



Department of the Legislative Council

ANNUAL REPORT 2006 - 2007



Department of the Legislative Council

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Members of the 56th Parliament - May 2007

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1 October 2007

The Hon. Robert Smith, MLC
President of the Legislative Council
Parliament House
EAST 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 2007.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Wayne Tunnecliffe'.

Wayne Tunnecliffe
Clerk of the Legislative Council



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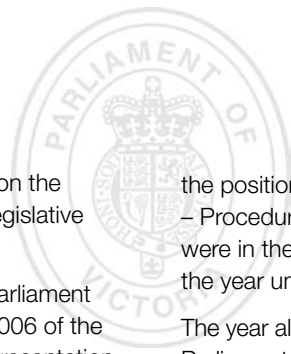
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Clerk's Overview





I have pleasure in presenting my report on the operations of the Department of the Legislative Council for 2006-07.

The year saw the final sittings of the 55th Parliament followed by the election on 25 November 2006 of the Legislative Council under a proportional representation system for the first time. The subsequent opening of the 56th Parliament on 19 December 2006 saw the Council meet for three days in the week before Christmas before resuming its sittings in February 2007. The Christmas Opening presented a number of unusual challenges for the Council and the wider Parliament generally, but I am pleased to say that the arrangements were handled with maximum efficiency and the Opening proceeded smoothly.

There were a number of significant issues which confronted the Department during the year. In the latter days of the 55th Parliament the Council adopted a new set of Standing Orders following a substantial review by the Standing Orders Committee. The new Standing Orders omitted many obsolete Standing Orders not used for some time, incorporated most of the Sessional Orders that were adopted in early 2003 and also enshrined a number of existing practices into the Standing Orders. Following an historic joint meeting of their Standing Orders Committees, both Houses adopted the first new set of joint standing orders since 1894. The new joint standing orders were significantly revised and modernised and for the first time, included provisions relating to the appointment of joint select committees and the conduct of joint sittings.

The new Council elected in November resulted in the Government falling short of an outright majority in the House and also saw for the first time the election of four separate non-Government entities. In addition to the Liberal Opposition and The Nationals, the election saw Australian Greens' Members elected to the Parliament for the first time and the first election of a Democratic Labor Party Member since the 1950s.

The newly constituted Council is presenting some additional challenges for the Department which I am pleased to say have been readily met. The appointment of two Select Committees to date and the enshrining of the Legislation Committee in the Standing Orders has resulted in the establishment of the new Legislation and Select Committee Office to service those committees. Two staff have already been appointed to undertake this task.

During the year the final stage of the restructuring of the Department was completed with the merging of the Procedure and Papers Offices into a new Table Office to be managed by the new position of Manager, Chamber Support. The supervision of all Chamber support functions both of an administrative and Attendant nature has become the responsibility of the Assistant Clerk – House and Usher of the Black Rod,

the position previously known as Assistant Clerk – Procedure. Other appointments to the Table Office were in the process of being made at the conclusion of the year under review.

The year also saw several major changes to the Parliamentary Committee system. The number of Joint Investigatory Committees was increased to 12 with each House having responsibility for servicing 6 of them. The employment arrangements of committee staff were also changed to give staff more security through the abolition of Parliamentary Term contracts, in favour of ongoing employment and to also enable greater flexibility in the management of committee staff whereby staff are no longer appointed to a particular committee. Instead they are assigned to a committee and may be reassigned to another committee where required.

During the year it was decided to undertake a project of major significance to the Parliament of Victoria – the renovation of the Council Chamber. In the initial stages, the President has conferred with the Party leaders who have given in-principle support. The next step is to determine the scope of the project, consult with all the stakeholders including Heritage Victoria and make a submission to Government for funding. Assuming the project proceeds, work could be undertaken in 2008-09.

The final achievement during 2006-07 worthy of mention is the publication of the volume *Rulings from the Chair 1979 – 2006*. This major work has consolidated all relevant rulings over that period into a single volume and supplements the procedural database which has recently been established. Both the new volume and the database provide quick and ready access to procedural precedents when required.

The other major challenges for 2007-08 are to complete planning for and commence the preparation of the Legislative Council Practice and Procedure Volume which will follow on from the *Rulings from the Chair* volume and to make arrangements for the next regional sitting of the Council expected to be in Gippsland during the latter part of 2008.

On a personal note, it was a great privilege to lead the inaugural Parliamentary staff delegation to Jiangsu Province, China in November 2006. It was a wonderfully rewarding and enjoyable experience.

In closing I would like to again express my appreciation of the efforts of all of the staff in the Department both at Parliament House and at the Committees during the year. It is only through their efforts that the Department is able to meet its objectives at the level it does. My sincere appreciation goes to all staff and I look forward to continuing to work with them.

Wayne Tunnecliffe
Clerk of the Legislative Council



Vision

To provide quality apolitical, professional, innovative and integrated support services and information to the President, Members of the Legislative Council and other clients, in the interests of Victorians.

DEPARTMENTAL GOALS

In meeting its Vision, the Department of the Legislative Council is guided by seven operational goals. These are:

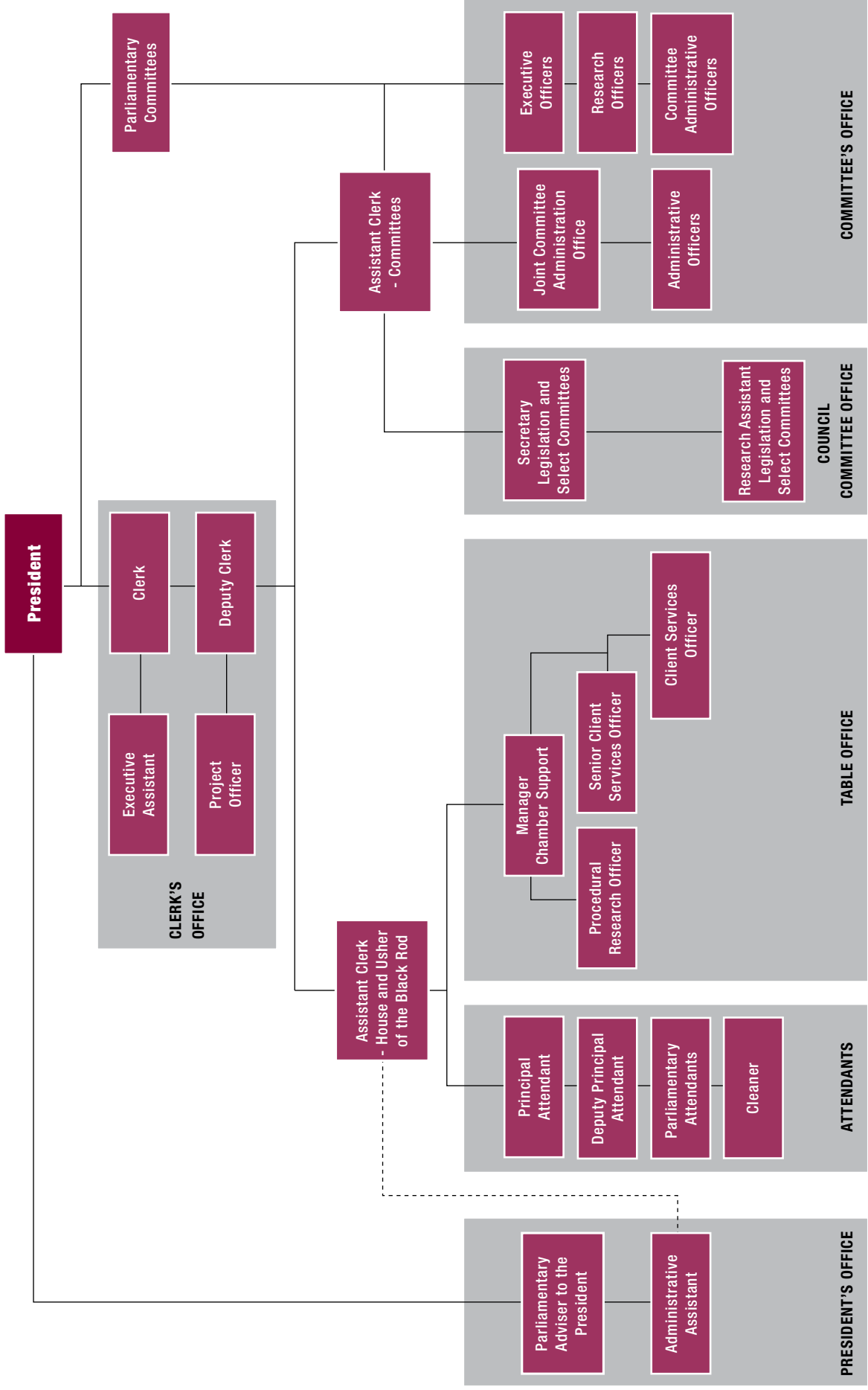
1. To ensure that the business of the Legislative Council and of the parliamentary committees administered by the Department is conducted in accordance with the law, decisions of the Council, parliamentary practice and established committee policy; and the provision of timely and accurate procedural advice to clients.
2. To utilise modern and cost-effective technological information systems for the delivery of high level specialist support services to our clients, to implement records management best practices and to provide high quality and timely information services.
3. To promote public awareness and understanding of parliamentary democracy and of the role, functions and processes of the Legislative Council, the Committees and the Parliament generally.
4. To provide the Legislative Council's Members and staff with a safe and healthy working environment, to ensure the Legislative Council's maintenance and security, and to assist in the management and use of the wider parliamentary precincts.
5. To implement fair and equitable staff management practices which develop the skills base of staff in order to achieve corporate, departmental and committee objectives.
6. To ensure that departmental strategies planning and directions are in accordance with the highest standards of governance and enable an effective system of ongoing improvement.
7. To ensure that departmental financial and resource planning and management is in accordance with the highest standards of compliance and accountability.

BUSINESS OF THE DEPARTMENT

The business of the Department is to:

- provide procedural advice to Members of the Legislative Council and their staff;
- process legislation;
- prepare documentation required for sittings of the Legislative Council;
- prepare records of the proceedings of the Legislative Council;
- provide procedural and policy advice to parliamentary committees;
- provide administrative and research assistance, and provide draft reports to parliamentary committees;
- provide information relating to the proceedings of the Council;
- provide operational support to Members of the Legislative Council;
- promote public awareness of the role, functions and processes of the Legislative Council and the Parliament;
- co-ordinate parliamentary events, functions and special visits; and
- provide a secure, safe and healthy workplace.

FIGURE 1
DEPARTMENT OF THE LEGISLATIVE COUNCIL ORGANISATION CHART – JUNE 2007





Procedure & Advice



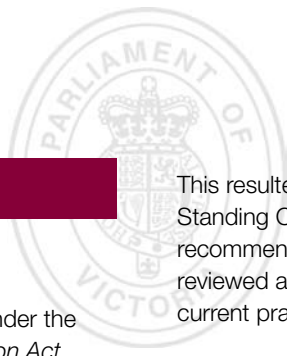
Department Goal

To ensure that the business of the Legislative Council and of the parliamentary committees administered by the Department is conducted in accordance with the law, decisions of the Council, parliamentary practice and established committee policy; and the provision of timely and accurate procedural advice to clients.

