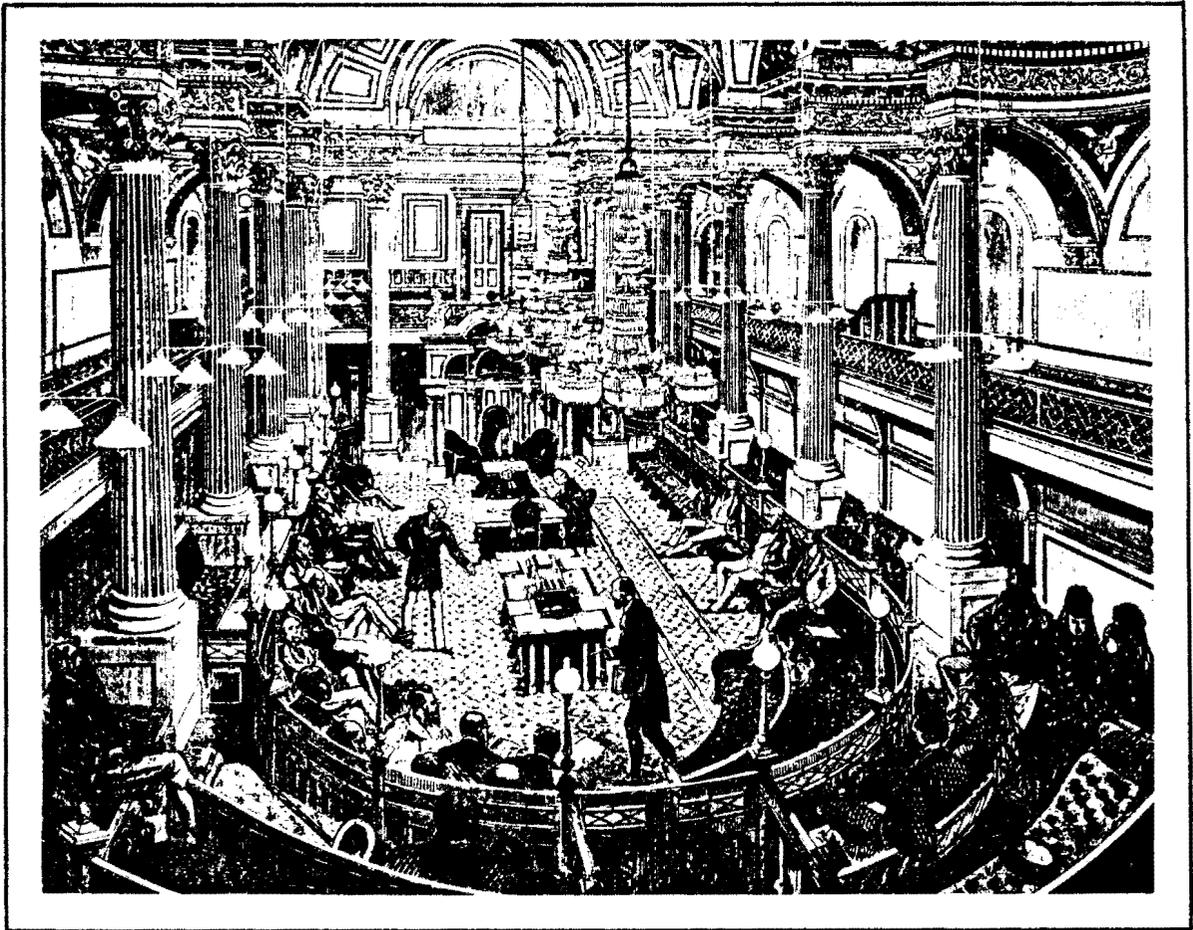




DEPARTMENT OF THE LEGISLATIVE COUNCIL



ANNUAL REPORT 1988-89

Front cover

Reproduction of a wood-cut nearly 100 years old of the Legislative Council Chamber on the occasion of its first use of electric lighting. The 46 lamps totalled 736 candle-power and a newspaper of the day said "the Chamber was brilliantly illuminated and the electric lights would not injure the ornate ceiling". Electricity was generated by an Edison Dynamo driven by a steam engine positioned in the rear of Parliament House.

It is understood that this was the first use of electric lighting in a public building in Melbourne.

From the Australasian Sketcher Dec. 1882



LEGISLATIVE COUNCIL

PARLIAMENT HOUSE, MELBOURNE, VIC. 3002

TELEPHONE 651 8911



13 October 1989.

The Hon. A.J. Hunt, 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 1989.

Yours sincerely,

A handwritten signature in cursive script, appearing to read "A.V. Bray".

(A.V. Bray)
Clerk of the Legislative Council.



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INTRODUCTION

The Department of the Legislative Council is the oldest of the Victorian Parliamentary Departments, its existence being evident as early as 1851 when an amount of £653.19.10 was expended on its operations. The detailed estimates for 1852 reveal a substantial increase in expenditure on the Department arising "as a consequence of the erection of this Province into a separate Colony rendering the formation of new establishments indispensable" [Votes and Proceedings Volume 1851-52, p. 428]. Under the heading "Civil and Legislative Departments" an amount of £3028.10.0 was allocated in those estimates for what was probably the first full year of operation of the Department in 1852.

The staff of the Department were originally in the civil service. However, the enactment of the *Officers of Parliament Act 1888* saw their separation from the public service. This arrangement still prevails, with current staff being employed under the *Parliamentary Officers Act 1975*.

A random check of the records has produced no evidence to suggest that an annual report on the operations of the Department has ever been presented to the House. As this is most likely to be the first such occasion the opportunity has been taken to include additional material on the organization and functions of the Department.

