Orders Committee and the Clerk-Assistant serves as its Secretary.

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

Usher of the Black Rod's Office

The Usher of the Black Rod is the President's Executive Officer. Under the direction of the Clerk, the Usher assists in the day to day administration of the department and, in particular, the supervision of the Housekeeper and Attendant staff. In addition to his ceremonial and Chamber duties he attends to a range of operational matters such as use of the Chamber and other meeting/function facilities, Members' accommodation, security, fire protection, requisitions for supplies and maintenance, and Members' travel.

The present Usher also acts as Honorary Treasurer to the Commonwealth Parliamentary Association (Victoria Branch).

Papers Office

The Papers Office is the department's single source of external administrative support to the Council Chamber during sittings of the House. It liaises extensively with Government Departments, the Law Printer and Parliamentary Counsel to ensure the timely presentation of documents to the House.

The office is heavily involved in the preparation, checking, recording, printing and storage of the official records of the Legislative Council which encompass, amongst other things, Bills, amendments, questions on notice, Petitions, Minutes of the Proceedings and Notice Papers. It is responsible for the provision of Parliamentary documents and stationery to Members, undertakes research for Members and is also the general inquiry office for the public, the media, legal firms and government departments.

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

Attendant Staff

Under the direction of the Usher, the Housekeeper manages and supervises a staff of eight attendants and two cleaners. This group is generally responsible for the daily cleaning and maintenance of offices and meeting rooms, toilets and other areas of the Council precincts, the provision of security and inquiry services and a daily courier service within and outside the building.

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

Committees

As referred to earlier in this report, the department is responsible for the servicing of five of the Joint Investigatory Committees. Each committee, with the exception of the Law Reform Committee, is provided with a core staff of two - an Executive Officer and an Office Manager. The Law Reform Committee is also provided with a part-time research officer as part of its core staff. Centralized support services for all committees, including keyboarding, are provided by the Joint Committee Administration Office. Additional research staff are engaged by the committees for shorter periods on an *ad-hoc* basis.

President's Staff

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

DEPARTMENT OF THE LEGISLATIVE COUNCIL

STAFF EMPLOYED DURING 1994-95

ALLAN V. BRAY	Clerk of the Parliaments and Clerk of the Legislative Council
WAYNE R. TUNNECLIFFE	Clerk-Assistant and Clerk of Committees
MATTHEW TRICARICO	Usher of the Black Rod and Clerk of the Records
DAVID I. ALI	Clerk of the Papers and Assistant Clerk of Committees
ANDREA V. AGOSTA	Assistant Clerk of the Papers
MARY MARTIN	Administrative Officer (Clerk's Secretary)
YOLANDE F. MEERWALD	Administrative Officer (President's Secretary)
GABRIELLE P. WADE	Administrative Officer
CLARENCE J. QUINN	Housekeeper (until 24 February 1995)
WILLIAM JARRETT	Housekeeper (from 21 March 1995)
RUSSEL L. BOWMAN	Senior Parliamentary Attendant (from 26 April 1995)
WAYNE R. MCKENZIE	Parliamentary Attendant, Grade III
ALAN J.C. RYAN	Parliamentary Attendant, Grade III
MICHAEL STUBBINGS	Parliamentary Attendant, Grade III (from 16 May 1995)
SPIRO PASTRAS	Parliamentary Attendant, Grade II (until 28 October 1994)

GREGORY W. MILLS	Parliamentary Attendant, Grade II <i>(from 14 June 1995)</i>
PETER ANASTASIOU	Parliamentary Attendant, Grade I <i>(from 10 January 1995)</i>
BERNARDO ROMEO	General Hand <i>(until 22 July 1994)</i>
QUENTIN M. CORNELIUS	General Hand <i>(from 2 September 1994)</i>
CARMINE MARAFIOTI	General Hand <i>(from 3 January 1995)</i>
ANDREW P. CANNARD	Ministerial Transport Officer

COMMUNITY DEVELOPMENT COMMITTEE

JANE HENDTLASS	Executive Officer <i>(until 6 December 1994)</i>
ROGER G. HEARN	Executive Officer <i>(from 23 January 1995)</i>
GAIL ROBERTS	Research Officer <i>(until 28 October 1994)</i>
KIRSTEN L. MURRAY	Research Officer <i>(from 20 February 1995)</i>
MATTHEW C. FISHER	Office Manager

ENVIRONMENT AND NATURAL RESOURCES COMMITTEE

RAYMOND WRIGHT	Executive Officer
JANET CRESSWELL	Office Manager

LAW REFORM COMMITTEE

JAMES M. GARDINER	Executive Officer <i>(until 12 August 1994)</i>
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DOUGLAS A. TRAPNELL	Executive Officer <i>(from 26 September 1994)</i>
MARK T. COWIE	Research Officer <i>(from 3 January 1995)</i>
RHONDA M. MacMAHON	Office Manager

PUBLIC BODIES REVIEW COMMITTEE

BARRY G. AITKEN	Executive Officer
ROBERT J. HANNAH	Research Officer <i>(from 16 January 1995)</i>
GERALD MAYHEAD	Administrative Officer <i>(from 17 May 1995)</i>
ANNE L. SARGENT	Office Manager