Strategies

To achieve this goal we will:

- Provide high quality procedural advice to the President, Members, Committees and other clients.
- Produce high quality departmental documentation.
- Maintain accurate and up to date procedural precedent information.
- Manage the Department's procedural research projects efficiently.



Procedural Advice

ELECTION RESULT – COMPOSITION OF HOUSE

The Victorian State election, the first held under the new fixed terms provisions of the *Constitution Act 1975*, was held on 25 November 2006. This date was precisely 150 years after the formal opening of the first Victorian Parliament under responsible government. The introduction of proportional representation for electing five Members to each of the eight electoral regions in the new forty seat house resulted in the counting of votes taking considerably more time than was previously the case.

The count, including recounts, was completed on 14 December 2006 and resulted in the composition of the Council being –

Government (ALP)	19
Opposition (Liberal Party)	15
Australian Greens (AG)	3
The Nationals (NAT)	2
Democratic Labor Party (DLP)	1

This was the first time that the Australian Greens had been elected to the Victorian Parliament and also the first time since the 1950s that the Democratic Labor Party had won a seat.

ADOPTION OF NEW STANDING ORDERS

On 14 September 2006, the Council adopted a new set of Standing Orders following an extensive review by the Standing Orders Committee. The new Standing Orders feature a number of significant changes to existing procedures and the adoption of many new procedures. 25 existing Standing Orders were omitted and many others substantially revised. The new Standing Orders incorporated the current Sessional Orders and the Rules of Practice and updated existing Standing Orders in clearer, more concise language where appropriate. New Standing Orders considered necessary to further improve the conduct of business of the House or to give effect to current practice not enshrined in the Standing Orders were also included.

REVIEW AND ADOPTION OF THE JOINT STANDING ORDERS OF THE PARLIAMENT OF VICTORIA

In the 55th Parliament, in May 2005, the Council resolved, among other things, to empower the Standing Orders Committee to confer with the Standing Orders Committee of the Legislative Assembly with a view to reviewing the Joint Standing Orders of the Parliament of Victoria and to report jointly on the outcome of that review.

This resulted from a report of the Legislative Council Standing Orders Committee of September 2002 which recommended that the Joint Standing Orders be reviewed and brought up to date to reflect current practice.

During 2005-06, the Clerks of both Houses reviewed and prepared a draft set of new Joint Standing Orders which were presented at a joint meeting of the Standing Orders Committees of both Houses in June 2006.

The draft new Joint Standing Orders included the incorporation of matters not previously covered, such as procedures and rules of practice for joint sittings, appointment of Joint Parliamentary Committees and access to Joint Parliamentary Committee records, the changing of year citations in Bills and a procedure for changing the Joint Standing Orders.

The new Joint Standing Orders were endorsed by the Standing Orders Committees on 19 July 2006, and the report tabled on 20 July 2006. The Joint Standing Orders were formally adopted by the Council on 14 September 2006 to come into operation on the first sitting day of the 56th Parliament which commenced on 19 December 2006.

NEW SESSIONAL ORDERS

On 28 February 2007 the Council adopted a number of Sessional Orders proposed by the Leader of the Opposition which were supported by all non-Government Members in the Council. The main features of the new Sessional Orders are:

- the extension of General Business on Wednesdays past the previous limit of three hours (if desired);
- the removal of all time limits with the exception of those applying to Statements by Members, Statements on Reports and Papers, and Procedural Motions;
- the suspension of all Standing Orders in relation to the Government Business Program;
- provision for sittings of the Council not to proceed after 8 p.m. on any evening that the Legislation Committee was meeting or on Thursday mornings if a Council Select Committee wished to meet (in the latter case, the House could determine otherwise); and
- the extension of questions without notice to Ministers representing Ministers in the Assembly.

In some cases, such as the abolition of time limits, the new Sessional Orders were introduced on a trial basis until 30 August 2007.



On 14 March 2007 further Sessional Orders were adopted which laid down the procedures to be followed for the production of Government documents to the Council.

OPENING OF NEW PARLIAMENT

The 56th Parliament was formally opened by the Governor of Victoria, Professor David de Kretser, AC, on 19 December 2006, with the Council subsequently sitting for three days and the Assembly for two.

To a large extent, the Opening of the 56th Parliament proceeded in accordance with tradition and past Openings, with Council Members being sworn-in in the morning in the presence of the Governor's Senior Commissioner, the Honourable Marilyn Warren, Chief Justice of the Supreme Court, and Assembly Members being sworn-in by the President of the Court of Appeal. In the afternoon, a ceremony was held on the front steps of Parliament House upon the Governor's arrival, followed by a brief meeting of the Executive Council in the Parliamentary Library to approve the Governor's speech. Council Members, followed by Assembly Members, were then presented to the Governor prior to the formal proceedings in the Legislative Council Chamber commencing at 2.30 p.m.

There were, however, certain divergences from the usual procedures. The date of the Opening, which occurred during an Australian Defence Force (ADF) stand down period, resulted in the ADF being unable to provide its usual support for the event (a Tri-Service Guard for the Governor's arrival and departure near the front of Parliament House; a Defence Force Band; and 19 gun salute). On this occasion, Victoria Police provided both the band and Guard of Honour (consisting of police officers who had recently graduated) and their contribution proved to be a considerable success.

As a result of the absence of the ADF Guard and band, the usual attendance of Service Chiefs and Honorary Aides-de-Camp (in full ceremonial dress) was deemed unnecessary. Their absence from the Vice-Regal party gave the ceremony in the Chamber a somewhat less formal (and colourful) appearance. This was reinforced when the judges from both the Supreme and County Courts decided not to wear ceremonial robes.

As with previous Openings, the Assistant Clerk – House and Usher of the Black Rod co-ordinated arrangements for the event. Over 900 invitees attended the Opening and subsequent garden party, with guests being seated either in the Council Chamber or in Queen's Hall where video screens covered proceedings.

RETIREMENT OF PRESIDENT – 55TH PARLIAMENT

The election saw the retirement of the President, the Hon Monica Gould, who was first elected to the Legislative Council in 1993 and had been President from 2003. In addition, there was a very substantial turnover of Members at the election with 22 Members not returning in the new House, either as a result of retirement, defeat or moving to the Legislative Assembly.

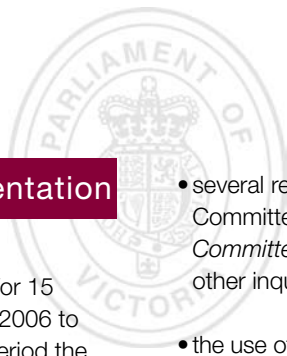
ELECTION OF NEW PRESIDENT AND DEPUTY PRESIDENT – 56TH PARLIAMENT

Opening day saw the election of the Hon Robert Smith, a Government Member for the South Eastern Metropolitan Region, elected as the Council's 19th President. Mr Smith was first elected to the Council in 1999 and has served on the Environment and Natural Resources and House Committees. In the previous Parliament, Mr Smith was Chair of the Family and Community Development Committee and also a Temporary Chair of Committees.

Mr Bruce Atkinson, an Opposition Member for the Eastern Metropolitan Region, was also elected Deputy President. Mr Atkinson was first elected to the Council in 1992.

ACTING PRESIDENTS' SEMINARS

A series of Acting Presidents' Seminars have been held since the commencement of the new Parliament. The seminars, which are also attended by the Clerk and Deputy Clerk, are intended to ensure that the Acting Presidents are adequately equipped when presiding in the Chamber. The seminars have been designed to cover the basic rules regarding the conduct of Members and the conduct of debate and putting questions from the Chair. They involve a mixture of theory and discussion of actual case studies from matters arising in the House.



Council Sitings and Documentation

SITINGS OF THE HOUSE

In the second half of 2006, the Council sat for 15 days between 18 July 2006 and 5 October 2006 to conclude the 55th Parliament. During this period the Council met for 144 hours and 20 minutes, an average of 9 hours and 37 minutes each day. This was followed by the general election on 25 November 2006.

Following the Opening of Parliament on 19 December 2006 and the sittings on the following two days and the Christmas break, the Legislative Council resumed on 13 February 2007.

The Council sat for 24 days in the first half of 2007, with the average length of each sitting day being 8 hours and 46 minutes. Once again in 2007, the sitting pattern has moved away from traditional Autumn and Spring sittings, instead the Council is due to sit every month, with the exception of January. So far in the 56th Parliament, the Council has sat for 220 hours and 42 minutes, an average of 9 hours and 14 minutes per day.

Legislative Council sitting patterns for the past ten years are shown in Figures 2, 3, 4 and 5 on page 14. Appendix E contains selected statistics relating to the sittings of the Council for the past 5 years.

HIGHLIGHTS OF THE SITTINGS

The relatively small number of sittings in the latter half of 2006 produced few highlights worthy of note. Two highlights, however, were:

- the introduction of a Private Member's Bill by the Honourable Andrew Olexander to provide formal legal recognition for same-sex couples, the Civil Unions Bill. The Bill did not progress further than the second reading speech being given and was not debated; however, it did attract a fair degree of interest; and
- valedictory statements being given on the final sitting day by retiring Members following the House's agreement to a motion to allow each Member to make a valedictory statement for up to 15 minutes after the conclusion of the Government Business Program for that week. 15 Members took advantage of this opportunity over a period of approximately 3 hours.

The sittings in the new Parliament have been highlighted by:

- the adjournment of the House immediately after the dinner break on 5 June 2007 as a sign of respect for those people killed in the Kerang rail accident;
- the rejection of the Nuclear Activities (Prohibitions) Amendment (Plebiscite) Bill on the third reading, after the second reading had previously been carried;

- several references to the Joint Investigatory Committees which, under the *Parliamentary Committees Act 2003*, must receive priority over other inquiries;
- the use of the 30 minute suspension procedure for behaviour deemed by the President to be unruly or not in the best interests of the traditions of the Council;
- rulings from the President that when answering questions without notice, an answer will be deemed to be not relevant and responsive when the Minister overtly criticizes the Opposition or other non-Government Members in the Council or makes a personal attack on the Member asking the question. On one occasion, a Minister was suspended for 30 minutes for not complying with the President's requirements; and
- the revision of the guidelines governing the daily Adjournment.

SUPPLEMENT TO THE WEEKLY MINUTES OF THE LEGISLATIVE COUNCIL

Following a review of the way in which the Committee of the whole Council proceedings are recorded and published, a new form of supplement to the Weekly Minutes was published from the beginning of the 56th Parliament. This initiative has resulted in proceedings of Committee of the whole Council (the detailed consideration of the individual clauses of a Bill) being published regularly throughout the year rather than at the end of a Parliamentary session, as was the previous practice.

PARLIAMENTARY PUBLICATIONS

The Department is responsible for the preparation and circulation of a number of parliamentary publications, including the following:

House Documents

In 2006-07 the following House documents were issued:

NOTICE PAPERS (DAILY)	42
MINUTES (WEEKLY)	14
COMMITTEE OF THE WHOLE COUNCIL SUPPLEMENT (formerly Divisions in Committee)	11
UNANSWERED QUESTIONS ON NOTICE	10

At the start of the 56th Parliament a number of changes were made to the production of House documents. The most noticeable was the change to A4 size documents. The Minutes of the Proceedings, Notice Papers, Unanswered Questions on Notice booklets, Parliamentary Papers and Bills are now all printed in A4 format.



