



## DEPARTMENT OF THE LEGISLATIVE ASSEMBLY



# ANNUAL REPORT 2002-2003

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FRONT COVER: Assembly at work in the 55<sup>th</sup> Parliament. Photographs taken by Vicki Jones Photography and Eastbourne Studios



*The Clerk of the Legislative Assembly*

28 October 2003

Mrs Judy Maddigan MP  
Speaker of the Legislative Assembly  
Parliament House  
Melbourne Vic 3002

Dear Speaker

I have pleasure in forwarding to you the Annual Report for the Department of the Legislative Assembly for the year 2002-2003.

Yours sincerely

A handwritten signature in black ink, appearing to read "R W Purdey", written in a cursive style.

R W Purdey  
Clerk of the Legislative Assembly



## TABLE OF CONTENTS

Clerk's Overview	5
Organisation Chart	7
Mission Statement	9
Goals	9
Branch Roles	9
Activities Report against Business Plan	13
Goal One	15
Goal Two	24
Goal Three	26
Goal Four	27
Goal Five	29
Appendices	31



## CLERK'S OVERVIEW

The 2002-03 year commenced with that familiar feeling of uncertainty that is inevitably generated when the Parliament moves towards a prospective election period. The Government issued an eight week Spring Sitting program that had the House scheduled to rise for the Christmas recess on 5 December 2002. As it transpired, the House sat for only four of those weeks before being dissolved for the State election, which occurred on Saturday 30 November 2002.

The result of the election saw the Brack's Labor Government returned with an overwhelming majority in the lower house. The final makeup of the house being: labor 62 seats, liberal 17 seats, national 7 seats and independents 2 seats. This was a substantial change to the previous Parliament that consisted of 44 labor, 35 liberal, 6 national, and 3 independents. In what proved to be a significant change for the Parliament, labor also gained control of the upper house, giving it control of both houses for only the second time in Victoria's history.

The new Parliament opened on Tuesday 25 February 2003 and Judy Maddigan was elected Speaker of the Legislative Assembly and Peter Loney Deputy Speaker. This is the first occasion that a female has held the position of Speaker in the Victorian Legislative Assembly. I would also like to express my thanks and best wishes to the former Speaker, Alex Andrianopoulos who retired at the last election.

Following the election, departmental staff were involved in the drafting of revised sessional orders for the new Parliament. The new sessional orders differ from those used in the previous Parliament in a number of ways. The time allocated for 'statements by members' has been increased to 30 minutes; the overall time allocated for 'matters of public importance' (MPI's) has been reduced by 30 minutes, which has enabled the introduction of a 30 minutes discussion on parliamentary committee reports; Government bills can now be introduced without notice; time limits for lead speakers from the major parties has been capped at 30 minutes and for the National Party at 20 minutes; the general speaking time for all other members has been reduced from 15 minutes to 10 minutes; and a regulated system introduced for ministerial statements. Whilst members are now provided with a greater range of opportunities to raise issues in the House through 'statements by members', MPI's and 'discussion on Parliamentary committee reports', the new sessional orders retain the provision that General Business may only be called on at the discretion of the Government. There are a number of procedural matters – i.e. disallowance of statutory rules, dissent from ruling of the chair and introduction of bills by non Government members – that can only proceed by way of general business motions. The current provisions restrict the consideration of general business items and such matters can only be debated with the concurrence of the Government.

One of the first pieces of legislation passed by the Parliament was the *Constitution (Parliamentary Reform) Act* which implemented the Government's promised reforms of the Upper House. One of the changes introduced by that Act is fixed four year terms for the Legislative Assembly and as a consequence we know that the next State election will be held on Saturday 25 November 2006. A fixed election date will now enable the Department to plan for the future with a lot more certainty.

Refurbishment of the Legislative Assembly Chamber was one of the largest projects undertaken during the year. The object of the project was to improve the lighting and acoustics in the Chamber as well as upgrading the seating for members and to provide disabled access for members and visitors to the public gallery. The refurbishment was scheduled for the Christmas recess and a building company engaged to have the works completed by the end of February 2003. In mid December the Department was advised of the Government's desire for the new Parliament to open in the last week of February. This caused some immediate concerns as the refurbishment works in the Chamber were scheduled to be completed a week later. Fortunately with the cooperation and goodwill of our architectural firm, Architectus, building company Walton Construction and their subcontractors some of the works were able to be brought forward to ensure that the Chamber was available for the opening of Parliament on 25 February 2003.

A major upgrade of the Parliament's computer systems occurred during the Spring. While the changeover to the new equipment went reasonably smoothly for the Department, there were a number of problems to overcome. Degradation of computer response times affected some staff for a number of months and other specialized software packages had to be fully tested before they could be used on the new system. The Department had also intended to implement an electronic tour bookings system and to develop an IT support strategy; however, these initiatives were postponed due to the systems upgrade.