ORGANIZATION AND FUNCTIONS

Broadly, the Department's main role is, firstly, to service the Legislative Council and, secondly, to service a number of Parliamentary Committees. Its Organization Chart appears as Appendix A to this report.

The mission and objectives of the Department can presently be stated as -



Mission:

To provide effective apolitical support and assistance to 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.

Objectives:

1. To ensure that the business of the Legislative Council is conducted in accordance with constitutional and other statutory requirements, the Standing and Sessional Orders, May's Parliamentary Practice and the traditions of the Westminster system.
2. To ensure that the Legislative Council, Members and the Committees serviced by the Department have appropriate resources to fulfil their function.
3. To provide to interested parties timely information and documents relating to the proceedings of the Legislative Council.
4. To liaise and co-operate with other Parliamentary Departments to ensure the smooth and efficient functioning of the Parliamentary institution.
5. To provide and ensure effective custody of documents of the Legislative Council and the security of the Legislative Council and other precincts.
6. To provide Legislative Council Members and staff with an adequate, safe and healthy working environment.
7. To take such measures as are necessary to promote public awareness and education of the electorate of the role, functions and processes of the Legislative Council.

8. To assist in the management and maintenance of Parliament House and surrounds as one of Victoria's most historic buildings and grounds, as well as its valuable historic collections, and to ensure their security.

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 administered by the Department. The Clerk is required to provide an accurate record of the decisions and proceedings of the Council and 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.

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 Doorkeeping staff. In addition to his ceremonial and Chamber duties he attends to a range of operational matters such as Members' accommodation, security, requisitions for supplies and maintenance, and Members' travel.

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 Victorian Government Printing Office 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 and is the general inquiry office for the public and government departments.

The office also provides administrative support to the Department through the development of computer and information systems, the processing and recording of departmental expenditure, the supply of equipment and stationery, and assistance to Parliamentary Committees.

Doorkeeping Staff

Under the direction of the Usher, the Housekeeper manages and supervises a doorkeeping staff of eight doorkeepers and two cleaners. This group is generally responsible for the daily cleaning and maintenance of offices, 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.

Doorkeeping staff also provide attendant services for sittings of the House and at official 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

Of the five joint Joint Investigatory Committees established in 1982 the Department is responsible for the administration of the Natural Resources and Environment Committee, Public Bodies Review Committee and Social Development Committee. Administrative support is provided by a Secretary and word processing operators. Research support is provided through the appointment by each Committee of a Director of Research and other research staff who are usually engaged for shorter periods on an *ad hoc* basis. Statistics regarding the activities of these Committees are included in Appendix B.

The Department 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. No Select Committees were appointed by the Council during 1988-89. However, the Department was responsible for the administration of the Joint Select Committee on WorkCare which was appointed by resolution of both Houses on 14 November 1987 and held its final meeting on 12 August 1988. That Committee's final report was presented to Parliament on 25 October 1988.

STAFF

Establishment

The Department's regular staffing establishment is as follows:

House staff	-	administrative	5
	-	keyboard	2
	-	doorkeeping	9
	-	cleaning	2
Committee staff	-	administrative	3
	-	research	3
	-	keyboard	4
		TOTAL	28

Other staff are engaged as the need arises, almost exclusively to service Committees.

Staff employed during 1988-89

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

Retirement

With effect from midnight on 15 August 1988 Mr. Robert Keegan Evans retired as Clerk of the Legislative Council after approximately thirty-eight and a half years in the public service, the last thirty-four of which were spent as an officer of the Department of the Legislative Council. The senior positions held by him during that time were -

Usher of the Black Rod and Clerk of the Records 1969-1978
Clerk-Assistant and Clerk of Committees 1978-1983
Clerk of the Legislative Council 1983-1988
Clerk of the Parliaments 1985-1988.

Bob Evans served the Department with distinction and ended his career in the knowledge that he was held in high esteem by both Members and staff. It was fitting that the House paid tribute to him in a motion of appreciation of services on 10 August 1988. The Department and its staff are indebted to him for the very high standards which he set in his work and in his approach to all of the people with whom he dealt. We wish him well in his retirement.

Senior appointments

As a consequence of the retirement of Mr. Evans the following senior appointments were made with effect from 16 August 1988:

Clerk of the Legislative Council	-	Mr. A.V. Bray
Clerk-Assistant and Clerk of Committees	-	Mr. W.R. Tunnecliffe
Usher of the Black Rod and Clerk of the Records.	-	Mr. M. Tricarico

AUDIT OFFICE ASSESSMENT OF PARLIAMENTARY DEPARTMENTS

On 16 November 1988 an Audit Office assessment of the administration of the Departments which support the activities of Parliament was tabled in the House. Following the presentation of that document, the Department of the Legislative Council prepared a response to the assessment and this response was handed to Mr. President in early January 1989. As the response has not been tabled in the House some comment as to its content is appropriate.

The Department's response comprised two parts the first of which contained some general comment as well as referring to significant issues. The second part comprised a series of detailed documents dealing with those sections of the report impinging on the operations of the Department and containing comment on, and responses to, relevant recommendations.

Whilst the Department was in agreement with a number of observations and recommendations, it can be said that, on the whole, the assessment was regarded by most staff as a disappointing document, at best.

A major criticism of the document was that it lacked balance in that it had much to say which was negative and little to say which was positive. Accordingly, it was seen as being open to the interpretation that the standard of administration of the Parliamentary Departments left a lot to be desired. Nothing could be further from the truth in the case of the staff of the Department of the Legislative Council! From limited resources they provide a very high standard of service to the House and its Members, several Parliamentary Committees and the public, and are regularly commended for the standards which they maintain. They were certainly not deserving of the aspersions cast against them by the assessment.