DAILY SITTING STATISTICS

FIGURE 2
SITTING DAYS, LEGISLATIVE COUNCIL,
1997-98 TO 2006-07

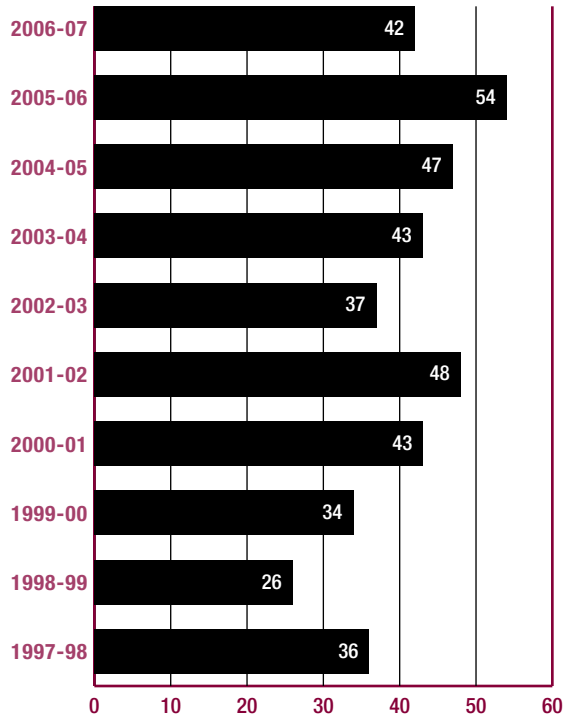


FIGURE 3
SITTING HOURS, LEGISLATIVE COUNCIL,
1997-98 TO 2006-07

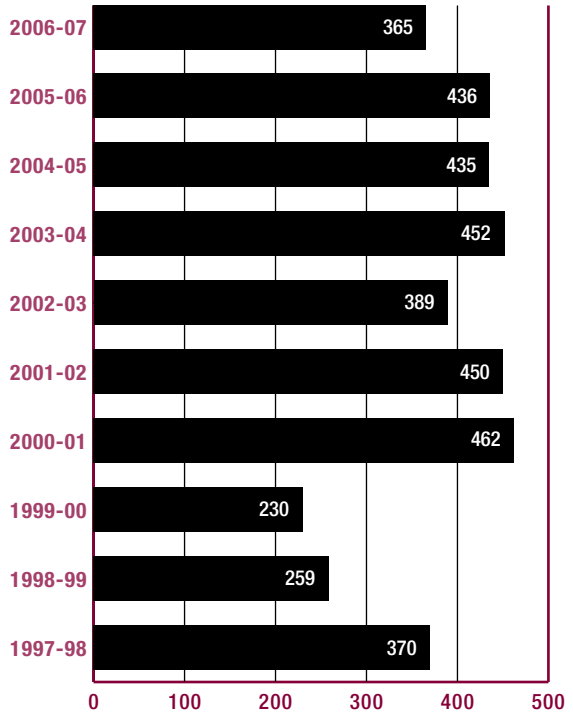


FIGURE 4
AVERAGE LENGTH OF DAILY SITTINGS (HOURS),
LEGISLATIVE COUNCIL, 1997-98 TO 2006-07

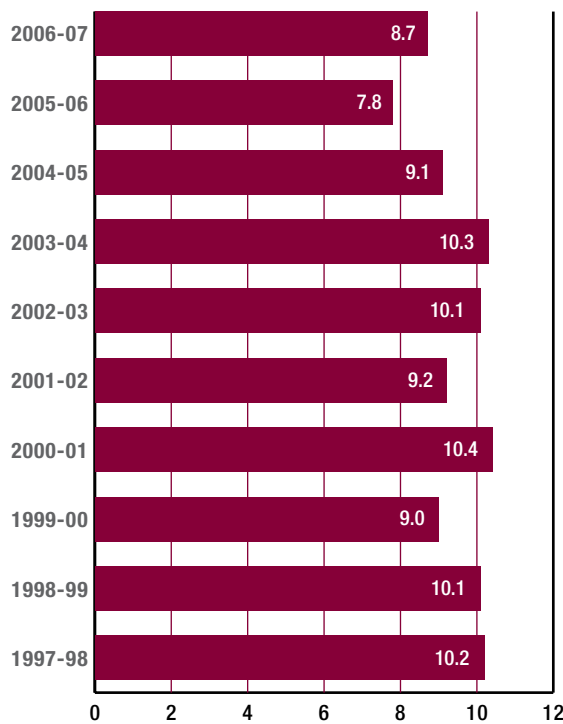
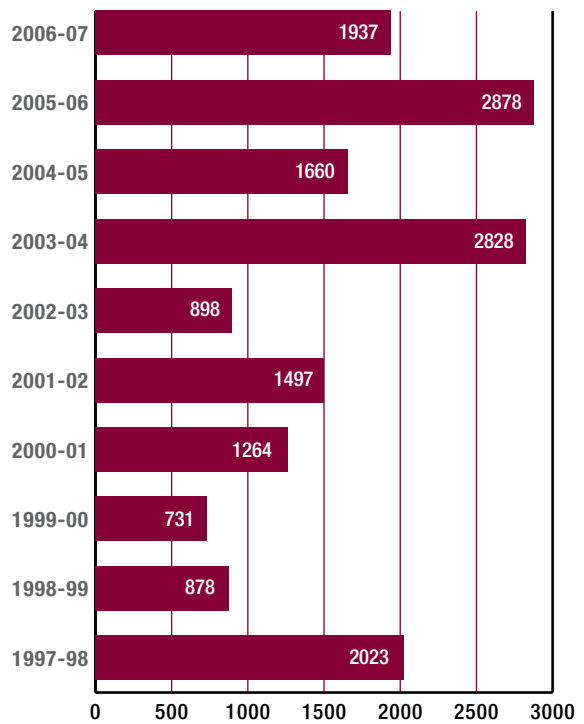


FIGURE 5
QUESTIONS ON NOTICE PROCESSED BY THE DEPARTMENT
OF THE LEGISLATIVE COUNCIL 1997-98 TO 2006-07





List of Members

A provisional Members List was produced after the Opening of the 56th Parliament in December 2006. Due to the change from provinces to regions, immediately following the election new electorate offices needed to be sourced in appropriate locations for Members representing new geographical areas. A number of Members were therefore required to use temporary addresses until an appropriate electorate office could be sourced. The provisional list has been progressively updated both in hard copy and online as the new addresses become available. There are only a few electorate offices outstanding and once these arrangements have been finalised, a final Members' list will be produced and distributed.

Progress on Investigations

Progress on Investigations is produced monthly and contains details of Committee inquiries and government responses to Committee reports. During 2006-07, 8 editions of Progress on Investigations were produced. The final edition for the 55th Parliament was produced in October 2006 following the expiration of the Parliament, and the first edition for the 56th Parliament was produced in March 2007, once the new committees were appointed.

Indexes

A number of indexes are maintained by the Table Office to provide easy access to the Department's records. Throughout the year, the index to the Minutes of the Proceedings is updated and is eventually bound with the Minutes of the Council. Detailed indices on progress on Bills, Parliamentary Papers and other tabled papers and reports are also maintained. These documents assist greatly in enhancing the level of service provided by the staff of the Department.

Procedural Research Projects

PROCEDURAL BULLETINS

Since the commencement of the 54th Parliament in 1999 the Department has published biannual Procedural Bulletins which have been produced by the Procedure Office (now part of the Table Office). These Bulletins provide an account of the most significant events, procedural issues and rulings from the Chair for each sitting period.

During the year under review, Bulletins for February to June 2006 and July to October 2006 were published and distributed to Members of the Council, various staff and the Clerks of each of the other Houses of the Australasian parliaments.

The Procedural Bulletin for the December 2006 to June 2007 sittings was being prepared at the conclusion of the year under review.

ANZACATT HALF-YEARLY BULLETIN

The Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) produced two editions of its half-yearly bulletin *Parliament Matters* during the year. The bulletin contains a report from each jurisdiction concerning procedural, administrative and general parliamentary items of interest. Each bulletin represents a substantial body of information for Member Houses and quite often extends to 70 pages in length.

Issue 16 covered the Autumn 2006 sittings and was distributed in August 2006, while Issue 17 covered the Spring Sittings 2006 and was released in February 2007. The entries from this Department were prepared by the Clerk, Assistant Clerk – House and Usher of the Black Rod and the Assistant Clerk – Committees.

RULINGS FROM THE CHAIR 1979–2006

During the year under review, the Procedure Office finalised the first edition of a substantial index of significant rulings made by Presidents between 1979 and 2006. This volume will provide a ready reference of useful procedural precedents to assist the Clerks in advising the President and Members. The project, which was co-ordinated by the Assistant Clerk – House and Usher of the Black Rod and had several other officers involved, covered all facets of the House's proceedings. The Department intends to update this volume on an ongoing, annual basis.

LEGISLATIVE COUNCIL PROCEDURE AND PRACTICE MANUAL

The Assistant Clerk – House and Usher of the Black Rod will be co-ordinating a project to develop a volume with the working title *Legislative Council: Practice and Procedures*. It is envisaged that a range of managerial and administrative staff, from the Clerks down, will be involved in associated research, writing and editing, which should prove a valuable learning opportunity for many of them. Ultimately, the purpose is to produce a document which will complement the Standing Orders by outlining the House's practices in greater detail, including the citation of significant rulings and events.

Work for this volume is likely to represent the Department's most substantial individual project over the next 3 to 5 years. Research undertaken will draw on the Department's other procedural publications including the Procedural Bulletin and the Rulings from the Chair 1979-2006 (and updates), as well as the Procedural Database.

By the conclusion of the year under review, work had commenced on planning the nature and structure of the research to be undertaken.



Information Management



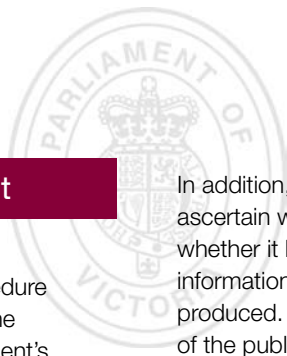
Department Goal

To utilise modern and cost-effective technological information systems for the delivery of high level specialist support services to our clients, to implement records management best practices and to provide high quality and timely information services.

Strategies

To achieve this goal we will:

- Manage and maintain the Department's databases efficiently.
- Ensure that information relevant to the operations of the Legislative Council is current and is provided accurately, efficiently and professionally to clients.
- Ensure that all documents and records of the Department are effectively and safely managed.



Database Management

PROCEDURAL DATABASE

One of the Table Office's (formerly the Procedure Office) principal ongoing responsibilities is the maintenance and expansion of the Department's procedural database. This database centralises and extends departmental understanding of procedural matters by providing swift access to precedents, rulings, summaries and, in some cases, inter-departmental guidelines. Data, which is categorised under subject headings and sub-headings, includes extracts from *Hansard*, a detailed summary of events and date/page citations. By the end of 2006-07, the database had been expanded considerably to cover the period from the Autumn Sittings 1994 until the Spring of 2006 and included over 1,500 individual documents.

CENTRALISED FILING DATABASE

Further work was undertaken in 2006-07 to establish a centralised filing database for the Department. A number of different options were investigated, including a variety of software packages. It was decided to proceed with a custom developed Lotus Notes database, with the assistance of the Parliament of Victoria Information Technology Unit. Initial work has been undertaken and a trial database has been established. In the coming year further work will be done to complete the database and enter into it all of the Department's files.