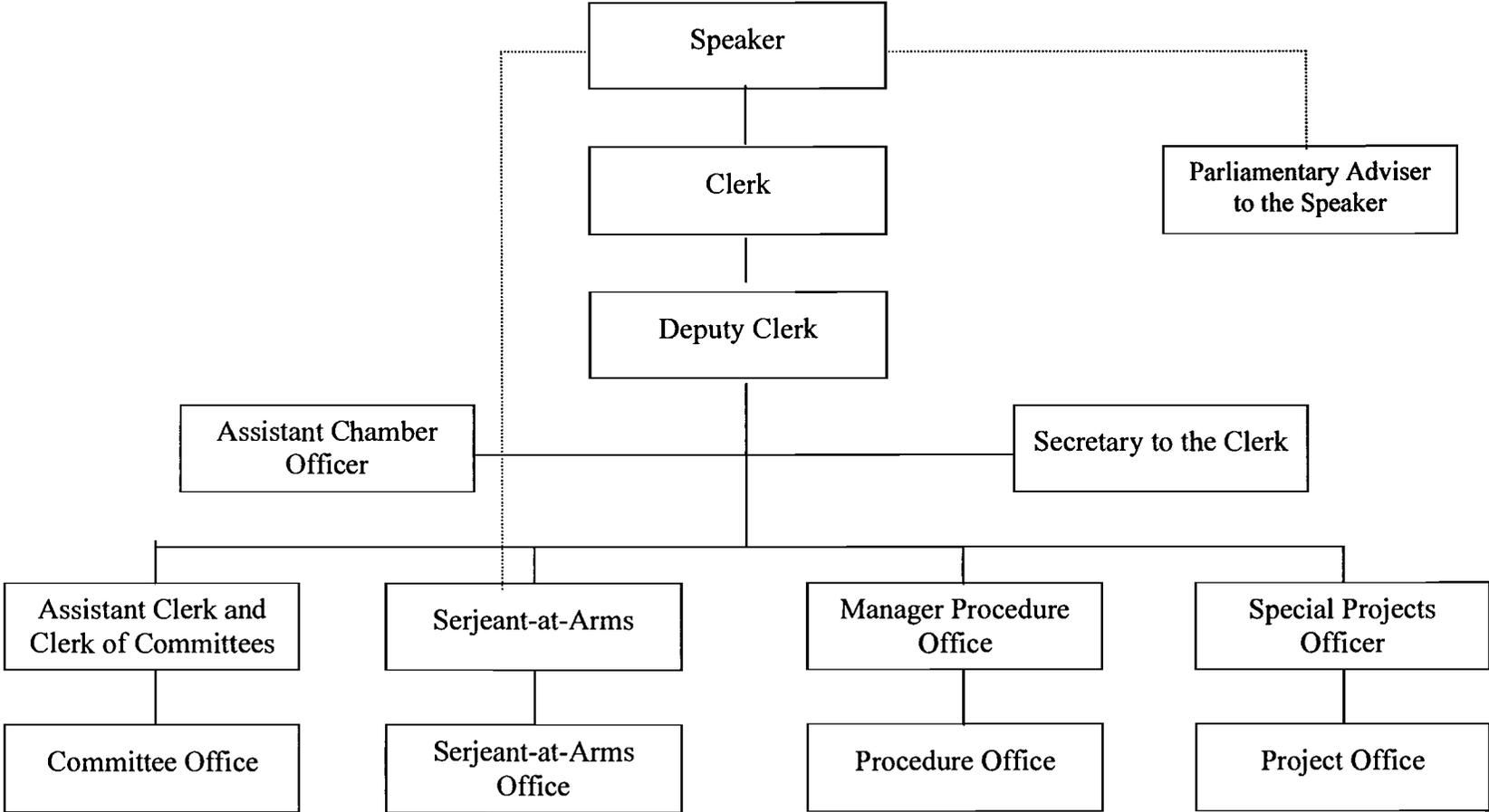
Earlier in the year I visited the New Zealand Parliament with the Speaker to examine their division procedure. In that jurisdiction divisions can be determined by a 'party vote' where the whips are able to record votes on behalf of other party members. Following that visit the Speaker and I developed a revised division procedure based on the New Zealand model. This new procedure has been discussed with representatives of each of the parties and the independents and it is hoped that the new procedure will be trialed in the House during the Spring Sitting.

We approach the upcoming year with the knowledge that one of our long serving officers will retire shortly. Geoff Westcott, Assistant Clerk and Clerk of Committees has advised that he will be retiring in early August. Geoff has given outstanding service during his 34 year career with the Parliament. In particular, I thank Geoff for his efforts as a Chamber Officer in the Legislative Assembly for the past seven years and wish him a healthy and happy retirement.

This year my time has again been divided between my joint responsibilities of Clerk of the Legislative Assembly and Joint Secretary of the House Committee. Performing both these roles is very time consuming and I am not always able to devote adequate time to deal with issues in the Legislative Assembly. This arrangement is only able to continue due to the outstanding support I receive from my colleagues in the Department of the Legislative Assembly. I thank all staff for their tolerance and understanding of these circumstances and the support they have provided to me, the Speaker and other members during the year.

Ray Purdey  
Clerk of the Legislative Assembly

ORGANISATION CHART





## MISSION STATEMENT

The purpose of the Legislative Assembly is to deliver apolitical, professional and innovative services to the Lower House in the interests of all Victorians.

## GOALS

- Provide quality advice, support and information services to members and other clients.
- To develop and retain highly skilled and motivated people.
- To improve information management and parliamentary operations through innovative and practical technology-based solutions.
- To ensure the optimal use of our physical resources.
- To manage our Departments efficiently and effectively.

## CLERK'S OFFICE

The Clerk's Office is responsible for the general management of the Legislative Assembly. This includes the provision of policy, procedural and corporate management advice to the Speaker. In addition the Office is responsible for advising ministers and members on matters relating to the operation of the Legislative Assembly and its committees.

Separate to the advisory role is the requirement of the Clerk and the Office to record the decisions and proceedings of the Legislative Assembly, and to ensure the passage of legislation is in accordance with the legislative and procedural requirements. The Office also coordinates the arrangements for visiting Parliamentary Delegations.

The Office has some additional responsibilities by virtue of the Assembly Clerk being the Clerk of the Parliaments. These include the presentation of bills to the Governor for royal assent, the maintenance of the Members of Parliament Register of Interests, the chairing of Department Head management meetings, and providing secretarial and administrative support to the Clerk whilst acting as the Honorary Secretary of the Commonwealth Parliamentary Association (CPA).

## COMMITTEE OFFICE

The *Parliamentary Committees Act 1968* sets out the functions and powers of investigatory committees. At the start of each Parliament, the Legislative Assembly and the Legislative Council appoint members to the various committees. Joint investigatory committees are made up of members of both Houses, and are administered by one House or the other. Those administered by the Department of the Legislative Assembly in the present Parliament are:

- Drugs and Crime Prevention Committee

- Family and Community Development Committee
- Public Accounts and Estimates Committee
- Rural and Regional Services and Development Committee
- Scrutiny of Acts and Regulations Committee

The Assembly has two domestic select committees appointed by resolution for the duration of the Parliament, that work on domestic matters or procedures of the House:

- Privileges Committee — to consider issues relating to members' parliamentary rights and immunities and requests for right of reply
- Standing Orders Committee — to review the procedural rules of the House.

In the 55th Parliament, all of the existing Joint Investigatory Committees of the 54<sup>th</sup> Parliament were re-appointed. In addition, three new committees were created: Education and Training; Outer Suburban/Interface Services and Development; and Rural and Regional Services and Development.

The role of the Committee office includes the co-ordination, supervision and operation of the Parliamentary Committees administered by the Legislative Assembly, the briefing of the Speaker (and the President as necessary) on Committee operations, the supervision of the Joint Committee Administration Office and Committee staff, ensuring compliance with relevant Acts, Standing Orders, Presiding Officers' directives and accepted practices and procedures, and the evaluation of budget bids, allocating funding and monitoring and authorising Committee expenditure.