Other specific criticisms of the assessment as a whole were as follows:

- A number of general comments were made for which there appeared little (if any) substantiation, at least so far as the Department of the Legislative Council was concerned.
- The report was puzzling in that, whilst it indicated that the question of structure of the Parliamentary administration was not specifically addressed in the study, it nevertheless proceeded to advocate a single administrative support unit for the Parliament.
- There was little evidence to suggest that any comparisons were made with other Parliaments when a better understanding of the special requirements of Parliamentary administration could have been reached through such an examination.
- Some of the matters raised in the assessment did not appear to be relevant to the administration of the Parliamentary Departments. For example, the section on reports to Parliament by government agencies.
- There were a number of references throughout the assessment to the Joint House Committee many of which, in fact, were intended to relate to the Department of the House

Committee and not to the Committee itself. Certain paragraphs were therefore open to misinterpretation as a result.

- The assessment contained several factual errors (some of which were referred to in the Department's detailed comments).
- Given consultation by audit personnel with a very limited number of Committee Members and the apparently unqualified acceptance by audit of comment by a very small number of Committee staff, it was debatable whether the criticisms made in relation to Parliamentary Committees were truly representative of those Committees administered by the Department of the Legislative Council.

Significant issues arising out of the assessment

The assessment called for the development of a corporate plan for the Parliamentary Departments and this recommendation has been accepted. Whilst it is agreed that development of such a plan could assist in the co-ordination of objectives, policies, strategies and procedures, it should nevertheless be noted that in a small organization such as the Department of the Legislative Council there has always been an awareness on the part of staff of Departmental objectives (although they are not documented in detail) and a willingness to adapt in order to meet the special demands of Members and Committees. This has in turn led to very good use of the Department's limited resources.

The assessment also called for the transfer of many responsibilities to the Joint House Committee or the Department of the House Committee, demonstrating a lack of understanding of the role and charter of that Committee as it was, and still is, constituted.

Most importantly, the assessment ignored the fundamental principle that each House of the Parliament is a separate, distinct and independent entity. It is of the utmost importance to our Parliamentary system that the integrity and constitutional position of each House be preserved, and that the two House Departments continue to exist and to retain independence in respect of their personnel, finance and administrative services. **Any notion that the Department of the Legislative Council should be merged with one large Parliamentary Department is therefore most strongly opposed.**

Finally, the assessment suggested that consideration be given to establishing a separate appropriation for Parliament. Such an objective is laudable if what is envisaged is an annual Appropriation Act along the same lines as that which makes separate annual provision for each of the Commonwealth Parliamentary Departments. However, **great caution should be exercised if the intention is to have a single appropriation covering all of the Parliamentary Departments, as such a notion strikes at the independence of the House and the ability to control its finances free of threat, direction or interference from other sources.**

CORPORATE PLAN

As indicated earlier in this report, the Audit Office assessment called for the development of a corporate plan for the Parliamentary administration. This recommendation has been accepted not only by the Department but also by the Presiding Officers and each of the other Parliamentary Departments.

The development of a corporate plan has several advantages. It will enable the Department to review its purpose, assess what it is doing and how it is being done, decide what it should be doing and how it should be done, and establish a formal means of monitoring its progress. The plan will also assist in ensuring that there is appropriate co-ordination in the servicing of the Parliament.

The Department takes the view that, for the plan to be most effective, it is very important that those involved - both staff and clients - be given ample opportunity to participate in its development. The development process has therefore been designed to ensure that this occurs to the maximum extent



possible. Cognisance will be taken of this essential element in the process by the Clerk-Assistant and the Usher of the Black Rod who have been assigned responsibility for the detailed planning.

As the first stage in the development of the plan a draft Mission Statement and Set of Objectives was prepared and was circulated to staff for information and comment on 9 March 1989. A meeting of staff was then held to discuss the plan, and staff in the various branches of the Department were requested to provide basic information relating to their roles and functions.

Following the receipt of this information, the Clerk-Assistant and Usher prepared a draft summary of what they considered to be the main functions of the branches of the Department, the manner in which those functions are undertaken, and the clients involved. Preparation of this document, although dealing with the issues in very general terms, was seen as providing a suitable outline for use in future stages of the planning process. Staff were invited to examine the document and a further meeting was held on 28 June 1989 to obtain their feedback and discuss the next stage of the plan's development.

The permanent heads of the Parliamentary Departments met on a number of occasions during the period under review to discuss matters relating to the plan. It is intended that further work be undertaken in the ensuing year with a view to completing the plan as quickly as possible.

COMPUTERIZATION

The Department embarked on its computerization programme towards the end of 1988-89 with the replacement of its out-moded word processing equipment. Training on the new system commenced during the year and will continue during successive years. A co-ordinated approach which has been taken between the two House departments will ensure more efficient use of resources, as well as significant savings in Parliamentary printing costs.

Apple computers were chosen as the preferred equipment due to their ease of operation and their open architecture which provides compatibility with a wide range of other systems. The equipment chosen will be capable of integration with that of the other Parliamentary Departments.

COMMITTEE ACCOMMODATION

In August 1988 advice was received from the Department of Property and Services (DPS) that the second floor area of the Treasury Gate building, occupied by the Public Bodies Review Committee and the Social Development Committee, would cease to be available to the Parliament on the expiration of the lease in 1989 and the Committees would therefore need to be relocated. DPS further advised that, if the Committees were amenable to an immediate relocation to the vacant fifth floor at 35 Spring Street, the owner of Treasury Gate would contribute a substantial sum towards the relocation and new office fit out.