QUESTIONS ON NOTICE DATABASE

One of the strategic objectives listed in Parliament's 2003-2006 Business Plan was to establish a common Questions on Notice database management system.

The objective arose after the need was identified for an application to support the business processes that manage questions on notice, which are currently handled using manual means.

The current system is cumbersome and requires significant resources to produce the documents necessary at various stages of the process. This has proved difficult to manage effectively, especially considering the volume of questions that are asked.

The expectation is that a database would significantly reduce time and resource requirements, by removing the need for users to manipulate information from numerous documents in order to produce cumulative unanswered questions booklets.

In addition, at present manual tracking is needed to ascertain when a particular question was asked and whether it has been answered. Similarly, all statistical information relating to questions has to be manually produced. It is also particularly difficult for members of the public to establish whether a question has been answered.

It is expected that the database will enable answers to be made available electronically and for those answers to be published online as soon as they are tabled in the Council.

A project team was established in 2004 jointly by the Departments of the Legislative Council and Legislative Assembly to establish a suitable database. Staff from the Department of Parliamentary Services and from Cabinet Secretariat were also involved in the discussions.

The project team identified the following objectives for a database:

- Improve the services delivery of questions on notice – allow questions to be traced and questions on notice information to be interrogated.
- Streamline the processes for Members and their staff in preparing and submitting questions, and in tracking answers.
- Provide a mechanism to allow interested parties to search the parliamentary website for information relating to questions that have been asked and answers received.
- Streamline the administrative processes – from the time a Member asks a question until its publication.
- Significantly reduce the time and resources required by staff in producing question papers and publishing answers.
- Reduce the time and resources required by Cabinet Secretariat in managing questions on notice.

It was decided that the database would be an additional resource and was not intended to replace the monthly unanswered questions booklet. The specifications were designed to comply with the Standing Orders and practices of both Houses.

The project team, with the aid of an external consultant, prepared a detailed functional specification. The Presiding Officers in the 55th Parliament were briefed and a paper presented to the House Committee.



The functional specification was used as a basis for obtaining indicative quotations after which an ERC submission for funding the project was made which, unfortunately, was unsuccessful. The project could not be progressed further at that stage.

In 2006, the project team comprising officers of the Legislative Council and Legislative Assembly was re-established and it was decided to proceed with the development of a Lotus Notes database to address this matter. *Dialog* was subsequently engaged in April 2007 to develop the database and the project is expected to be completed in March 2008.

Provision of Information

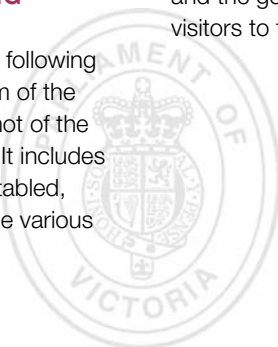
LEGISLATIVE COUNCIL DAILY SITTING SUMMARY

The Daily Sitting Summary is available online following the completion of each day's sitting. The aim of the Daily Sitting Summary is to provide a snapshot of the sitting day, in an easy to understand format. It includes information on petitions and special reports tabled, motions agreed to and tracks Bills through the various legislative stages.

LEGISLATIVE COUNCIL INFORMATION SHEETS

The Department continued to publish a series of information sheets related to the Legislative Council and its history, office-holders, rules and procedures. Two new information sheets were produced by the Table Office (formerly Procedure Office) during the course of the year, taking the total number to 20. In addition, the majority of existing information sheets were reviewed and updated in light of procedural changes, the ongoing enactment of provisions within the *Constitution (Parliamentary Reform) Act 2003* and the State election of November 2006.

The information sheets, which are available both in hard copy from the Table Office and on the Department's website, are intended for the use of staff and the general public, particularly students and other visitors to the Parliament.





DOCUMENTS AND RECORDS MANAGEMENT

During 2006-07, *Simple netaprise Pty. Ltd.* was engaged to develop an auto-text database to help streamline the production of Council documents. The database contains a list of standard entries that can be easily added into any document using shortcut keys, thus saving time and reducing errors when retyping text.

So far, the auto-text system is only being used in the Chamber to assist in the recording of the minutes. In the future, it is planned to expand its use to include the Committee of the whole supplement, Chamber readers and messages.

REGISTER OF MEMBERS' INTERESTS

Under the *Members of Parliament (Register of Interests) Act 1978*, Members are required to provide details of their interests. This information is required from new Members upon their election to Parliament (i.e. Primary Return) and from all existing Members by 29 August each year (i.e. Ordinary Return). Members may also lodge variations to their interests at any time during the year. This information is contained in a register which is maintained by the Clerk of the Parliaments, currently the Clerk of the Legislative

Assembly. However, by arrangement between the Houses, the Department of the Legislative Council continues to maintain the Register of Members' Interests on behalf of the Clerk of the Parliaments.

During 2006-07, the following reports were prepared and tabled:

- Summary of Returns, June 2006 and Summary of Variations Notified between 15 June 2006 and 13 September 2006
- Cumulative Summary of Returns, 30 September 2006
- Summary of Primary Returns – February 2007 and Summary of Variations notified between 14 September 2006 and 26 February 2007
- Summary of Variations notified between 27 February and 20 June 2007

Ordinary Return forms will be sent to all Members of Parliament on 2 July 2007 and a summary of those returns, together with a Cumulative Summary as at 30 September 2007, will be tabled in October 2007.





Education & Community Relations



Department Goal

To promote public awareness and understanding of parliamentary democracy and of the role, functions and process of the Legislative Council, the Committees and the Parliament generally.

Strategies

To achieve this goal we will:

- Raise awareness of the role, activities and responsibilities of the Legislative Council and the Victorian Parliament as a whole.
- Stage special events and other promotional activities and produce comprehensive and informative education/public relations material.
- Manage the Department's hospitality functions to ensure the smooth reception of official visitors.



Public Awareness and Education

YMCA YOUTH PARLIAMENT

The 20th YMCA Youth Parliament was staged at Parliament House on 26 and 28 September 2006.

The “Opening Ceremony” was held in the Legislative Council Chamber at which the “Youth Governor”, Erin Dale, officially declared open the Youth Parliament. The Presiding Officers, the Minister for Education Services, Employment and Youth Affairs, the Honourable Jacinta Allen, and the Leader of the Opposition, Mr Ted Baillieu MP, also participated in the ceremony.

The Youth Parliament met in the Legislative Council and the Legislative Assembly Chambers. In the Legislative Council, Presiding Officers included the President, Ms Monica Gould, the Honourables Lidia Argondizzo, Andrew Brideson, Helen Buckingham and Bill Forwood, Ms Jenny Mikakos, Mr Noel Pullen and Mr Johan Scheffer.

Over the two days approximately 60, 16 to 20 year olds, forming both a “Government” and an “Opposition” in the Council, debated a series of “Bills” on issues such as Improvement of Level Crossings in Rural Victoria, Responsible Reporting of Suicide and Depression by the Media, Minimum Standard for Autism Spectrum Disorder Learning Programs and Institutions, Expansion of Prohibited Smoking Areas and Mandatory Sentencing for Child Sex Offenders. An Adjournment debate was also held on the first sitting day.

The debates were conducted as consistently as practicable with parliamentary procedure. The proceedings were recorded by *Hansard* and, at the conclusion of the sittings, all of the “Bills” debated were presented to the Premier, the Honourable Steve Bracks, MP.

The Legislative Council’s arrangements for the Youth Parliament were handled by the Assistant Clerk – House and Usher of the Black Rod. He, together with the Deputy Clerk, Assistant Clerk – Committees and officers from the then Legislative Council’s Procedure Office, Papers Office and President’s Office, performed the Table duties. Legislative Council Attendants also assisted in the Chamber. On 25 September 2006, the Usher and Serjeant-at-Arms conducted training and a separate information session for the youth parliamentarians at Parliament House. Later in the day, a reception for participants was held at Government House, hosted by the Governor of Victoria, Professor David de Kretser, AC.

OPEN DAY

On 25 June 2006, the Parliament of Victoria held its annual Open Day themed by the celebrations surrounding the 150th Anniversary of the Parliament of Victoria.

Planning and arrangements for the Open Day were facilitated by an organising committee chaired by the Deputy Clerk of the Legislative Council.

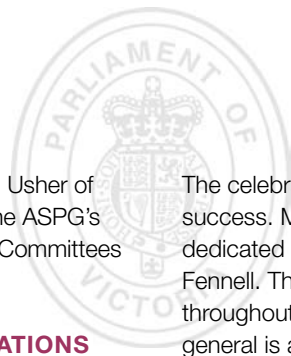
All parliamentary departments and units were represented on the committee along with staff from the Parliament’s 150th Project Office. Also participating again in 2006, were the Victorian Auditor-General’s Office and the Victorian Electoral Commission.

Well in excess of 5,000 people visited Parliament House. The main attraction of the day was the return to Queen’s Hall of the 150th Anniversary travelling exhibition on the history of the Parliament of Victoria. The exhibition having travelled to 9 regional areas returned to Parliament House for the Open Day program to enable the public to step back through time and learn about the challenges faced by the Parliament of Victoria in its early days. On hand to talk to the public were the Presiding Officers.

AUSTRALASIAN STUDY OF PARLIAMENT GROUP

The Department’s commitment to parliamentary related education is reflected in its ongoing support via corporate membership of the Australasian Study of Parliament Group (ASPG) which holds seminars at Parliament House featuring guest presenters several times each year. During 2006-07, seminars were conducted on: “The Legislative Council and the 2006 State election” (Prof Brian Costar, Swinburne University of Technology and Wayne Tunnecliffe, Clerk of the Legislative Council); “Why Accountability must be renewed” (Hon Dr Ken Coghill, Monash University and Hon Alan Hunt, AM); “The Government Majority in the Senate: A Nail in the Coffin of Responsible Government?” (Harry Evans, Clerk of the Senate); “E-Technology and its use by MPs” (Dr Peter Chen, Monash University, Carlo Carli MP, Member for Brunswick and Jenelle Cleary, Parliamentary Library); and “Security Issues for MPs” (Dr Sue Green, David Cherry and Associates and Det. Sgt. Andrew McGowan, Victoria Police).

Individual membership of the ASPG is open to anyone with an interest in parliamentary related affairs, with a significant number of its Members being parliamentarians and parliamentary officers. The Department facilitates staff members’ attendance at the ASPG’s National Conference which was held in Wellington, New Zealand in September 2006.



In addition, the Assistant Clerk – House and Usher of the Black Rod was Honorary Secretary of the ASPG's Victorian Chapter and the Assistant Clerk – Committees was a member of the Executive committee.

EDUCATION AND COMMUNITY RELATIONS EVENTS

The Department is committed to promoting a greater understanding of the Parliament's history, structure, role and responsibilities. To this end, it actively supports events such as Open Days, YMCA Youth Parliaments and the Parliament's 150th Anniversary celebrations by providing staff and administrative resources. For example, a number of the Council's administrative, attendant and committee staff members worked at the 150th celebration's travelling exhibition which visited various regional centres until late October 2006.