## SERJEANT-AT-ARMS OFFICE

The Serjeant-at-Arms is the Speaker's executive officer and one of the senior permanent officers of the House appointed under the *Parliamentary Officers Act 1975*. The Serjeant's main role is to carry out the instructions of the Speaker and the House, and to look after the security of the Legislative Assembly Chamber.

The Office has a number of functions, including assisting with the arranging and coordinating of ceremonial functions, members' accommodation and travel requirements, and the maintenance of the Legislative Assembly Members List. The duties also include the admittance and control of the public to the Parliament, including Parliament tours, the issue of security and identification passes, providing accreditation for all media representatives operating within Parliament, and the monitoring of public demonstrations.

In addition the Office has responsibility for works and services within the Assembly precincts, the supervision of the Assembly attendants and cleaning staff, and in conjunction with Usher of the Black Rod, is also responsible for the security and fire protection of the Parliament building and its surrounds, emergency and evacuation procedures, and the supervision of protective service officers stationed at Parliament House.

## PROCEDURE OFFICE

The Procedure Office provides administrative and research support to the Chamber and senior officers within the Department. The office is responsible for answering enquiries from the Department's customers, including members, the media, government departments and the public.

In addition staff are responsible for the publication and distribution of House documents. This role includes the ordering and proofreading of the various prints of bills, the preparation of Acts of Parliament for royal assent, and the processing of reports submitted for tabling, as well as the archiving of parliamentary documents.

## PROJECT OFFICE

The role of the Project Office is to undertake research and produce general reference material for the use of parliamentary and Presiding Officers on the various authorities, practices and procedures of the Legislative Assembly. The Office also provides a record of important precedents to guide Legislative Assembly staff in the performance of their duties. In addition it undertakes more specific research to provide procedural solutions where precedents are lacking.



# **ACTIVITIES REPORT AGAINST BUSINESS PLAN**



**GOAL ONE:**  
**PROVIDE QUALITY ADVICE, SUPPORT AND INFORMATION SERVICES TO  
MEMBERS AND OTHER CLIENTS**

LEGISLATIVE ASSEMBLY
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**All branches offer accurate and timely advice to members**

During 2002 the Victorian Parliament utilised the services of Roy Morgan Research to conduct a web based survey of the satisfaction of members, electorate officers and parliamentary officers with the quality of services provided by the Parliament. In May 2003, an update of the survey was commissioned focussing specifically on the services provided by the Department of the Legislative Assembly. The survey measured satisfaction with the services provided by staff, such as the quality and reliability of information and advice, and rated tools like the Assembly website, fact sheets and the annual report. Assembly staff received outstanding results, with all members (100%) indicating that staff are easy to contact, are courteous, deal promptly with their requests, provide advice that is easy to understand and that is reliable. Staff are to be commended on the results.

**Develop a comprehensive plan for responding quickly and appropriately to the needs of members, the Department and other customers following the election**

The influx of new members after any election always presents a challenge in organisation and information provision, however that challenge was particularly great in the last financial year given the arrival of no less than 38 new members in the Assembly. Thankfully, a great deal of planning was well underway before the result of the election was known, and enabled a more efficient and streamlined process for incoming members.

Once the result was clear a central registration desk was set up in the Speaker's dining room and staffed for two weeks by two staff members. This registration point, a collaborative effort by all the Departments, was a one-stop shop for incoming members. Through the cooperation of all Departments, the desk was able to provide an information package which included the entirety of the forms and information necessary for the new members. This avoided the often arduous and long-winded process employed in previous years where members were required to individually approach Departments to fill out the requisite paperwork.

**Conduct Branch debriefs and follow up successfully on all nominated issues**

A debrief was held at the conclusion of each sitting week for Departmental staff, and provided those staff with a valuable opportunity to discuss the events of the past week and any particular procedural issues or difficulties that had arisen.

Quarterly debriefs were conducted with the attendants, where they were given updates on Parliamentary issues and the main projects underway from within the Serjeant-at-Arms Office. There were also regular briefings for forthcoming significant events.

### **Develop a records management strategy**

Further work has been carried out in reorganising the Department's and procedural files to aid in the construction of a formal records management strategy. Archivists were used to bring existing physical files up to date, and a substantial number of files have now been recorded in a document management system using TRIM. Relevant staff have also attended training courses. The Department will now seek to ensure an adequate system is developed for electronic files.

### **Provide accurate and timely record of proceedings**

The Clerk's office, in conjunction with the Procedure Office, continued to produce accurate and timely records of the proceedings of the Assembly, including:

- 36 Votes and Proceedings
- 35 Notice Papers
- 30 Question Papers
- 11 Divisions in Committee

A great deal of work was put into the production of the bound volumes of the Votes and Proceedings, and in conjunction with the Council staff, the Bills, as necessitated by the end of the 54<sup>th</sup> Parliament. Acknowledgement is given to the Procedure Office for its considerable effort with these bound volumes.

### **Prepare and conduct training programs for members, focusing on new members**

In previous years the Assembly held a one and a half day seminar to educate new members on their entitlements and the procedures of the Assembly. For the 55<sup>th</sup> Parliament the training program was divided into three parts to give new members a gradual but more comprehensive education to begin their Parliamentary career.

The first seminar, held before Christmas, provided basic information on administrative matters to allow members to begin their parliamentary work whilst waiting for the sitting period to begin.

A second seminar was held just prior to the resumption of Parliament, and covered basic procedural issues like the role of the Chair, parliamentary privilege, conduct of members, the first sitting day, opportunities to speak, and the role and structure of the Department and its senior officers. Presentations were made by a number of key Assembly staff, the Speaker elect, and former Speaker, and provided a valuable opportunity for members to get to know the staff of the Assembly.

A final session was held approximately one month into the first sitting and built on the information provided in earlier seminars, covering more detailed procedural issues. The division of the program into three distinct parts proved extremely successful and significantly assisted newer members to understand the machinations of Parliament.