After inspecting the vacant floor at 35 Spring Street on 17 August 1988 Mr. President advised DPS that he was satisfied that the entire area of 1050 sq. metres was suitable for the relocation of both Committees, as well as providing sufficient space to house the Natural Resources and Environment Committee (currently at Nauru House) and any other Select Committees which may be established. Relocation of the Natural Resources and Environment Committee was favoured on the grounds that this would centralize the three Committees under the administration of the Department at a single location.

Following discussions with officers of the Council, DPS submitted an office planning brief on 27 October 1988, for the relocation of the three Committees and the Government's Social Justice Strategy Unit to 35 Spring Street. This brief was based on the Government accommodation standards and provided for allocation of a total area of 703.1 sq. metres. The remaining 347 sq. metres on the floor was not allocated to the Parliament. DPS requested acceptance of the brief in order that a submission could be made to the Government Accommodation Task Force for approval to relocate the Committees.

On 14 November 1988 Mr. President advised DPS of a number of aspects of concern arising largely from the unique characteristics and requirements of Parliamentary Committees, and requested that they be taken into account by the Task Force when considering the proposal. The main areas of concern at that stage were:

- insufficient meeting areas to enable all Committees to meet at the same time;
- inadequate accommodation for any other Select Committees which may be established; and
- the lack of enclosed office space for all staff.

On 16 December 1988 DPS advised that Cabinet's Government Accommodation Committee had considered the proposal and had approved the relocation of six Parliamentary Committees to 35 Spring Street. The five Joint Investigatory Committees and the Joint Estimates Committee were all to be relocated. As well, provision was to be made for additional Select Committees. None of the concerns raised by Mr. President in November appeared to have been addressed and an area on the floor of approximately 150 sq. metres was to be utilized by another agency, following approval by the Task Force.

This proposal was considered by Parliamentary staff and Committee Chairmen to be quite inadequate in that it provided an insufficient number of meeting areas and cramped working conditions for staff which did not take account of the need for some degree of confidentiality and privacy. The Government accommodation standards had clearly been applied without regard for the special circumstances of Parliamentary Committees. Subsequent discussions between the Presiding Officers, Parliamentary staff, Committee Chairmen, officers of DPS and members of the Government Accommodation Task Force, together with representations to the Minister for Property and Services were to no avail. The Parliament was advised that the relocation of all Committees would go ahead on the basis of the Cabinet decision.

Following discussions between Parliamentary staff and officers of DPS as to the lay-out of the proposed accommodation, DPS issued a works schedule on 10 February 1989. This schedule provided for tenders to be called in the first week of March and completion of the construction period on 7 July 1989.

As the Parliament had previously been advised that the owner of Treasury Gate had placed a deadline of 31 March 1989 on the relocation of the two Committees situated there, and as the architects had advised that it was not possible to complete the construction work at 35 Spring Street by that date, arrangements were made to temporarily locate the Public Bodies Review Committee and Social Development Committee at the north end of the fifth floor from 1 April while work progressed on the remainder of the floor. Although this situation was considered undesirable because of the standard of the temporary meeting and working facilities there was no option but to comply with the request of the owner of Treasury Gate. Those Committees were reluctantly relocated, but in the false expectation that the resulting inconvenience would only be experienced for just over three months.

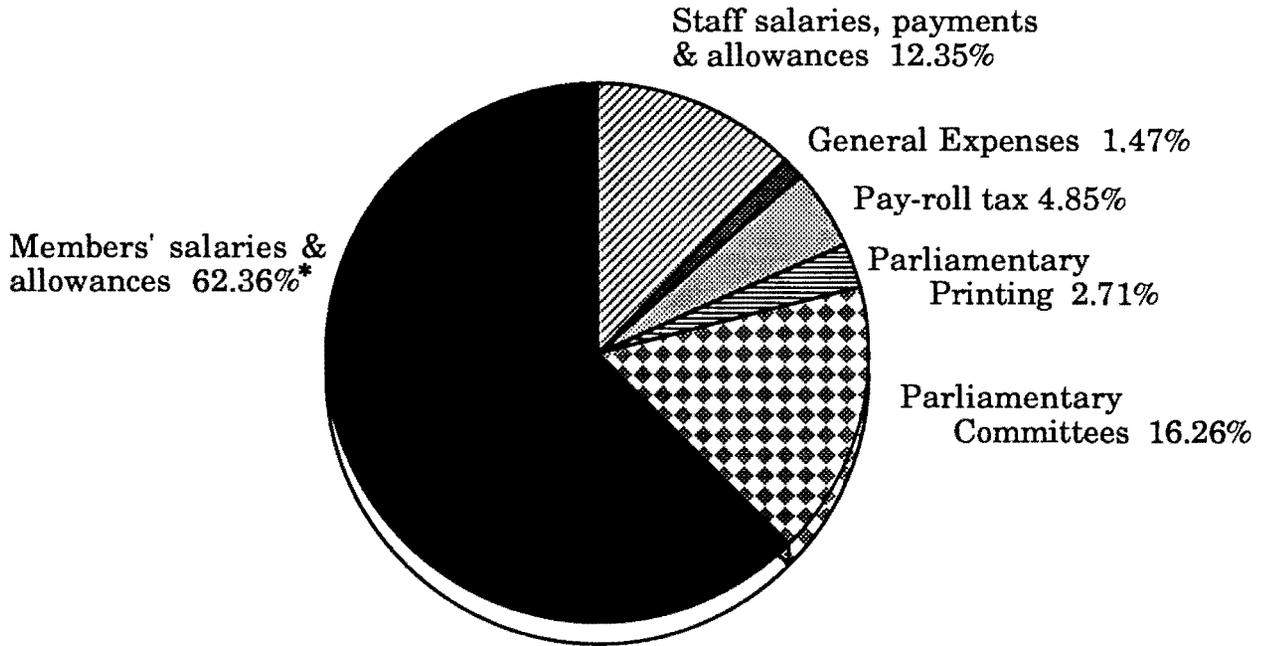
Almost two months later on 22 June 1989 DPS issued a revised timetable providing for commencement of the works on 3 July with completion scheduled for 15 September. It is understood that work on the project had been delayed because of the inability of DPS to secure a lease on 35 Spring Street from that building's owner, the State Superannuation Board. It is difficult to comprehend why DPS was apparently not aware of such a fundamental matter when it proposed the move to 35 Spring Street in August 1988.