The Clerks and Assistant Clerks gave presentations to various groups during the course of 2006-07 including Staff Orientation Days (16 August 2006 and 7 March 2007) and the Williamson Community Leadership Group (7 July 2006 and 1 June 2007). In the latter case, the Assistant Clerk – House and Usher of the Black Rod and the Assistant Clerk – Committees gave presentations regarding the Parliament's building, history, rules, proceedings and committee system.

Special Events and Promotional Activities

VICTORIAN PARLIAMENT'S 150TH ANNIVERSARY

During the year the Clerk continued to represent the Department on the Steering Committee responsible for planning the Parliament's 150th Anniversary celebrations. Joanna Hansen from this Department also continued to assist the Project Manager, Sharon Morris and her assistant Robyn Fennell.

The celebrations culminated with the Victorian State Election on Saturday, 25 November 2006, 150 years to the day that the first Parliament of Victoria was opened. Other events during the year included the 150 years of Petitions Exhibition '*And Your Petitioners Humbly Pray*' on display at Parliament House in October and the Open Garden held at Parliament House on 29 October 2006. The travelling exhibition *Bills, Bells and Ballots* travelled to Wodonga, Bairnsdale, the Royal Melbourne Show and Morwell during the year under review.

The celebrations have been hailed as a tremendous success. Many thanks go to the enthusiastic and dedicated project team of Sharon Morris and Robyn Fennell. The assistance of many staff in the Parliament throughout the year and the term of the project in general is also acknowledged.

Hospitality and Visitors

OFFICIAL VISITS

Delegations

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

During the reporting period the Department assisted in arrangements for the reception of the persons and delegations listed in Appendix K.

Calls

Official calls are also made by individual visitors to the Parliament from time to time. Comprising mainly diplomats of ambassadorial status, Appendix K shows callers received in 2006-07.

OFFICIAL VISITS FROM OTHER PARLIAMENTS

The Department, together with the other Parliamentary Departments, regularly receives visits from Members and Officers of Australian State and Territory Parliaments, as well as overseas legislatures.

During the year under review a number of such visits took place. In August 2006 the Procedure and Privileges Committee of the Legislative Assembly of Western Australia led by the Speaker, the Hon Fred Riebeling MLA visited the Parliament to gather information on the financial interests of Members of Parliament, the Committee System, and E-Petitions and E-Parliament and related matters. Both the Clerk and the Deputy Clerk gave evidence to the Committee.

In September 2006, the Deputy Speaker of the House of Commons, the Rt Hon Sir Alan Hazelhurst MP, together with Mr David Doig, Principal Clerk of Select Committees, undertook an official visit to the Parliament. The itinerary was arranged by the Clerk of the Legislative Assembly in his capacity as Honorary Secretary of the Commonwealth Parliamentary Association, Victoria Branch. The Deputy Speaker attended Question Time in the Legislative Assembly and then viewed the proceedings in the Legislative Council Chamber. The Clerk attended a dinner in the Speaker's honour.



In October 2006, the Presiding Officers of the South Australian Parliament, together with the Clerk of the Legislative Council and the Acting Clerk of the House of Assembly, visited the Parliament to examine the operations of the Department of Parliamentary Services. The Clerk attended a luncheon in their honour and provided assistance where required.

In February 2007, the Select Committee of the Tasmanian Legislative Council on Ashley, Youth Justice and Detention, accompanied by the Secretary to the Committee, Wendy Peddle and her assistant Ms Jill Mann, visited the Victorian Parliament to gather information relevant to their inquiry. The Clerk hosted a luncheon in their honour.

In March 2007, the Hon Margaret Wilson MP, Speaker of the House of Representatives of New Zealand, accompanied by the Deputy Clerk, Ms Mary Harris, visited the Parliament to examine issues in relation to Parliamentary governance, accountability, funding and service delivery. The Clerk, together with the other Department Heads assisted the Speaker by providing a detailed briefing on the arrangements that exist in Victoria and thereafter attended a lunch hosted by the Presiding Officers in honour of the Speaker.

Officers from other Parliaments

The Department continued to receive visits from Officers of Australian State and Territory Parliaments, as well as overseas legislatures, during the year under review. Included amongst these were: John Noel, Clerk, House of Assembly, Newfoundland and Labrador; Joe Reynolds, Deputy Clerk, Northern Ireland Assembly; Esme Manganyi and Veli Ndlovu,

Gauteng Legislature, Republic of South Africa; Andrew Kennon, House of Commons and Simon Burton, House of Lords, United Kingdom; Dirk Kunze, German Bundestag; Neil Laurie, Clerk of the Legislative Assembly, Queensland; and David Horton, Deputy Clerk, Legislative Assembly, Northern Territory.

STAFF DELEGATION TO JIANGSU PROVINCE, CHINA

In November 2006 the Clerk led a delegation of six staff from the Parliament of Victoria to Jiangsu Province, China as part of the sister state relationship with that Province. This inaugural delegation comprised two members of staff from each Parliamentary Department with Geoff Barnett being the other representative from the Legislative Council. The delegation also comprised Liz Choat and Charlene Kenny from the Legislative Assembly and Barry Cull and Jon Bruekel from the Department of Parliamentary Services.

The visit was arranged by staff from the Jiangsu Provincial People's Congress and co-ordinated by Geoff Barnett who had responsibility for the detailed arrangements. A very detailed program was arranged in the cities of Suzhou, Zhouzhuang, Wuxi, Nanjing (the capital of Jiangsu Province) and Yangzhou which showed off the recent enormous advances in development in the Province as well as giving an appreciation of the history and culture of the country. Visits to Shanghai and Beijing completed the itinerary.

It is intended that there be one such visit in each four year Parliament.



Physical Resources



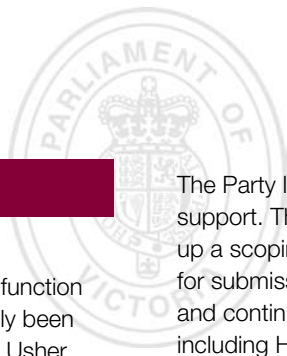
Department Goal

To provide the Legislative Council's Members and staff with a safe and healthy working environment, to ensure the Legislative Council's maintenance and security, and to assist in the management and use of the wider parliamentary precincts.

Strategies

To achieve this goal we will:

- Improve and upgrade the level of security in the Chamber during sittings, in the Council generally and in the wider parliamentary precincts.
- Maintain and upgrade the Legislative Council workplace environment.
- Contribute to the implementation of a new resource booking system.
- Assist in ensuring conditions in the precincts continue to meet satisfactory Occupational Health and Safety levels.



Security

SECURITY WORKS

As outlined in last year's report, the security function in the parliamentary precincts has traditionally been handled by the Assistant Clerk – House and Usher of the Black Rod and Serjeant-at-Arms under the oversight of the Presiding Officers. However, in 2005, the Presiding Officers and the Parliamentary Executive Group (PEG) determined that responsibility for the majority of Parliament's security functions should be transferred to the Manager, Security and Electorate Properties in the Department of Parliamentary Services. The Usher and Serjeant were to retain responsibility for security within their respective Chambers.

A security review was subsequently undertaken, under the oversight of the Secretary, Parliamentary Services and, by 30 June 2006, the timing of and arrangements for the transfer of functions, as well as demarcation lines in terms of responsibility for security functions in the parliamentary precincts near to the Chambers, were still to be determined. Nevertheless, it was envisaged that this process would be completed by the end of 2006-07.

Although this process did not progress as quickly as hoped, by the end of the period under review a decision had been made to employ a Security Manager within Parliamentary Services and it was expected that this position would be filled and security functions would start being transferred by the end of 2007. It is still anticipated that the Usher and Serjeant will continue to be involved in the Parliament-wide development of security policies as representatives of their respective departments.

Workplace Maintenance

RENOVATION OF THE COUNCIL CHAMBER

In April 2007, the President met with the Party leaders to canvass support for his proposal to renovate the Council Chamber. If the project proceeds it will be of major significance to the Parliament. The objectives of the exercise are to improve the comfort and safety of Members, staff and visitors to the Council Chamber in accordance with modern occupational health and safety standards, whilst at the same time recognising the heritage significance of the Chamber.

Specific improvements which could be made include appropriate ergonomic seating, improved disabled access, better use of space in the Chamber, improved access to Members seated in the back rows, provision of a desk for all Members, improvement to the sound system and Chamber lighting and the provision of facilities to enable the televising of proceedings.

The Party leaders gave the proposal in – principle support. The next step in the process will be to draw up a scoping document and prepare a business plan for submission to the Expenditure Review Committee and continue consultation with all the stakeholders, including Heritage Victoria.

Subject to funding being provided, the project could possibly commence during 2008-09.

RELOCATION OF PARLIAMENTARY COMMITTEE STAFF

There was significant planning activity undertaken by the Department in preparation for the relocation of committee staff from 35 and 157 Spring Street to accommodation in 55 St. Andrew's Place. Final relocation was to take place on 3 July 2007.

Use of Precincts

LEGISLATIVE COUNCIL CHAMBER AND LEGISLATIVE COUNCIL COMMITTEE ROOM

The President, on advice from the Department, deals with requests for use of the Council Chamber and the Legislative Council Committee Room. Co-ordination of arrangements for those venues and their servicing is undertaken by Attendant staff under the Usher's direction. Apart from Legislative Council sittings, the Chamber was also used through the year for a variety of meetings, seminars and conferences.

As usual, the Legislative Council Committee Room proved to be one of the most used rooms in Parliament House. Members of Parliament frequently use the room for party meetings and functions, while parliamentary committees regularly occupy the room for public hearings. Other uses included book and institutional launches, presentations, seminars and lectures.

FUNCTIONS

The Department assisted in providing services for various functions staged in the Legislative Council Chamber, Queen's Hall, the Legislative Council Committee Room, Room K, and the Parliamentary Gardens. As well as major functions, these included numerous luncheons, dinners, book launches, exhibitions and other events, all of which required support and a staffing presence from departmental staff.



Human Resources



Department Goal

To implement fair and equitable staff management practices which develop the skills base of staff in order to achieve corporate, departmental and committee objectives.

Strategies

To achieve this goal we will:

- Ensure consistency with the Victorian Public Service career structure and human resource management policies of the public service as far as practicable.
- Enhance communication within the Department and across the Parliament.
- Provide relevant professional and personal development programs to ensure staff continue to develop their competencies.

Human Resources Management

EQUAL OPPORTUNITY OFFICERS

As part of the Department's ongoing commitment to providing a non-discriminatory and harassment free workplace, it continued to support the role of staff previously appointed as Equal Opportunity Officers. This continuation of this process is part of a larger commitment by the Parliament to providing a safe and secure working environment.

The emphasis in equal opportunity at Parliament focuses on target areas such as 'workplace bullying'. Workplace bullying covers a wide range of discriminatory and unsatisfactory forms of behaviour in the workplace. The focus on these forms of behaviour exemplifies the Department's continuing commitment to an active system that aims to limit and eradicate passive forms of workplace discrimination and harassment as well as the more overt type.

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

After the implementation of significant changes to the Occupational Health and Safety Committee's structure in the first half of 2006, arrangements remained unaltered during 2006-07 a management representative of the Library, Communications and Information Technology, continuing as Chair and a representative from the Organisation Development being Deputy Chair. The Legislative Council's management representative continued to be the Assistant Clerk – House and Usher of the Black Rod. Changes occurred in relation to the Council's staff representative following the resignation of Rebecca White in July 2006. The President's Administrative Officer became the replacement representative until her secondment to the Speaker's Office in March 2007. At the conclusion of the year under review, a representative from the Attendants' group had joined the Committee as deputy staff representative.