## **Develop a knowledge management strategy incorporating:**

- **Legislative Assembly Practice Manual (LAPRAC)**

Once again a considerable amount of work continued in the writing, researching and editing of new chapters of the Legislative Assembly Practice Manual, which formally documents the procedures of the Assembly. Working on LAPRAC gives staff the opportunity to better understand the practices, precedents and nuances of the Victorian Parliament and has involved all staff in the Procedure Office and Special Project Office. Its value as a research tool was underlined through its use this year in enabling prompt and detailed advice in a number of procedural areas.

LAPRAC was also continually updated and modified to reflect legislative and procedural changes as they occurred in the Parliament, and also to incorporate the new sessional orders and practices of the 55<sup>th</sup> Parliament. The formal biannual updating systems operated well to take into account both those new procedural precedents and legislative changes. The adoption of a looseleaf format continued to be the most effective means for reissue of affected chapters.

- **Clerk's files**

The Clerk's files continued to be updated throughout the year with information on specific procedures and issues as they occurred during the sitting. They provide an important resource for both the Clerk and his staff, and the maintenance of the records will facilitate their use for future generations and Parliaments.

- **Rulings from the Chair**

Over the years the compilation of Rulings from the Chair, decisions made in Parliament by previous Speakers, Deputy Speakers and Acting Chairs, has provided a valuable reference point to guide Parliamentary officers and the Parliament in many areas of procedural practice and precedent. Unfortunately, as rulings date back to the 1870s, they have at times been collected in a somewhat ad hoc manner and presented in a way that did not facilitate its easy use as a reference.

During the year, in conjunction with Procedure Office, the Rulings underwent a chapter by chapter analysis with a view to creating a more user-friendly and readily searchable resource to aid the Parliament in understanding and recognising its procedures and precedents. The body of work was reframed in a more logical order, and restructured so that information was delivered in clear and more manageable chunks. Subheadings were introduced widely to allow easy examination of the Rulings on particular topics.

The Rulings are now in such a form that translation to a database system will be unproblematic. This is envisaged to take place in the next reporting year, and will facilitate the incorporation of new rulings at the earliest possible opportunity. Work has commenced on enhancing the information available by linking relevant standing and sessional orders.

## COMMITTEE OFFICE

### **Research and draft reports and papers**

#### **Maximise public input into all enquiries via:**

- **Advertising and promotion — media advertisements and releases**
- **Identify and contact relevant groups and facilitate participation**

#### **Record of proceedings completed accurately and timely**

#### **Enhance and update internet sites for each committee as inquiry details change**

Activity within the Committees was somewhat restricted due to their inquiries lapsing with the prorogation of the 54<sup>th</sup> Parliament in early November 2002. A number of identical terms of reference from the previous Parliament were re-referred to the Committees by Order in Council in the 55<sup>th</sup> Parliament, but the Committees were only able to commence meeting again in April 2003.

During their periods of operation in 2002-03 the Committees continued to research and draft reports and papers, with 21 being tabled during the financial year. This was a great effort by the Committees given the short period of the year that they were actually operational. A list of reports tabled by the Committees under the Legislative Assembly's administration is detailed in Appendix Five.

Media releases and advertisements were made in order to maximise public input into enquiries, and the Committees continued to identify relevant groups and to facilitate their participation in those enquiries.

Records of proceedings were accurate and timely, and as details of Committees changed or inquiries progressed, the internet was updated to reflect the most current information.

## SERJEANT-AT-ARMS OFFICE

### **Supply relevant education services and fulfil community relations obligations by:**

- **Providing high quality, accurate and relevant tours**
- **Encouraging well-informed and professional tour guides**

#### **Deliver and provide access to information**

#### **Provide front of house customer service**

The attendant staff continued to provide a great number of tours throughout the year, with six public tours, and four student and group tours conducted every non-sitting day. Parliamentary attendants guided 80,000 visitors around the two Chambers, Queen's Hall and Library areas, including schools, university groups, social and community groups.

During the year many of the attendants undertook a tour guide training course, where they were able to hone their presentation skills in an interactive, workshop environment. In addition, to complement the tours presented, the attendants worked together to develop an interesting and informative brochure to give to visitors detailing Melbourne's significant attractions and interest points, including information on opening times and prices for admission.

Over the year, the Assembly attendant staff received many letters of commendation from schools and private individuals alike, a testament to the quality and professionalism of their services.

- **Events**

#### ***Legislative Assembly Chamber***

The Legislative Assembly Chamber hosted a number of summits and forums during the year including the World Road Association Council meeting; State Convention for the State Planning Committee of the Schools Conventions Program; Aboriginal Youth Leadership seminar; and the Third Annual Rural and Regional Mayors' Summit.

#### ***Queen's Hall***

Numerous events were held in Queen's Hall throughout the year including the Reception for the Conference *Prayer and Spirituality in the Early Church III*; forum for metropolitan local government Mayors, Councillors and CEOs; General Sir John Monash Foundation's Annual Memorial Commemorative Service; State Reception for the Australian International Airshow 2003; Australian Volunteers International exhibition *Changing Lives: Australian Volunteers on Assignment 1951-2001*; and Australian War Memorial's exhibition — *1918: Australians in France*.

#### ***Front steps***

A number of important groups took advantage of the magnificent parliamentary precinct and the grandeur of Parliament House by launching official celebrations and events on its steps. These included the Annual NAIDOC march and speeches; Bicycle Victoria's 2002 Ride to Work Day breakfast; Positive Women's World Aids Day; Launch of rock musical *Hair*; RMIT Union Arts' dance performance in conjunction with the Melbourne Fashion Festival; and the White Wreath Association's ceremony to highlight National White Wreath Day.

#### ***Filming***

The Serjeant-at-Arms Office assisted with the arrangements for a number of film and television shows being filmed in and around Parliament House this year, including MTV Malaysia's filming of a music video clip promoting Victoria; Screentime Pty Ltd's *MDA*; Cross-media project entitled *Radical Melbourne*; CoxKnight Productions' *After the Deluge*; Look Television Productions' documentary on *Ned Kelly*; and Granada Productions Pty Ltd's documentary *At Home with the Poms*.

#### ***Student and Youth Parliament***

The Assembly continued the important and popular practice of holding a Student Parliament (3 and 4 September 2002) and Youth Parliament (24 and 26 September 2002). These events gave both school students and young Victorians an exciting opportunity to debate important issues in the official chambers of Parliament House.

As in previous years, Members of Parliament acted as the Speaker or President, whilst Assembly staff acted as the Chamber Officers. Debate was recorded by Hansard staff, and the Student Parliament was coordinated by the Education Officer, whilst the Youth Parliament was coordinated by the Serjeant-at-Arms in conjunction with the Usher of the Black Rod.