It is now cause for great concern that, as at 30 June 1989, the project had still not gone to tender and staff of the Department faced the likelihood of working in sub-standard conditions for a considerably longer period of time than was originally promised. Ten months since the "immediate" move to 35 Spring Street was first proposed by DPS the matter was unresolved, calling into serious question the management of the relocation by that department.

FINANCIAL STATEMENT AND STATISTICAL INFORMATION

The financial statement for the year 1988-89 appears as Appendix D to this report. Whilst detailed figures appear in the Appendix, a breakdown of expenditure under the Legislative Council Program (No. 103) on a percentage basis is depicted in the chart below.

LEGISLATIVE COUNCIL EXPENDITURE 1988-89



* Excluding Ministers

Statistics in relation to sittings of the House appear in Appendix E, which also includes information aimed at providing some indication as to the work required of the Department in this area of its activities.

INTER-DEPARTMENTAL COMMITTEES

The Department is represented on a number of Committees whose charter impinges on all Parliamentary Departments. These Committees include the following:

- **Working Party on Staff Conditions** - The Clerk of the Legislative Council is the Department's representative on this Working Party which consists of representatives of all Parliamentary Departments, the Department of Labour and the Victorian Public Service Association. It was formed to consider anomalies arising out of a change in the basis on which overtime is paid to Parliamentary staff and is considering an extensive log of claims from the VPSA on a range of conditions. It is hoped that its work will be completed by the end of 1989.

- **Occupational Health and Safety Committee** - The Usher of the Black Rod is the Department's management representative on this Committee and Mr. W.R. McKenzie is the employee representative.

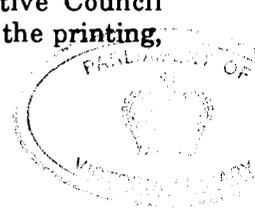
The Committee held its first meeting on 18 November 1988 and met on four other occasions up to 30 June 1989. Its main aim is to facilitate co-operation between the Parliamentary Departments and their employees in developing and implementing measures designed to ensure the health and safety of employees at work. Issues raised and discussed by the Committee during the reporting period included smoking in the workplace and emergency and evacuation procedures at Parliament House.

- **Steering Committee on Information Technology Project** - This Committee is responsible for the direction of the Information Technology Project for the Parliament and will be more active in 1989-90 as the project regains momentum following a review of progress by consultants.

During the period under review there were also numerous meetings of permanent heads of the Parliamentary Departments at which the Department was represented by the Clerk.

PRINTING COMMITTEE

A considerable amount of work was undertaken during the year in preparation of material for the Printing Committee of which the Clerk of the Papers is Secretary. The Legislative Council Committee met with the Legislative Assembly Printing Committee and a joint report on the printing, distribution and binding of Parliamentary documents was presented to the Parliament.



OPENING OF PARLIAMENT

Following the General Election on 1 October 1988, the Usher of the Black Rod (in liaison with the Department of the Premier and Cabinet, Government House and other Government and Parliamentary Departments) managed the detailed arrangements for the Official Opening of the 51st Parliament on 25 October 1988. These arrangements included, amongst other things, co-ordination of the filming of swearing-in and opening ceremonies, the issue of invitations, and oversight of catering, entertainment and security requirements.

Prior to the day of the Official Opening senior staff assisted in the conduct of a seminar for new Members on Parliamentary practice and procedure.

On 7 December 1988, the President accompanied by Members and Officers of the Council, formally presented to His Excellency the Governor the Address of the Legislative Council adopted on 16 November 1988 in reply to His Excellency's speech at the Opening of Parliament.

ACTIVITIES EXTENDING BEYOND HOUSE AND COMMITTEE SERVICES

The Department is involved in arranging and/or assisting in the provision of a range of ancillary services to the Parliament all of which entail a considerable amount of work and commitment of resources. During the year under review these included -

- **Parliament Week**

The third Parliament Week was conducted from 26 to 30 September 1988 to coincide with the school holiday period. Its aims were threefold:

- * 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 the on-going nature of Constitutional and Parliamentary reform in Victoria.
- * To increase public awareness of the role of Parliament.

To mark Parliament Week five conducted tours of Parliament House were held each day taking in Queen's Hall, both Chambers, the Premier's 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.

An initiative of the President of the Legislative Council in 1986, the Honourable R.A. Mackenzie, M.L.C., Parliament Week is now considered to be a very successful and worthwhile vehicle in bringing the Parliamentary institution to the notice of the public.

- **YMCA Youth Parliament**

A special feature of Parliament Week was the second YMCA Youth Parliament held in the Legislative Council Chamber on 27 and 28 September 1988 and presided over by the President of the Legislative Council. Over the two days young persons forming both a "Government" and "Opposition" debated a series of "Bills" on issues such as gun laws, trading hours, euthanasia, railway police, driver education, minimum sentence penalties and compensation for aboriginal land rights. The debates were conducted in accordance with Parliamentary procedure and, at the conclusion of the event, all of the "Bills" passed were presented to the Minister for Youth Affairs at a reception in Queen's Hall. All arrangements for the Youth Parliament were handled by the Usher of the Black Rod who performed the Table duties in conjunction with the Clerk-Assistant.