As in previous years, the Committee took a policy decision to meet monthly. This saw the Committee work actively both at the practical level of resolving occupational health and safety matters brought before it by departmental representatives, and at the level of policy where a number of draft guidelines for procedures and practices were developed for comment and implementation. The Committee was active in promoting a "healthy" Parliament and a workplace that was aware and informed of occupational health and Safety issues.



Communication

COUNCIL AND GENERAL STAFF MEETINGS

The Department continues to hold regular six monthly meetings with its staff — usually in June and December. Staff are encouraged to propose matters they would like discussed at those meetings as well as also providing management the opportunity to communicate matters of interest to staff.

Regular general staff meetings also continue to be held. Those meetings which are conducted by the Presiding Officers allow staff from all parliamentary departments to come together to hear and exchange information about what is occurring in Parliament generally. It also provides the Presiding Officers and management the opportunity to convey information that affects all parliamentary staff as well as providing staff the opportunity to ask questions and raise matters of general interest. This initiative from the Presiding Officers, which commenced in April 2003, is very well attended by staff and has improved communication in all areas of the organisation.





Professional and Personal Development

AUSTRALIA AND NEW ZEALAND ASSOCIATION OF CLERKS-AT-THE-TABLE PROFESSIONAL DEVELOPMENT SEMINAR

The 2007 ANZACATT Professional Development Seminar was held at Parliament House in Perth from 21 to 26 January 2007. The theme of the seminar was *Committees: Investigations, Privilege and Related Matters*. The seminar was a mixture of plenary sessions and workshops which were again conducted on the syndicate model. This model requires a leader, co-presenter and a rapporteur. The syndicate leader is expected to be an experienced Parliamentary Officer with known expertise in the subject-matter and the ability to coach and mentor remaining team members. The co-presenter must have some knowledge in the subject-matter and must research the topic widely. The rapporteur is selected for the role as a development opportunity and is required to provide a report to the plenary session on the final day of the seminar. The syndicate team is responsible for leading the workshop, researching the subject matter,

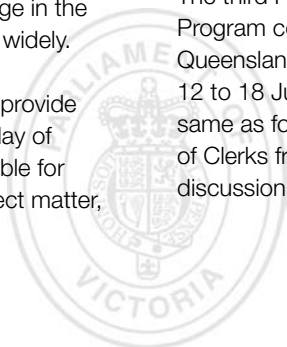
producing further discussion material for presentations of the workshop and reporting to the plenary session.

The following staff from the Department attended the seminar:

- Andrew Young – Assistant Clerk – Committees
- Karen Ellingford, Caroline Williams, Alex Douglas and Sean Coley – Executive Officers, Joint Investigatory Committees
- Keir Delaney and Andrew Butler – Research Officers, Joint Investigatory Committees

PARLIAMENTARY LAW, PRACTICE AND PROCEDURE COURSE

The third Parliamentary Law Practice and Procedure Program conducted by ANZACATT was held at the Queensland University of Technology, Brisbane from 12 to 18 July 2006. The program was largely the same as for previous years but also included a panel of Clerks from Australian jurisdictions to take part in a discussion on contemporary procedural issues.





It was felt that the inclusion of such a panel would improve the course because it would provide an opportunity to apply the fundamental principles of Parliamentary law, practice and procedure to actual procedural issues occurring in the various jurisdictions.

The course was attended by two Joint Investigatory Committee Executive Officers, Karen Ellingford and Richard Willis.

TRAINING PROGRAM FOR ATTENDANTS

An outcome of recent Performance, Progression and Development Plans for the attendant group, as well as, to a lesser extent, the *Attendants Review 2003-04*, was the identification of a need for more extensive and systematic training opportunities for attendants. This was consistent with a desire expressed by a number of attendants, as well as with changes to Parliament's structure and administrative changes, which encouraged the development amongst staff of a wider range of skills. During the year under review, attendants were given the opportunity to participate in training in three principal ways:

1. specific courses in relation to practical, personal development and computer skills. Several courses of this type were either conducted or had been arranged by 30 June 2007;
2. a program to enhance the ability of Council attendants to conduct public tours of Parliament House. During 2006-07 two Council attendants who undertook this training began leading such tours on a regular basis. In addition, two new attendants recruited in the latter part of the year under review will be undergoing a similar program and will start conducting public tours early in 2007-08; and
3. facilitating the participation of some attendant staff in alternative duties, particularly to give them experience in a clerical/administrative setting. For example, one attendant was given an opportunity to work part-time at the Victoria Law Foundation between November 2006 and January 2007.





Administration & Planning



Department Goal

To ensure that departmental strategies, planning and directions are in accordance with the highest standards of governance and enable an effective system of ongoing improvement.

Strategies

To achieve this goal we will:

- Maintain a commitment to the effectiveness of the Annual Plan approach to planning.
- Institute processes to critically review our operations to enable continuous improvement of service delivery.
- Maintain a corporate approach to the management of the Parliament.
- Ensure that committees have sufficient resources to undertake their inquiries.



Departmental Management and Planning

RESTRUCTURE OF PAPERS OFFICE AND PROCEDURE OFFICE AND OTHER STAFF CHANGES

Significant restructure of the Department occurred in 2005 with the aim of meeting the Department's objective of continuing to provide the highest possible level of service to its clients and to address the important issue of succession planning to Chamber positions.

Two new Assistant Clerk positions were created, Assistant Clerk – Procedure and Usher of the Black Rod and Assistant Clerk – Committees, as well as the position of Project Officer.

Whilst a succession plan was put in place inside the Chamber, no clear progression path into the Chamber existed in the Department. The lines of progression outside the Chamber became more blurred as a result of the creation of a Procedure Office, a Project Officer and the creation of new positions in 2007 of Secretary, Legislation and Select Committees and Research Assistant, Legislation and Select Committees.

It was felt that there was a lack of a clear delineation of duties, especially between the Papers Office and the Project Officer and there appeared to be an unnecessary and artificial distinction between the Papers Office and the Procedure Office.

As a result, it was decided to streamline the Department's Chamber support services by merging the Papers Office and the Procedure Office into a single Table Office with responsibility for all matters concerning the Chamber. The Assistant Clerk – Procedure and Usher of the Black Rod (retitled to Assistant Clerk – House and Usher of the Black Rod) assumed responsibility for the newly created Table Office. The position of Manager, Papers Office was abolished and in its place a Manager, Chamber Support position was created, with added duties and responsibilities than the previous position. In addition to this, the two other Client Services positions in the Table Office were also reviewed and changes to the scope of responsibilities were made. It is expected that these changes will result in greater co-ordination of all Chamber support activities.

An assessment of the outcomes of the new restructure will occur in late 2007-08.

The Department's organisation chart as at 30 June 2007 reflecting those changes appears on page 9.

WHISTLEBLOWERS PROTECTION ACT 2001

The *Whistleblowers Protection Act 2001* came into operation on 1 January 2002. The purpose of the Act is to encourage and facilitate the making of disclosures of improper conduct by public officers, which includes Members of Parliament.

The Parliament of Victoria has established a set of written procedures for handling disclosures made under the Act. Those procedures include a system for reporting disclosures of improper conduct or detrimental action by Victorian Members of Parliament. The system enables such disclosures to be made to the President of the Legislative Council, if the disclosure relates to a Member of the Legislative Council, or the Speaker of the Legislative Assembly, if the disclosure relates to a Member of the Legislative Assembly.

The coverage of the Act specifically excludes certain persons, including parliamentary officers. This means that disclosures about parliamentary officers cannot be made under the Act. Parliamentary officers are, however, entitled to make disclosures under the Act, as are all members of the public.

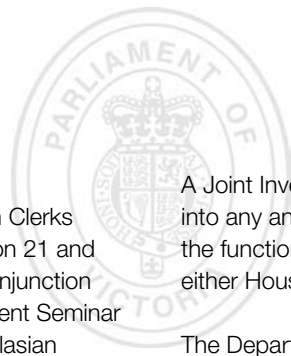
Section 8 of the procedures state that the Presiding Officers will ensure a secure register is established to keep account of the status of whistleblower disclosures and that this information will be published in the relevant annual report of the Department of the Legislative Council and the Department of the Legislative Assembly.

In 2006-07, no disclosures were made to the President under the *Whistleblowers Protection Act 2001*.

PRESIDING OFFICERS AND CLERKS CONFERENCE

The 37th Presiding Officers and Clerks Conference was held at Parliament House in Perth from 2 to 8 July 2006. Both the President, the Hon Monica Gould, and the Clerk attended. The conference included participants from each of the jurisdictions throughout Australia, as well as from New Zealand and many of the Pacific nations. A wide range of papers on both procedural and administrative matters were presented. The President presented a paper on the trial of a Legislation Committee with the Clerk doing likewise on Private Members' Opportunities in the Legislative Council.

The 2007 conference will be held in Rarotonga, Cook Islands.



AUSTRALASIAN CLERKS MEETING

The Clerk attended the biennial Australasian Clerks Meeting held at Parliament House in Perth on 21 and 22 January 2007. This meeting is held in conjunction with the ANZACATT Professional Development Seminar every second year. Clerks from most Australasian jurisdictions and New Zealand together with international participants from the United Kingdom, Canada and South Africa attended the meeting. The agenda again comprised a mix of procedural and administrative items with the Clerk placing the training for a new Presiding Officer on the agenda.

ELECTION PLANNING COMMITTEE

In the lead up to the State election on 25 November 2006, an Election Planning Committee was formed consisting of the Clerk of the Legislative Assembly, the Assistant Clerk – Procedure and Usher of the Black Rod, the Assembly’s Assistant Chamber Officer and Felicity Murphy from the Department of Parliamentary Services. The Committee reviewed and helped with the Parliament-wide co-ordination of a range of election related issues including: audits of electorate offices; return of property from retiring or unsuccessful Members; planning for new Members’ seminars; and the provision of other services to new Members. This was done in light of the possibility (later to come to fruition) of a pre-Christmas Opening of Parliament in which a great deal had to be implemented in the short period between the election and the Opening on 19 December 2006.

A Joint Investigatory Committee may also inquire into any annual report or other document relevant to the functions of the Committee that is laid before either House.

The Department is also responsible for the administration of Legislative Council Committees: Standing Orders Committee (55th Parliament), Legislation Committee, Select Committee on Gaming Licensing, and Select Committee on Public Land Development.

ECONOMIC DEVELOPMENT COMMITTEE/ ECONOMIC DEVELOPMENT AND INFRASTRUCTURE COMMITTEE

The Economic Development Committee was convened in the 55th Parliament. In the 56th Parliament the Economic Development and Infrastructure Committee was established as the successor committee to the Economic Development Committee.

Economic Development Committee (55th Parliament)

The Committee tabled one report during the reporting period.

Inquiry into the Viability of the Victorian Thoroughbred/ Standardbred Breeding Industries

The Committee concentrated most activity for the year on conducting its inquiry into the Thoroughbred/ Standardbred Breeding Industries.