ROAD SAFETY COMMITTEE

GEOFFREY H. WESTCOTT	Executive Officer
LOIS J. GROGAN	Office Manager

JOINT COMMITTEE ADMINISTRATION OFFICE

SIMON P. DINSBERGS	Administrative Officer
SONIA N. KESTLE	Administrative Officer



FINANCIAL STATEMENTS 1994-95

LEGISLATIVE COUNCIL

1993-94 Actual	EXPENDITURE	1994-95 Budget	1994-95 Actual
	OPERATING EXPENSES		
645,366	Salaries and allowances	677,089	641,814
45,275	Overtime	65,000	44,864
-	Long service leave	15,000	37,002
314,312	Pay-roll tax	326,700	331,107
-	Superannuation levy	1,043,000	999,459
<hr/> 1,005,123		<hr/> 2,126,789	<hr/> 2,054,246
84,811	GENERAL EXPENSES	167,211	166,250
124,796	PARLIAMENTARY PRINTING	192,700	68,130
210,000	COMMONWEALTH PARLIAMENTARY ASSOCIATION	220,000	220,000
3,810,468	MEMBERS SALARIES AND ALLOWANCES	3,946,548	4,017,079
-	EXPENSES OF SELECT COMMITTEES	25,000	-
20,019	PRESIDENT'S ADVANCE	25,000	200
<hr/> 5,255,217	TOTAL EXPENDITURE	<hr/> 6,703,248	<hr/> 6,525,905

JOINT INVESTIGATORY COMMITTEES

1993-94 Actual	EXPENDITURE	1994-95 Budget	1994-95 Actual
127,728	Community Development Committee	319,506	211,908
218,894	Crime Prevention Committee	270,338	224,019
189,294	Economic Development Committee	305,108	166,351
154,624	Environment and Natural Resources Committee	302,050	165,201
220,350	Law Reform Committee	299,601	236,766
270,737	Public Accounts and Estimates Committee	346,989	228,440
167,669	Public Bodies Review Committee	234,602	137,214
200,742	Road Safety Committee	295,117	242,108
248,708	Scrutiny of Acts and Regulations Committee	313,432	250,439
211,192	Joint Committee Administration Office	253,975	219,308
502,937	Rent - Nauru House Unallocated funds surplus	657,740 1,542	544,849
2,512,879	TOTAL EXPENDITURE	3,600,000	2,626,603

NOTES:

1. Committees administered by the Department of the Legislative Council -
Community Development; Environment and Natural Resources;
Law Reform; Public Bodies Review and Road Safety.
2. Committees administered by the Department of the Legislative Assembly -
Crime Prevention; Economic Development; Public Accounts and
Estimates and Scrutiny of Acts and Regulations.
3. The Joint Committee Administration Office is jointly administered
by both House departments.
4. The unallocated funds surplus represents the balance remaining in
the pool of funds for inquiry budgets.

SUPPLEMENTARY INFORMATION AS AT 30 JUNE 1995

General Stores on Hand

As at 30 June 1995 the Papers Office had the following stores on hand which were valued at cost:

Letterhead paper	\$19,400
Envelopes	\$15,618
Other Stores incl. Pads, With Compliments Slips	\$3,342

Creditors

As at 30 June 1995, the department had outstanding employee benefits including:

Annual Leave	\$57,816
Long Service Leave	\$267,116

NON-CURRENT PHYSICAL ASSETS

Black Rod

Furniture and Fittings

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

Office Equipment

Photocopiers, typewriters, television set, video recorder etc.

Communications

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

Motor Vehicles

One Ministerial motor vehicle.

Two SES motor vehicles.

Word Processing and Computer Equipment

IBM compatible and Apple Macintosh personal computers, printers, scanner and file servers.

SELECTED STATISTICS RELATING TO THE SITTINGS
OF THE LEGISLATIVE COUNCIL

	1990-91	1991-92	1992-93	1993-94	1994-95
Number of days House met	48	46	35	41	42
Number of hours House met	366.32	389.42	374.54	375.31	374.54
Average number of hours per sitting	7.38	8.47	10.70	8.70	9.00
Bills dealt with-					
Initiated in L.C.	29	27	14	33	5
Initiated in L.A.	94	86	91	127	132
Passed without amendment	50	45	87	115	117
Passed with amendments	49	56	15	15	6
Defeated	9	5	0	0	0
Lapsed	0	0	0	0	0
Withdrawn	3	2	0	0	0
Ruled out of Order	1	1	0	0	0
Sets of amendments circulated	74	85	33	34	3
Questions on notice processed	651	595	95	218	351
Petitions tabled	28	27	23	21	43
Papers tabled -					
Annual reports	564	491	379	621	424
Statutory Rules (incl. attachments)	601	471	755	414	449
Planning schemes/amendments	746	811	743	735	903
Proclamations	75	67	55	58	75
Other (including special reports, Parliamentary Committee reports etc)	115	145	112	104	244

NOTES: The above statistics are intended to give some indication of the department's workload in the area of "House" activities.

For example -

- Considerable effort is expended on the processing of questions on notice - all of which entails work on the part of several staff members.
- A great amount of time is also devoted to the preparation of documentation to facilitate the tabling of papers.

1994-95 STATISTICS RELATING TO COMMITTEES ADMINISTERED
BY THE DEPARTMENT OF THE LEGISLATIVE COUNCIL

	CDC	ENRC	LRC	PBRC	RSC
Number of deliberative meetings —					
• Full committee	30	28	18	3	31
• Sub committee	7	-	27	1	-
Number of public hearings —					
• Full committee	10	7	7	5	1
• Sub committee	-	-	-	-	-
Number of visits/inspections —					
• Full committee	3	3	-	4	2
• Sub committee	-	-	-	-	1
Number of reports presented	1	1	1	-	4
Number of discussion papers produced	-	1	-	-	-

KEY TO COMMITTEE:

CDC	—	Community Development Committee
ENRC	—	Environment and Natural Resources Committee
LRC	—	Law Reform Committee
PBRC	—	Public Bodies Review Committee
RSC	—	Road Safety Committee

ADMINISTRATION OF ACTS

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

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

Constitution Act 1975

Members of Parliament (Register of Interests) Act 1978

Parliamentary Committees Act 1968

Parliamentary Officers Act 1975.