- **Government luncheons and receptions**

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

- * State Luncheon in honour of the President of Italy.
- * State Luncheon in honour of the President of the Hellenic Republic.
- * Melbourne Cup Carnival Reception.
- * Reception in honour of delegates attending the World Administrative Telegraph and Telephone Conference.
- * Reception in honour of players and officials of the Australian and West Indies Cricket Teams.
- * Reception in honour of delegates attending the World Conference on Religion and Peace.
- * Farewell to the retiring Governor-General of Australia and Lady Stephen.
- * Welcome to the incoming Governor-General of Australia and Mrs Hayden.

- **Official delegations**

A number of delegations visit the Parliament each year and special arrangements are usually made for their reception. During the period under review the Department assisted in arrangements for the reception of the following delegations:

- * Aichi Prefectural Assembly (two occasions).
- * Canadian Senators.
- * National People's Congress of the People's Republic of China.
- * French Parliamentary Mission.

- * Parliament of Ireland.
- * International Naval Reunion.
- * Toyota City, Aichi Prefecture.
- * Parliament of Italy.
- * Pacific Island Branches of the Commonwealth Parliamentary Association.
- * Australian-Chinese Association.
- * Sabah Public Accounts Committee.

• **Individual visitors**

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

- * High Commissioner for Bangladesh.
- * Ambassador of Vietnam.
- * Speaker of the Canadian Senate.
- * Ambassador of Hungary.
- * Ambassador of Poland.
- * Ambassador of Thailand.
- * Ambassador of Algeria.
- * Ambassador of Switzerland.

Other less formal calls are made at short notice on occasions and the Department is able to assist in making those visitors welcome on behalf of the Parliament.

• **Commonwealth Parliamentary Conference**

A group of delegates and officials to the 34th Commonwealth Parliamentary Conference in Canberra, some accompanied by their spouses, visited Victoria on a pre-conference tour in September 1988. Several officers of the Department were involved in arrangements associated with this successful visit.

• **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 Doorkeeping staff under the direction of the Usher. In the year under review, the Council Chamber was used for meetings of the Australian Education Council and the YMCA Youth Parliament.

Meeting rooms were heavily utilised, particularly during sitting weeks. Use of the Legislative Council Committee Room (the most prominent facility) is increasing - especially by our own Parliamentary Committees and, on occasions, those from other Parliaments. Users of the Council Committee Room during the year included the following:

- * Shadow Cabinet.
- * Sabah Public Accounts Committee.
- * Commonwealth Parliamentary Committee on Public Works.
- * House of Representatives Standing Committee on Employment, Education and Training.
- * Standing Committee of Attorneys-General.
- * Public Sector Committee of the International Federation of Accountants.
- * House of Representatives Standing Committee on Community Affairs.
- * New South Wales Legislative Council Standing Committee on Social Issues.

TRAINING

The Department is involved in both providing training for individuals outside the Parliament and in seeking to provide training opportunities for its own staff. Scope exists for further development in relation to the latter and this question will be addressed during formulation of the corporate plan.

Officers from other Parliaments

Officers from the Norfolk Island House of Assembly and the Legislative Council of Western Australia spent time with the Department during the year as part of their training.

Public Service Seminars

The aim of these seminars is to provide information on basic practice and procedure of the Parliament for public servants and those whose work may involve parliamentary matters, and to provide a description of the machinery and administrative aspects of the Parliament and the role of its officers.

The Usher of the Black Rod, in conjunction with the Serjeant-at-Arms, conducted two Parliamentary Seminars for Public Service Board Bridging Course participants during the year. In addition, a mini seminar for Career Advisers undergoing briefing on the Victorian Public Service was held on 7 March 1989.

Conference attendance

The Department was represented by the Clerk of the Legislative Council at the 25th General Meeting of the Society of Clerks-at-the-Table in Commonwealth Parliaments, and at the 20th Regional Conference of Presiding Officers and Clerks.

PUBLICATIONS

The Department is responsible for the preparation and circulation of a number of Parliamentary publications. The major items are 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 thirty editions of the daily Notice Paper, thirteen weekly editions of the Minutes and four reports of Divisions in Committee were produced.
- **List of Members**
The list of Members is produced according to the extent of changes since the last issue. During 1988-89 three editions were produced and widely circulated.
- **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 nine editions of Progress on Investigations and two editions of Ministerial Responses were produced and circulated.
- **Register of Members' Interests**
By arrangement with the Department of the Legislative Assembly, the Clerk of the Legislative Council maintains the Register of Members' Interests and produces the regular summaries which are presented to the Parliament. During 1988-89 three summaries were prepared and Tabled in both Houses.

Owing to the timing of the General Election it was not practicable to produce a consolidated summary of returns in 1988. However, it was intended that such a

summary, as at 30 September 1989, would be presented to the Parliament during the Spring sittings of 1989.

- **Bound Volumes**

Responsibility for the preparation and production of bound volumes of the Minutes of the Proceedings and Bills also rests with the Department. These volumes are produced on a sessional basis and a considerable amount of work is involved in their indexing and compilation. As at 30 June 1989 work was well advanced on the Minutes Volumes for session 1987-88 and the Bill Volumes for that most recently completed session had been published. As a result of enthusiastic work by Papers Office staff an on-going computerised index to the Minutes is now produced and circulated in-house on a regular basis.