The terms of reference from the Governor in Council directed the Committee to inquire into:

- the strength of the Victorian thoroughbred/ standardbred breeding industries compared to other Australian states;
- the role of overseas breeding interests and the influence that they are having on the Victorian industry;
- the extent to which the Victorian industries are being integrated at a national and international level;
- the extent to which the Victorian industries have adopted international best practice;
- employment and investment opportunities and patterns with particular emphasis in regional Victoria; and
- the development of skills within the industries.
- with a view to making recommendations on how the industries may be further developed.

Parliamentary Committees

PARLIAMENTARY COMMITTEE SYSTEM

Throughout 2006-07, in the final months of the 55th Parliament and the first few months of the 56th Parliament, the Department was responsible for the administration of six Joint Investigatory Committees: the Economic Development and Infrastructure Committee (formerly Economic Development Committee in the 55th Parliament); Education and Training Committee; Environment and Natural Resources Committee; Law Reform Committee; Outer Suburban/Interface Services and Development Committee; and the Road Safety Committee. The Legislative Assembly is responsible for the administration of six other Joint Investigatory Committees.

The Joint Investigatory Committees are established by the *Parliamentary Committees Act 2003* and their functions and powers are governed by both the Act and the Standing Orders of both Houses. A Joint Investigatory Committee must inquire into and report to the Parliament on any relevant matter referred to it, either by the House or by Order of the Governor in Council published in the Government Gazette.



The Committee decided to separately table one report on the thoroughbred industry and one on the standardbred industry. The Committee tabled its report on the standardbred industry in August 2006. The Government Response to the report was tabled in June 2007.

Economic Development and Infrastructure Committee (56th Parliament)

The Committee received two references from Parliament in March 2007.

Inquiry into Key Competitive Advantages in Victoria's Financial Services Sector

Under this reference the Committee is required to inquire into, consider and report to Parliament on the key competitive advantages underpinning the performance and growth in Victoria's financial services sector, particularly with regard to the sector's presence interstate. The Committee is to recommend strategies to:

1. maintain this growth;
2. maximise employment opportunities from the sector's further expansion;

3. ensure the benefit of the sector's growth and operation shared across the state; and
4. identify likely risks and impediments to the sector.

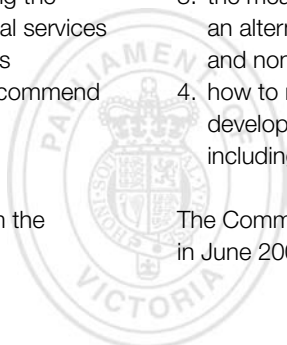
The Committee called for submissions in April 2007, with 18 submissions received until the end of June.

Inquiry into Mandatory Ethanol and Biofuels Targets in Victoria

Under this reference the Committee is required to report on:

1. the merits or otherwise of a mandated target for alternative fuels including biofuels and ethanol;
2. whether a mandatory target should be 5% by 2010, 10% by 2015 or otherwise;
3. the measures required by Government to facilitate an alternative fuels industry in Victoria for transport and non-transport applications; and
4. how to maximise the regional economic development benefits of a mandatory biofuels target including jobs growth and investment potential.

The Committee called for submissions on this inquiry in June 2007.





EDUCATION AND TRAINING COMMITTEE

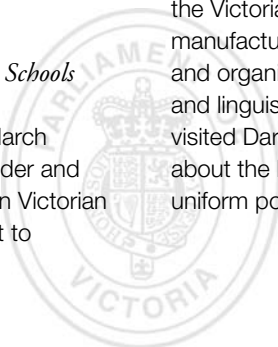
The Education and Training Committee had three references and had one report tabled during the reporting period.

Dress Codes and School Uniforms in Victorian Schools

Referred by the Legislative Assembly on 1 March 2007, the Committee is to inquire into, consider and report on dress codes and school uniforms in Victorian schools. The Committee is required to report to Parliament by 31 March 2008.

Public Hearings commenced in April 2007.

The Committee held four public hearings for the reporting period involving representatives of the Victorian school community, school uniform manufacturers and suppliers, welfare organisations and organisations representing the needs of culturally and linguistically diverse students. The Committee also visited Darwin to meet with the local school community about the Northern Territory's mandatory school uniform policy.



Effective Strategies for Teacher Professional Learning

Referred by the Legislative Assembly on Thursday 1 March 2007 to inquire into, consider and report on effective strategies for teacher professional learning. The Committee is required to report to Parliament by 1 March 2008.

Effects of Television and Multimedia on Education in Victoria

The previous Minister for Education and Training, Hon Lynne Kosky MP, requested that the Committee investigate and report on how the role of multimedia in student learning and achievement has changed since the Family and Community Development Committee presented its report on *The effects of television and multimedia on children and families in Victoria*, in October 2000. The Committee resolved on 14 March 2006 to undertake this inquiry in accordance with Section 33(3) of the *Parliamentary Committees Act 2003*.

The Committee received 35 submissions and for the reporting period held five public hearings, predominantly with school communities, as well as some leading companies associated with multimedia (Telstra and Microsoft Pty Ltd). Various Committee Members also conducted site visits at four schools. The Executive Officer represented the Committee at various Leading Schools Fund open days and workshops aimed at demonstrating exemplary practice in the use of multimedia technologies across the school system. Seven schools were visited as part of these events. The Committee was represented at the Curriculum Corporation's national conference, *A Vision Splendid. ICT: research, pedagogy, implementation for schools*, held in Adelaide in August 2006.

The Committee tabled a final report on 4 October 2006. The Government's response was tabled in Parliament on 17 April 2007.

ENVIRONMENT AND NATURAL RESOURCES COMMITTEE

The Environment and Natural Resources Committee received two references and had one report tabled during the reporting period.

Inquiry into the Production and/or Use of Biofuels in Victoria

The Committee received the biofuels reference on 25 July 2006.

The terms of reference for the inquiry directed the Committee to investigate the potential for Victoria to manufacture and use biofuels for transport

applications. On 14 September 2006, the Governor in Council amended the reporting date to 27 October 2006. The report was tabled in Parliament on 19 October 2006.

The Committee received 43 submissions and held two public hearings in Melbourne on 4 September 2006 and 11 September 2006. 16 witnesses, representing 11 organisations, provided evidence to the Committee including peak industry groups and organisations involved in the production and/or retail of biofuels. Committee Members and staff attended one seminar during the course of the inquiry. The report contained five recommendations that the Committee believed will assist industry and Government to explore the future role of biofuels in Victoria. The Government response to the report was not received by June 2006.

Inquiry into the Impact of Public Land Management Practices on Bushfires in Victoria

On 14 March 2007 the Committee received terms of reference from the Legislative Council to inquire into and report by 30 June 2008 on the impact of public land management practices on the frequency, scale and intensity of bushfires in Victoria. 215 submissions were received 30 June 2007. Public hearings were held in Melbourne and Kinglake, with 15 witnesses providing evidence to the Committee.

LAW REFORM COMMITTEE

The Committee had seven references and had two reports tabled during the reporting period.

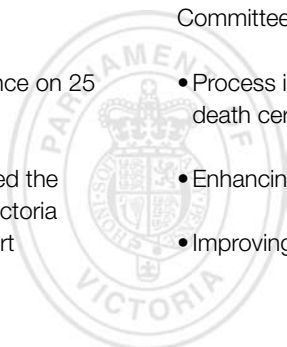
Inquiry into the Coroners Act 1985

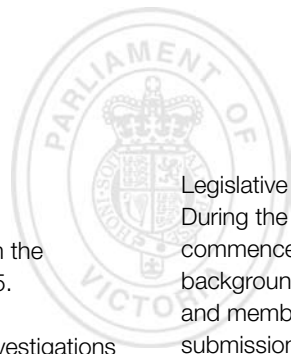
The Committee received this reference from the Governor in Council on 7 December 2004.

The Committee's hearings and investigations were predominantly undertaken in the previous reporting period, with the redrafting of the report and adoption by the Committee being the main focus of the current reporting period. The final report was tabled on 5 October 2006.

The Committee found that the existing coronial system has served the community well, but recommended a number of areas in which it could be improved and modernised. Recommendations made by the Committee include:

- Process improvements to modernise and update the death certification process in Victoria.
- Enhancing the prevention role of Coroners.
- Improving public awareness of the Coroner's role.





Inquiry into the County Court Appeals

The Committee received this reference from the Governor in Council on 22 September 2005.

The Committee's research, hearings and investigations were predominantly undertaken in the previous reporting period. During the current reporting period, the main focus of the Committee's work was the drafting and adoption of the final report.

The Committee's final report was tabled on 14 September 2006.

The Committee recommended that the de novo appeals (the right to a new hearing heard afresh) system be retained in Victoria, but that a number of changes should be introduced to improve the performance of the de novo system.

The recommended changes are:

- A greater use of juridical warnings pertaining to the potential that sentences, on appeal, can be increased.
- Greater flexibility to allow appeals to be withdrawn prior to the new hearing.
- Records relevant to the appeal process should be retained for a longer period of time to reduce the possibility of abuse of the de novo appeals system.

Inquiry into the Administration and Probate Act 1958

The Committee received this reference from the Governor in Council on 3 June 2003. Work did not commence on the inquiry in the reporting period due to Committee resource issues. This inquiry lapsed in the 55th Parliament.

Inquiry into the Law of Contempt of Court

This was referred to the Committee by Order in Council on 22 September 2005. Work did not commence on the inquiry in the reporting period due to Committee resource issues. This inquiry lapsed in the 55th Parliament.

Inquiry into Property Investment Advice

This inquiry was referred to the Committee by the Legislative Assembly on 1 March 2007. During the reporting period the Committee advertised a call for submissions on the inquiry. The Committee's final report is due to be tabled by 31 March 2008.

Inquiry into Alternative Dispute Resolution

This reference was referred to the Committee by the

Legislative Assembly on 1 March 2007.

During the reporting period, the Committee commenced drafting a discussion paper to provide background information to relevant stakeholders and members of the public who may wish to make a submission to the Committee. The Committee's final report is due to be tabled by 30 June 2008.

Inquiry into Vexatious Litigants

This inquiry was referred to the Committee by the Legislative Assembly on 1 March 2007. The inquiry has not yet commenced. The Committee's report is due to be tabled by 30 September 2008.

OUTER SUBURBAN/INTERFACE SERVICES AND DEVELOPMENT COMMITTEE

The Committee had two references and had one report tabled during the reporting period.

In July 2006, the Committee completed its inquiry into Building New Communities which was referred to the Committee on the 18 January 2005 by Order in Council.

On 18 May 2006, the Government agreed to a request for an extension of time for the Inquiry, with the report to be presented to Parliament by 31 July 2006 and the Committee tabled the report on the next available Parliamentary sitting date – 8 August 2006.

The Committee received by Order in Council on 27 July 2006 a new reference to inquire into Local Economic Development in Outer Suburban Areas. The Committee is required to present its final report by 28 February 2008.

With the start of the 56th Parliament, the Committee received from the Legislative Assembly on 1 March 2007 an amended Terms of Reference, which was substantially similar to the reference of 27 July 2006. The Committee is now required to table its final report by 30 September 2008.

ROAD SAFETY COMMITTEE

The Committee had four references and tabled two reports during the reporting period.

Inquiry into Driver Distraction

On 9 August 2005, the Governor in Council issued the Committee with a reference to inquire into the role of driver distraction in causing crashes. The Committee examined a wide range of distractions including mobile phones, other in-car devices such as video, audio and other electronic systems, non-technology distractions including passengers, grooming, eating and drinking, and visual clutter from road signs and advertising.