Approximately 100 schools from all around the state participated in student parliament and 20 participated in the 2002 Victorian YMCA Youth Parliament.

There were a number of topical bills debated in Youth Parliament, including the Public Safety while Travelling on Metropolitan Trains Bill, the Mandatory Reporting of Child Abuse for Religious Leaders Bill, the Government Funded Schools for Teenage Parents Bill, the Improving Regional Health Care, the Employment Network Bill and the Improvement in the Conservation of Inland Waterways Bill.

### ***Open Day***

Over 3,000 visitors attended Parliament House Open Day on Saturday 21 June 2003 between 11.00 am and 4.00 pm, including many overseas visitors from the United Kingdom, the USA, Canada, Singapore, Thailand and Brazil.

Attractions included displays by the Parliamentary Departments, the Victorian Electoral Commission, the Ombudsman Victoria and the Victorian Auditor-General's Office.

### ***Royal Melbourne Show***

The Royal Melbourne Show was held from 19 to 29 September 2002, where Legislative Assembly staff assisted in the Parliament of Victoria's stand in the Government Pavilion. This year's theme was 'How the Parliament of Victoria Makes Laws', with an emphasis on the participation of a range of people at various stages of law making.

PROCEDURE OFFICE
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### **Redraft online fact sheets to suit online audience**

The Legislative Assembly has for many years produced a series of fact sheets that seek to explain procedural terms and parliamentary practices in the House, written in a style aimed at providing an introduction and overview to the topic. The fact sheets are an extremely valuable reference tool for the members, school students and teachers, Parliament's Education Officer, the general public, staff, and Government Departments. They are available both online and in hard copy.

The fact sheets underwent significant changes in the 55th Parliament with its amended sessional orders, and later the passing of the *Constitution (Parliamentary Reform) Act 2003*. These changes necessitated a great deal of work to ensure that the fact sheets were up to date and reflected current parliamentary practice. They were a valuable reference particularly for staff and new members as they became familiar with the newer machinations of Parliament.

In addition, during the year the online versions of the fact sheets were reviewed with a view to presenting them in a more reader-friendly form, and redrafted to make them universally readable documents to suit members and school students alike. Changes made included redrafting into separate linked online pages, each covering a separate aspect of the topic which is easy to read online. In addition hyperlinks were set up to other webpages (both from Parliament's web site and external sites) to provide further information.

In addition, this year three new fact sheets were produced:

- 28: Sub Judice — This fact sheet explains the restrictions on referring to current court cases in debates in the Legislative Assembly. These restrictions are known as the sub judice convention.
- 29: Adjournment of the House — Produced on request of the members to aid in their understanding of adjournment debates.
- 30: Roles within the Legislative Assembly — giving a general overview of the various roles and offices of members and staff.

### ***Petitions***

As part of efforts to ensure that parliamentary language and procedure should be as clear as possible for members of the public, the wording used for petitions was reconsidered and reviewed, and a new, plain-English wording approved by the Speaker. Whilst the Assembly continues to accept petitions prepared using the old wording, the intention is that the new format should be adopted.

All the changes were in aid of helping public to understand processes of Parliament, to increase interest in the Parliament, and to enhance its accessibility. The fact sheets continue to be one of the most valuable resources of the Assembly for the general community, and parliamentary attendants and officers regularly refer the many callers and visitors to Parliament to the fact sheets for their easily understood information.

### **Review format of House documents for new Parliament**

A review of House documents was conducted, and existing documents were re-styled to give them a uniform Departmental approach. Assembly staff experimented with fonts, sizes and layout, in order to produce standard text and heading fonts in all House documents, making them more readable and user-friendly.

In addition some very valuable new House documents were developed: Assembly Abridged and Assembly Statistics were launched for the 55<sup>th</sup> Parliament.

### ***Assembly Abridged***

‘Assembly Abridged’ is a convenient summary of the events of each sitting day, and is designed in a form that is easily understood. Items are topic related, rather than chronological order, so that it is easy to see, for example, which bills were introduced, or passed, on any particular day. Assembly Abridged is used frequently by the public, staff and Government departments.

### ***Assembly Statistics***

‘Assembly Statistics’ is produced weekly, and provides a summary of the statistics for each sitting week, as well as the year to date. It reports on information including the number of questions, the number of hours that the Assembly sat for, and the number of bills introduced. Once again, the document is aimed at increasing the publicly available information, and helps to monitor efficiencies of Department and Parliament. It is also an important source of data to other Parliaments.

### **In conjunction with the IT Unit, carry out a full scoping of a rulings database**

All the background paperwork was completed up to proof of concept stage, which is the next step to progress the project. In addition, the project scope has been extended to contemplate inclusion of the standing and sessional orders. This extension is in recognition of the need to establish electronic archival databases and procedures to assist the Parliament in its record keeping, and to ensure that existing historical information is readily available and accessible. As an adjunct to the project, planning has begun for a long-term solution to create a more formal and responsive archive policy for all electronic documents.

### **Finalise the Department's glossary of terms for ParlyMate**

ParlyMate will operate through a database, acting as a guide to services and procedures across Parliament. The glossary will be an important electronic resource whereby both parliamentary staff and the general public can access a list of parliamentary terms, with hyperlinks to related information. The majority of terms have now been drafted and links to relevant existing resources identified. Once the electronic member's guide is finalised ParlyMate will be updated with a view to launching online.

### **Provide members with access to the information they require**

The survey mentioned previously indicated that members were extremely satisfied with the help and information they required from the Procedure Office, with a satisfaction rating from members of 100%.

### **Launch online functional directory**

A full intranet directory, and a limited internet version, was introduced containing photos, contact details and position descriptions and responsibilities of key members of the Assembly staff. It provided a valuable tool by which members could put names to the faces of the friendly staff that they encounter whilst at Parliament, and also as a means of identifying the appropriate contact person for their enquiries. The directory also assists the public in gathering information and contacts on various matters.