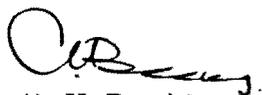
ISSUES IN THE YEAR AHEAD

The Department faces a busy year in 1989-90. Major issues to be dealt with during the year ahead are expected to include the following:

- **Continuing development of the corporate plan** - Care will need to be taken to ensure "ownership" of the plan by staff, necessitating a high degree of consultation and co-operation. Some most important aims in this process will also be to ensure -
 - * that the independence and integrity of the Legislative Council is not undermined;
 - * that change is not made simply for the sake of change; and
 - * that no lesser services or standards of service are provided by the Department as a result of any changes which flow from the plan which is adopted.
- **Committee accommodation** - In the interests of the staff and Committees involved it is imperative that satisfactory arrangements be in place as soon as possible.
- **Computerization** - Significant progress should be made in this area in order to achieve substantial cost savings and to provide improved services to the Department's clients.
- **Working Party on staff conditions** - This Working Party has been considering the issues before it for a considerable time. Completion of its work and implementation of revised arrangements should be achieved no later than the end of 1989.
- **Papers Office storage** - As an increasing number of documents is being presented to Parliament there is a need for enhancement of Papers Office storage facilities if Members demands are to be satisfied. Development of a plan will be given priority.

APPRECIATION

The Legislative Council is indeed fortunate in having staff which serve it so well. I thank them for the high standards which they continued to maintain in 1988-89 and for the dedicated way in which they have attended to the work of the Department and the Committees which it services. Their efforts are greatly appreciated.

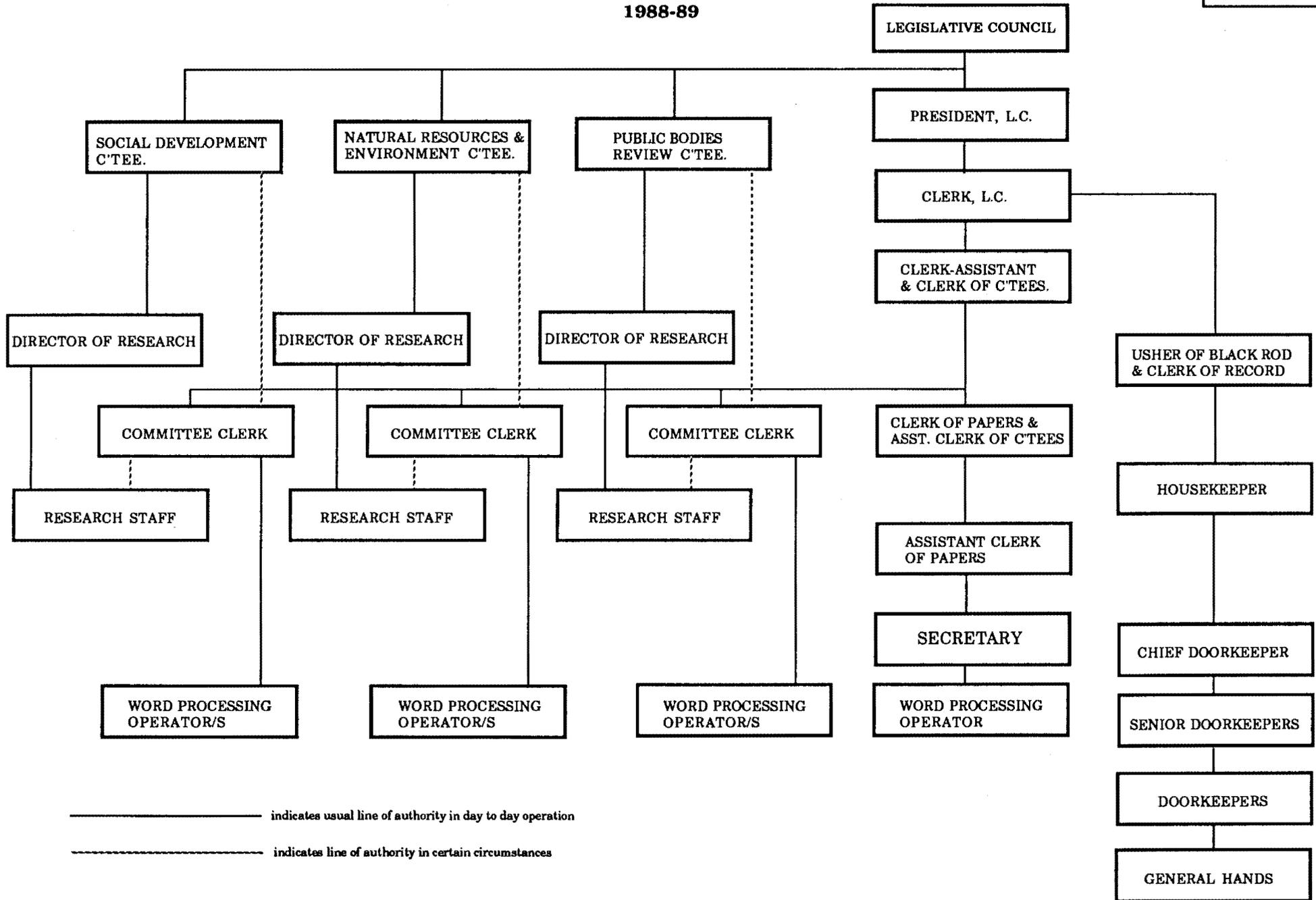


(A. V. Bray) -
Clerk of the Legislative Council



**DEPARTMENT OF THE LEGISLATIVE COUNCIL
1988-89**

APPENDIX A



15

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

**1988-89 STATISTICS RELATING TO COMMITTEES ADMINISTERED BY THE DEPARTMENT
OF THE LEGISLATIVE COUNCIL**

	Natural Resources and Environment Committee	Public Bodies Review Committee	Social Development Committee
Number of deliberative meetings -			
Full committee	12	11	22
Sub-committees	7	9	19
Number of public hearings -			
Full committee	2	2	4
Sub-committees	6	1	10
Number of visits/inspections -			
Full committee	3	-	2
Sub-committees	9	4	2
Number of reports presented	-	-	4
Number of discussion papers produced	3	-	-

NOTE: All Committees ceased to exist upon the dissolution of the Legislative Assembly on 29 August 1988. They were re-appointed in the Fifty-first Parliament on 15 November 1988.