### **Archive pre-1982 Private Bill Committee records, and pre-1958 original Acts and certified bills**

A number of records of the Legislative Assembly were identified for transfer to the Public Records Office (PRO). They were classified in three parts:

- Private Bill Select Committees
- Original Acts and certified bills
- Various ledger books

The Assembly already has a number of records stored at the PRO. The project entailed the preparation of all of the records for transfer, including the preparation of spreadsheets containing individual document details, in a style consistent with the requirements of PRO. These documents remain under the control of the Clerk of the Parliaments, but, as significant legacy documents, are stored in hermetically

controlled conditions currently unavailable at Parliament House. The private Bill and Select Committee records were completed during the financial year, and plans are in place for the transfer of the remaining documents. Additionally, other documents have now been identified as appropriate for transfer and steps will be taken to ensure this occurs in 2003-04.

### **Additional Projects**

The Department has also been engaged with the Department of Premier and Cabinet and the Office of the Chief Parliamentary Counsel looking at the long term review of LDMS database. This has involved discussing ideas to make the database more user-friendly, and to enhance its search capabilities to make information retrieval more straightforward. Discussions have envisaged translating online documents to PDF format.

The Department has also been working on a House Amendments database to make the process more efficient, with a view to enabling the Procedure Office to provide better support and information services.

A review of the format of the Votes Index has also been undertaken with a view to, streamlining its structure to enabling easier use. A study was undertaken comparing the formats utilised in other jurisdictions in an effort to create the most user-friendly version possible. A new format has been adopted from the start of the 55<sup>th</sup> Parliament.

**GOAL TWO:**  
**TO DEVELOP AND RETAIN HIGHLY SKILLED AND MOTIVATED PEOPLE**

LEGISLATIVE ASSEMBLY
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**Review restructure of attendants duties and roles**

**Implement review of attendants duties and roles**

Throughout the reporting year, the attendants role and duties were examined informally in an effort to identify if there were any formal grounds for consideration of a role and duties review. Informal discussions ended in early 2003 as a direct impact of the potential ramifications involved within the Legislative Council attendant group review outcomes.

In June 2003, the Serjeant-at-Arms and peer selected members of the attendant group, joined with the Legislative Council attendant group, to form a joint attendant review panel. Discussions are continuing and it is anticipated that recommendations will be presented to the Presiding Officers in early 2004.

**Review of cleaning operations and standards**

Throughout the year the parliamentary cleaning services were under review by the Serjeant-at-Arms Office. As a result, the Parliament is further investigating other possibilities of delivering quality cleaning to the whole of Parliament. This exercise is expected to be completed by December 2003 with possible implementation of any outcomes in 2004.

**Review options for stress management and staff well-being**

The ongoing work patterns undertaken by the Parliament, particularly during sitting periods, resulted in staff representatives investigating stress management and staff well-being as a methodology for improving personal work conditions. Suggestions were requested and received and management staff are currently identifying suitable options as a result. It is anticipated that the accepted recommendations will start to be implemented during the Spring Session of the 55<sup>th</sup> Parliament.

**Conduct a skills audit and training needs analysis within the committees, and deploy the training needs analysis previously conducted for other Branches**

Over the past three reporting years, various skills and training needs analyses have been conducted for individual positions and select groups. A final audit and analysis of these findings has not been undertaken at this stage. This task is an identified strategic issue that is expected to be rolled into the year 2004. The focus is expected to be a significant proportion of a strategic outcome that includes development towards a whole of parliament approach towards staff development and retention.

### **Implement a 360° feedback process for all managers in the Assembly**

This management development format was identified as a major tool in the professional development of both mid-level and senior managers. Due to the importance attached to this process, the project was delayed until late in 2003 in order to ensure internal staffing structures were settled after the impact of the retirement of a senior manager in August 2003. It is expected that this process will become a valuable tool in the development of the department in 2003—2004.

**GOAL THREE:**  
TO IMPROVE INFORMATION MANAGEMENT AND PARLIAMENTARY  
OPERATIONS THROUGH INNOVATIVE AND PRACTICAL TECHNOLOGY-BASED  
SOLUTIONS

LEGISLATIVE ASSEMBLY
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**Develop an IT service support strategy for the Assembly**

***Background***

The Assembly has been concerned that, with the current relationship between IT and Assembly workgroups, IT service is almost totally dependent on the Assembly identifying a problem, usually of a specific technical nature, and IT resolving the problem. This misses the opportunity to maximise IT expertise, and properly incorporate innovative IT strategies in every day Assembly business practices. The measure outlined in the Business Plan was for the Assembly to develop an IT service support strategy with Joint Services Department, that would create a forward thinking and pro-active strategy. This strategy did not proceed in 2003-03 due to the Parlynet 2002 rollout.

***Parlynet 2002 rollout***

The Parlynet project, from tender to rollout stages, meant that staff had little time to spare. In brief, it was not possible for IT or Assembly to devote sufficient time and resources to the service strategy project. However, the difficulties associated with the rollout highlighted the need for such a strategy.

**GOAL FOUR:**  
TO ENSURE THE OPTIMAL USE OF OUR PHYSICAL RESOURCES

SERJEANT-AT-ARMS OFFICE
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**1. In conjunction with the Usher of the Black Rod:**

- **Develop and implement a security strategy for the Parliament**
- **Conduct security training for all relevant staff**
- **Link building changes/development to new security measures**

***Security Strategy***

In 2002 and 2003 the Parliament underwent an intense parliamentary precinct-wide security review. Implementation of specific aspects of this review commenced in 2003 and are continuing to be incorporated into the parliamentary precinct as funding becomes available and imperatives further identified.

It is anticipated that, subject to parliamentary requirements, the implementation of the majority of the 2002—03 security review will be undertaken over the years 2003, 2004 and 2005.

***Training***

The 2002 security review indicated the need for basic security training throughout the parliamentary staff. In accordance with this outcome, the principal ‘public contact’ staff underwent specific training to handle difficult situations, particularly concentrating on personnel issues when confronted with difficult people and situations.

Specific training for selected staff was also provided as a part of task-specific training contained within the security review. New bio-chemical containers for suspect mail packages were introduced and new mail sorting techniques implemented. In all, the training provided throughout the Parliament was the completion of the first step in a long-term security development plan. Further training is anticipated to coincide with the introduction of additional security measures as recommended in the future parliamentary security strategy.

***Building and Security Developments***

The linking of building infrastructure with the security recommendations and measures is a constant factor affecting the maintenance of the parliamentary precinct. The Security Committee has continued to maintain a balanced approach to the effect of modern developments on the heritage of the precinct. The Committee continues to actively seek positive support for all projects before implementation, either in an original format or building specific design. This understanding will continue as the various security projects roll out within the overall security strategy for the Parliament.