**DEPARTMENT OF THE LEGISLATIVE COUNCIL
STAFF EMPLOYED DURING 1988-89***

OFFICER	POSITION	
	HOUSE	
R.K. EVANS	Clerk of the Parliaments and Clerk of the Legislative Council	Retired 15 August 1988
A.V. BRAY	Clerk of the Legislative Council	From 16 August 1988 [previously Clerk-Assistant]
W.R. TUNNECLIFFE	Clerk-Assistant and Clerk of Committees	From 16 August 1988 [previously Usher]
M. TRICARICO	Usher of the Black Rod and Clerk of the Records	From 16 August 1988 [previously Clerk of the Papers]
G.S. JACKSON	Clerk of the Papers and Assistant Clerk of Committees	From 16 August 1988 [previously Committee Secretary]
H. DAVISON	Assistant Clerk of the Papers	
M. MARTIN	Secretary	
G.P. WADE	Word Processing Operator	
G.J.F. OLIVER	Housekeeper	
C.J. QUINN	Chief Doorkeeper	
D.J. BEVIS	Senior Doorkeeper	
D.J. NEUMANN	Senior Doorkeeper	
W.R. McKENZIE	Senior Doorkeeper	
R.L. BOWMAN	Senior Doorkeeper	
J.J. LUNT	Doorkeeper	Until 11 March 1989
A.J.C. RYAN	Doorkeeper	Until 8 June 1989
J.A. VANDERSLUYS	Doorkeeper	From 27 July 1988
G.J. GRANT	Doorkeeper	From 5 April 1989 until 6 June 1989

* Unless otherwise shown, each person was in the employ of the Department at 1 July 1988.

B. ROMEO	General Hand	
P. KOUTOVAS	General Hand	
NATURAL RESOURCES AND ENVIRONMENT COMMITTEE		
V. VELICKOVIC	Secretary to the Committee	
M.R. KNIGHT	Director of Research	Until 28 February 1989
G.M. BELLAMY	Director of Research	From 25 April 1989
J. VAN SMEERDIJK	Research Officer	From 11 July 1988 to 24 September 1988
D.L. WILDING	Word Processing Operator	Until 24 December 1988
R.M. MacMAHON	Word Processing Operator	

PUBLIC BODIES REVIEW COMMITTEE

D.I. ALI	Secretary to the Committee	
B.J. MENZIES	Director of Research	
H.E. GIBSON	Research Officer	
R.D. LUSCOMBE	Research Officer	Until 25 June 1989
S. SMALL	Word Processing Operator	Until 12 August 1988
J.A. HERCOG	Word Processing Operator	From 16 August 1988

SOCIAL DEVELOPMENT COMMITTEE

G.H. WESTCOTT	Secretary to the Committee	
D.E. STEWART	Director of Research	
C.M. NOONE	Research Officer	Until 14 April 1989
B.D. PROSSER	Research Officer	Until 19 August 1988
C.J. TROTTER	Research Officer	Until 31 December 1988
H.W. THE	Research Officer	Until 31 December 1988
S.E. TORPEY	Research Officer	From 20 March 1989
L.J. GROGAN	Word Processing Operator	
L. FONSECA	Word Processing Operator	

WORKCARE COMMITTEE

M.L. ROBINSON	Director of Research	Until 20 August 1988
M.J.M. BAKER	Research Officer	Until 27 July 1988
L.D. SKILLERN	Research Officer	Until 18 August 1988

E.B. DRYENFURTH

Research Officer

Until 24 August 1988

S.M. HOCKING

Research Officer

Until 24 August 1988

FINANCIAL STATEMENT 1988-89

LEGISLATIVE COUNCIL

PROGRAM 103

EXPENDITURE

ADMINISTRATIVE SERVICES

	\$	\$	\$
Salaries, payments and allowances	631,159		
General expenses	75,088		
Pay-roll tax	247,797		
Parliamentary Printing	138,562		

1,092,609

MEMBERS SALARIES AND ALLOWANCES

3,186,672

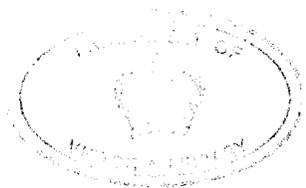
PARLIAMENTARY COMMITTEES

Natural Resources and Environment Committee	186,964		
Public Bodies Review Committee	252,244		
Social Development Committee	333,579		
WorkCare Committee	58,075		
Electoral Reform and Nunawading Re-election Committee	73		

830,937

TOTAL EXPENDITURE PROGRAM 103

5,110,218



**SELECTED STATISTICS RELATING TO THE SITTINGS OF THE LEGISLATIVE COUNCIL
1988-89**

Number of days House met	31
Number of hours House met	278.54
Average number of hours per sitting	9.00
Bills dealt with-	
Initiated in L.C.	7
Initiated in L.A.	85
Passed without amendment	48
Passed with amendments	40
Defeated	1
Lapsed	9
Sets of amendments circulated	60
Petitions tabled	19
Papers tabled -	
Annual reports	204
Statutory Rules (including attachments)	1556
Planning schemes/amendments	488
Proclamations	82
Other (including special reports, Parliamentary Committee reports, etc)	111

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 preparation of amendments for the Chamber, often under great pressure and demanding deadlines. Whilst 60 sets were actually circulated in the Chamber many others would have been prepared but discarded for various reasons - all entailing 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.