**In conjunction with the OH&S Committee, support the development of a Parliament OH&S strategy in line with the WorkCover review**

The WorkCover review was completed late 2002 but the report was not accepted and finalised until the first quarter of 2003. As such, the Department continued to make moderate self-aware progress on various OH&S issues, as either reported by staff members or indicated by various OH&S reporting structures. In all, there were no significant OH&S issues for the Department that were not able to be rectified. There was no loss of work time or staff injury. Departmental representation on the OH&S Committee has ensured that the Department has maintained a close working relationship with the corporate OH&S policies. This continues to be the case as the reporting year concludes.

**Implement all parliamentary works for the Assembly in line with heritage principles**

**Refurbishment of the Chamber**

Major works were undertaken in the Legislative Assembly Chamber in 2002—2003. The Chamber project was undertaken by Archectus Pty Ltd and completed in March 2003. Whilst significant changes were made to the Chamber, the working relationship with Victoria Heritage meant a very successful outcome for all concerned. The Department continues to maintain the historical significance of the Parliament as a key factor in all parliamentary works.

**Establish standard operating procedures (SOP) for cleaning and apply these in accordance with industry standards and heritage principles**

As previously indicated, an early 2003 study has recommended that a parliamentary cleaning strategy be developed. Heritage considerations regarding cleaning will remain one of the fundamental factors when this strategy is developed. It is anticipated that recommendations of the review will be put into effect in the later part of 2003, thus allowing for development and planning to continue for implementation in the year 2004.

**GOAL FIVE:**  
**TO MANAGE OUR DEPARTMENTS EFFICIENTLY AND EFFECTIVELY**

<b>SERJEANT-AT-ARMS OFFICE</b>
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**Develop practical guidelines to performing core functions for attendants, linked to review of attendants**

During the year, a review was initiated of the duties of Assembly attendants. The review will be completed in the next financial year and, after completion, practical guidelines for the operation of their work will be prepared.

<b>COMMITTEE OFFICE</b>
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**Develop practical guidelines to performing core functions within the Committees**  
**Appropriate management of work force following dissolution of the 54<sup>th</sup> Parliament**

**Recruitment of committee staff following reappointment of committees**

**Ensure the induction and training of new committee staff**

From a management perspective, the dissolution of the Assembly in November 2002 had most impact in relation to the committees. Although planning for the post-dissolution period had begun earlier in the year, the uncertainty of when, if at all, dissolution would take place during 2002-03 meant that planning could only be provisional.

Following dissolution work plans were drawn up for committee staff. These covered a variety of assignments, such as arranging the archiving of inquiry papers and researching/writing for the Legislative Assembly Practice Manual (LAPRAC). Although this period inevitably brings uncertainty for staff, it is also a chance for projects to be undertaken which time constraints would not normally permit.

One such project was the preparation of a new starter kit, giving information and practical guidance for new staff. Topics covered in the kit range from a floor plan and occupational health and safety information, to a guide for research officers in conducting an inquiry. It provides a very useful information tool to sit beside the more detailed Committee Procedures Manual and its production was ideally timed, given the peak recruitment time for committees is upon reappointment.

It was always anticipated that, following the reappointment of committees, the initial management focus would be the reemployment/recruitment of staff. However in addition, following legislative amendments, three new committees were appointed, one of which is Assembly managed. Interim measures had to be put in place to provide acting Executive Officers and Office Managers from exiting staff, and to advise and assist the committee members with staff recruitment.



## APPENDIX ONE

### STAFF LISTING AS AT 30 JUNE 2003

#### **Clerk's Office**

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Ray Purdey	Clerk of the Legislative Assembly and Clerk of the Parliaments
Marcus Bromley	Deputy Clerk
Geoff Westcott	Assistant Clerk and Clerk of Committees
Shanthi Wickramasurya	Secretary to the Clerk

#### **Serjeant-at-Arms Office**

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Gavin Bourke	Serjeant-at-Arms
Anne Sargent	Assistant Chamber Officer
Joanne Chapman	Research Officer
Helen Dorian	Personal Assistant to the Serjeant-at-Arms
Mark Eagleton	Officer on attachment from House of Commons, UK

#### *Attendant Staff*

Warren Smith	Principal Attendant
Mark Smith	Senior Attendant
Michael Gigliotti	Post Office Attendant
Baron Campbell-Tennant	Attendant Grade 3
Ray Davis	Attendant Grade 3
Craig Foster	Attendant Grade 3
Kalev Jones	Premier's Orderly
Richard McCullough	Attendant Grade 3
David Robertson	Attendant Grade 3
Jeremy Walsh	Acting Speaker's Orderly
Trevor Day	Attendant Grade 1
Thomas Trinchi	Attendant Grade 1
Tony Favier	Attendant Grade 1
Carrie Jansen	Attendant Grade 1
Leigh Pride	Attendant Grade 1
Hamesh Hughes	Attendant Grade 1

#### *Cleaning Staff*

Tony Koukouvinos	Senior General Hand
Herta Zimmerman	Cleaner

#### **Project Office**

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Neville Holt	Special Projects Officer
Joanna Sims	Research Officer (Graduate Recruit)

#### **Speaker's Office**

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Lilian Topic	Parliamentary Adviser to the Speaker
Geoff Barnett	Acting Parliamentary Adviser to the Speaker



## APPENDIX TWO

### CORE OPERATIONAL KEY PERFORMANCE INDICATORS

Major Outputs and Deliverables		2000–2001	2001–2002	2002–2003
House related Documents produced		202	224	145
Reports presented by Command		4	5	3
Annual reports presented		331	334	359
Reports by Return		17	10	11
Other documents tabled		861	884	839
Messages presented		0	183	150
Reports presented by Parliamentary Committees		34	39	24
Questions	On Notice	646	646	369
	Without Notice	530	530	338
Bills	Introduced in the Assembly	94	94	102
	Amended in the Assembly	24	24	20
	Passed both Houses	86	86	74
	Reasoned Amendments moved	2	2	5
Divisions	House	20	20	30
	Committee	8	8	11
Petitions presented		101	78	90
Days on which Grievances were debated		6	6	5
General Business notice of motions		30	88	144
Adjournment Motions pursuant to SO26		0	0	0
Matters of Public Importance		8	9	5
Statements by Members		489	544	561
Pages of bills proofread		0	3,269	3,102

## APPENDIX THREE

### LEGISLATIVE ASSEMBLY EXPENDITURE STATEMENT

ITEM	2002-2003		2001-2002
	Budget \$	Expenditure \$	Expenditure \$
<b>Departmental</b>			
Salaries, Overtime and Allowances	1,755,000	1,582,338	1,579,582
Pay-roll Tax	1,205,000	1,170,507	912,954
Employee Superannuation Contributions	171,000	174,258	153,779
Long Service Leave	50,000	100,622	91,318
WorkCover	282,000	160,118	129,574
General Expenses	698,000	551,937	529,821
Parliamentary Printing	715,000	508,313	721,571
Other Operating Expenses	30,000	18,075	109,852
<b>Total Departmental Operating Expenses</b>	<b><u>4,906,000</u></b>	<b><u>4,266,168</u></b>	<b><u>4,228,451</u></b>
<b>Assembly Members</b>			
*Salaries and Allowances	8,757,500	7,704,880	7,620,192
Members Travel and Subsistence	3,065,500	2,260,558	2,445,464
Parliamentary Super Fund	10,333,333	10,333,333	4,000,000
<b>Total Members Salaries and Superannuation</b>	<b><u>22,156,333</u></b>	<b><u>20,298,771</u></b>	<b><u>14,065,656</u></b>
<b>Total Legislative Assembly Expenditure</b>	<b><u>27,062,333</u></b>	<b><u>24,564,939</u></b>	<b><u>18,294,107</u></b>

\* *Excluding Ministers.*

## APPENDIX THREE (CONT)

### JOINT INVESTIGATORY COMMITTEES EXPENDITURE STATEMENT

Committee	2001–2002 Actual \$	2002–2003 Budget \$	2002–2003 Actual \$
Drugs and Crime Prevention	435,410	508,949	464,422
Economic Development	271,796	352,808	291,515
Environment and Natural Resources	323,756	315,882	318,869
Family and Community Development	193,744	215,692	235,715
Law Reform	308,024	330,126	342,704
Public Accounts and Estimates	637,580	750,733	640,767
Road Safety	364,624	312,068	336,737
Scrutiny of Acts and Regulations	485,453	436,630	418,667
Joint Committee Administration Office	636,636	845,112	818,271
<b>Total Committee Expenditure</b>	<b>3,657,023</b>	<b>4,068,000</b>	<b>3,867,667</b>

#### Notes

1. Committees administered by the Legislative Assembly:
  - Drugs and Crime Prevention
  - Family and Community Development
  - Public Accounts and Estimates
  - Scrutiny of Acts and Regulations
  
2. Committees administered by the Legislative Council:
  - Economic Development
  - Environment and Natural Resources
  - Law Reform
  - Road Safety
  
3. Both House Departments jointly administer the Joint Committee Administration Office. Its budget includes the rental payments for the Committee Offices at 35 Spring Street, Melbourne.
  
4. The Appropriation (Parliament 2002/03) Act 2002 provided an amount of \$3,890,000 for Joint Investigatory Committees. The balance was provided by Treasurer's Advances to meet salary increases and related on-costs.

## APPENDIX FOUR

### COMMITTEE STATISTICS

<i>Committee</i>	<i>Full Committee Meetings</i>	<i>Sub- Committee Meetings</i>	<i>Public Hearings</i>	<i>Inspections</i>	<i>Reports Tabled</i>
Drugs and Crime Prevention	11	0	0	0	3
Family and Community Development	17	4	17	5	1
Public Accounts and Estimates	29	17	22	0	5
Scrutiny of Acts and Regulations	9	16	2	0	12

## **APPENDIX FIVE**

### **LIST OF REPORTS TABLED IN 2002-03 BY PARLIAMENTARY COMMITTEES UNDER THE ADMINISTRATION OF THE LEGISLATIVE ASSEMBLY**

#### **Drugs and Crime Prevention Committee**

Final Report upon the Inquiry into Inhalation of Volatile Substances

Report upon the Inquiry into Motor Vehicle Theft

Fifth Report upon the Inquiry into Crime Trends

#### **Family and Community Development Committee**

Report upon the Inquiry into the Conditions of Clothing Outworkers in Victoria

#### **Public Accounts and Estimates Committee**

Report on the Valuation and Reporting of Cultural, Heritage and Infrastructure Assets

Report on the Review of the Victorian Public Service

Report on the 2000-2001 Budget Outcomes

Report on the 2002-2003 Budget Estimates

Annual Report for 2001-2002

#### **Scrutiny of Acts and Regulations Committee**

Alert Digests No 7 - 9 of 2002 and Alert Digest 1 to 4 of 2003

Report on the Inquiry into the Subordinate Legislation Act 1994

Final Report on the Review of the *Vagrancy Act 1966*

Annual Review 2001, Regulations 2001

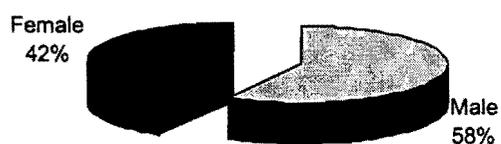
Report on the Inquiry into Electronic Democracy concerning Evidence taken in Europe  
June-July 2002

Report on the Review of Anzac Day Laws

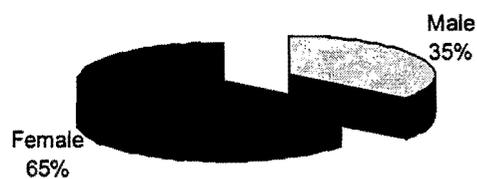
## APPENDIX SIX

### WORKFORCE ANALYSIS AND CLASSIFICATION PROFILE

#### Legislative Assembly Staff



#### Committee Staff



Band	Department		Committees		Total
	Male	Female	Male	Female	
EO-2	1				1
EO-3	1				1
VPS-5	3	1	2	2	8
VPS-4	1	4	2	2	9
VPS-3	2	1	2	1	6
VPS-2	12	7		6	25
VPS-1	1	2			3
<b>Total</b>	<b>21</b>	<b>15</b>	<b>6</b>	<b>11</b>	<b>53</b>

## **APPENDIX SEVEN**

### **DISCLOSURES MADE UNDER THE *WHISTLEBLOWERS PROTECTION ACT 2001***

For the period 1 July 2002 to 30 June 2003 – no disclosures were made.