The report was tabled on 24 August 2006 with 31 recommendations. The Government Response to the report was tabled on 27 February 2007. Eleven recommendations were supported, 15 received in-principle support, two were supported in part, and three were not supported.

Review of Walking Safely, Inquiry into the Incidence and Prevention of Pedestrian Accidents

In June 1999 the Committee tabled the *Walking Safely – Inquiry into the Incidence and Prevention of*

Pedestrian Accidents report with 21 recommendations. The Government Response to the report was tabled in May 2000, supporting 20 of the recommendations, in full or in part.

On March 2005, the Committee resolved that it should conduct a review on the progress of government action of the supported recommendations. The purpose of the review was to ascertain whether progress had been made on those recommendations that were supported by government. Themes of the review included speed, local government and land use planning, alcohol, legislation, and vehicle design.

The report was tabled on 4 October 2006 with 32 recommendations. The Government Response to the report was tabled on 15 March 2007. Of the 32 recommendations, 10 were supported, two were supported in part, 18 received in-principle support and two were not supported.

Vehicle Safety Inquiry

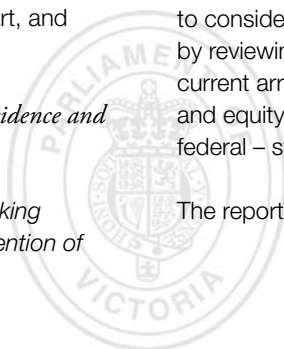
The Committee has begun its investigations into this inquiry. Issues the Committee will inquire and consider include vehicle safety technologies that have the most potential for reducing crashes, the level of safety provided by these leading edge technologies compared with the minimum regulated standards; the rate of fitting of these leading edge technologies in Australia compared with that of other developed economies and to identify any impediments that discourage their adoption, review the level of manufacturers/importers not fitting vehicle safety technologies commonly available overseas to vehicles imported and sold in Australia, seeking advice from high volume local vehicle makers and vehicle importers as to when the vehicles in their product ranges will have these high priority vehicle safety technologies, and strategies to encourage vehicle manufacturers to fit leading edge vehicle safety technologies to vehicles sold, as well as increasing the public's knowledge and demand for these technologies.

This report is due to be tabled by 31 March 2008.

Federal – State Road Funding Arrangements Inquiry

The Committee did not begin this inquiry during the reporting period. The Committee has been directed to consider federal – state road funding arrangements by reviewing the current arrangements, assessing the current arrangements in respect of economic efficiency and equity, and make recommendations for improving federal – state road funding arrangements in Australia.

The report is due to be tabled by 30 September 2008.





JOINT COMMITTEE ADMINISTRATION OFFICE

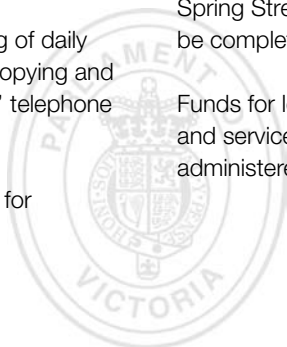
The services provided by the Joint Committee Administration Office (JCAO) during the reporting period included:

- Staffing of the Joint Committees office reception at 35 Spring Street, including telephone services, typing and formatting services for Committees.
- Setting up and maintaining meeting rooms and equipment for Victorian, Commonwealth and Interstate Parliamentary Committees, other Parliamentary departments and government agencies and generally assist committee meetings and public hearings.
- Administrative duties, including the franking of daily mail, collating large mail-outs, bulk photocopying and binding and administering the committees' telephone communications services.
- Maintaining office supplies and equipment for Parliamentary Committees.

- Processing and preparing accounts – including JCAO handling the Committees' telephone and photocopying charges on their behalf.
- Data base compilation and mail merges.
- Updating Parliamentary Committee history of inquiries and publications.
- Coordinating other services for the Committee office including security.

In the second half of the reporting period the JCAO focused heavily on administering and assisting aspects of the relocation of committees from 35 and 157 Spring Street to 55 St Andrew's Place, which was to be completed by 3 July 2007.

Funds for leasing costs and other administrative and service delivery overheads for committees are administered from the JCAO budget.





Legislation and Select Committees

LEGISLATION COMMITTEE

On 17 April 2007, the Leader of the Government in the Legislative Council moved a motion to establish the Legislation Committee. The resolution also increased the number of Members from six as required by the Standing Orders to seven.

The Committee was appointed with the lodgement of the names with the President by 4.00 p.m. on 19 April 2007. The motion stated that the Committee would consist of three Members from the government party nominated by the Leader of the Government, two Members from the opposition nominated by the Leader of the Opposition, one Member from The Nationals nominated by the Leader of The Nationals, and one Member from the Australian Greens nominated by the Australian Greens Whip.

Between 23 May 2007 and 29 June 2007 the Committee held one meeting.

In January 2007, two positions of Committee Secretary and Research Assistant were created to service all Select and Legislation Committees, with appointments following shortly after.

No Bills have yet been referred to the Committee to consider.

SELECT COMMITTEE ON GAMING LICENSING

On 14 February 2007, the Legislative Council resolved to establish a Select Committee of seven Members to inquire into and report on:

- post-2008 public lotteries licensing in Victoria, including the extension of Tattersall's public lotteries licence until 30 June 2008;
- post-2012 Electronic Gaming Machine (EGM) operator licensing in Victoria including the adequacy or otherwise of the legislative and regulatory framework pertaining to the number, location, distribution and specification of EGMs; and
- problem gambling in Victoria, the Community Support Fund any other associated matters dealing with gaming licensing issues.

The Committee was appointed with the lodgement of the names with the President by 4.00 p.m. on 16 February 2007. The resolution stated that the Committee would consist of two Members from the government party nominated by the Leader of the Government, two Members from the opposition nominated by the Leader of the Opposition, one Member from The Nationals nominated by the Leader

of The Nationals, one Member from the Australian Greens nominated by the Australian Greens Whip and Mr Peter Kavanagh, MLC from the Democratic Labor Party.

Between 26 February 2007 and 29 June 2007 the Committee held nine meetings.

On 26 February 2007, the Committee resolved to advertise its terms of reference and call for submissions. Invitations for submissions were also sent to a wide range of government agencies, private organisations and individuals. The Committee received a total of 52 submissions.

The Committee is proposing to hold public hearings in the second half of 2007, with the final report required to be presented to the Council no later than 28 February 2008.

SELECT COMMITTEE ON PUBLIC LAND DEVELOPMENT

On 2 May 2007, the Legislative Council resolved to establish a Select Committee of seven Members to inquire into and report on the sale or alienation of public land and open space for development, including the relationship to the Melbourne 2030 policy and Green Wedges.

The Committee was appointed with the lodgement of the names with the President by 4.00 p.m. on 4 May 2007. The resolution stated that the Committee would consist of two Members from the government party nominated by the Leader of the Government, two Members from the opposition nominated by the Leader of the Opposition, one Member from The Nationals nominated by the Leader of The Nationals, one Member from the Australian Greens nominated by the Australian Greens Whip and Mr Peter Kavanagh, MLC from the Democratic Labor Party.

Between 21 May 2007 and 29 June 2007 the Committee held two meetings.

On 4 June 2007, the Committee resolved to advertise its terms of reference and call for submissions. Invitations for submissions were also sent to a wide range of government agencies, private organisations, local community groups and individuals.

The Committee is proposing to hold public hearings in the second half of 2007, with the final report required to be presented to the Council no later than 30 June 2008.



Financial Management



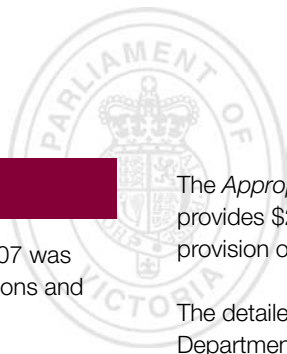
Department Goal

To ensure that departmental financial and resource planning and management is in accordance with the highest standards of compliance and accountability.

Strategies

To achieve this goal we will:

- Develop business cases for projects for approval by the Parliamentary Executive Group.
- Ensure the departmental budget is constantly monitored for financial integrity.
- Participate in effectiveness audit reviews of our Department.



Finance

Funding for the Legislative Council in 2006-07 was provided in two ways — Special Appropriations and the annual Parliament Appropriation Act.

Special Appropriations cover the payment of Members' salaries and allowances pursuant to the *Parliamentary Salaries and Superannuation Act 1968*, under which prescribed salary, allowances and superannuation contributions are automatically appropriated. They also cover the fixed appropriation for the Council paid under the *Constitution Act 1975*. Funding for the parliamentary joint investigatory committees in 2006-07 was also included in the Parliament's Appropriation Act.

The *Appropriation (Parliament 2006/2007) Act 2006* provided funds for the Legislative Council on the basis of provision of outputs, covering salaries and overtime, operating expenses, subsidiary expenses associated with the employment of personnel, including both Members and staff employed in the parliamentary precinct (i.e., payroll tax, superannuation levy, WorkCover levy), and parliamentary printing.

The *Appropriation (Parliament 2006/2007) Act 2006* again provided separate funds for each parliamentary department, as well as the Auditor-General, rather than on a 'global' one-line basis as was the case with the remainder of the public sector. This approach ensures that the Legislative Council's annual budget is guaranteed by law.

For budgeting purposes, the 'Department of the Legislative Council' is treated as an output group which is required to meet certain performance targets in delivering outputs in return for the Department's budget resources. These outputs, which are grouped on a quantity, quality and timeliness basis in the budget documents, represent a summary of the Department's main functions in relation to the sittings of the Council and some education and public relations related activities. A detailed account of those outputs and their performance measures appears at Appendix I to this report.

The sources of the Council's budget for 2006-07 were –

Special Appropriations	
Members' salaries and allowances	\$6,070,000
Clerk and expenses of the Legislative Council	\$200,000
Auditor-General's Office Audit	\$12,500
Parliament Appropriation Act	
Provision of outputs	\$2,662,800
TOTAL	\$8,945,300

The *Appropriation (Parliament 2007/2008) Act 2007* provides \$2,667,000 to the Legislative Council for the provision of outputs only.

The detailed figures for 2006-07 for both the Department and the Parliamentary Joint Investigatory Committees appear in the expenditure statements at Appendix G and Appendix H to this report and a breakdown of expenditure for the Legislative Council on a percentage basis is depicted in the following charts:

FIGURE 6
TOTAL EXPENDITURE, MEMBERS AND DEPARTMENTAL EXPENDITURE, 2006-07

N = \$8,390,143 (Source: Appendix G)

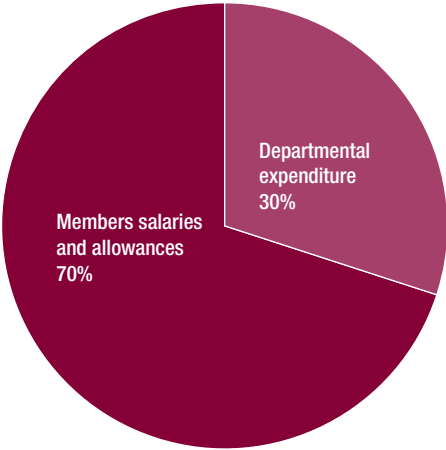
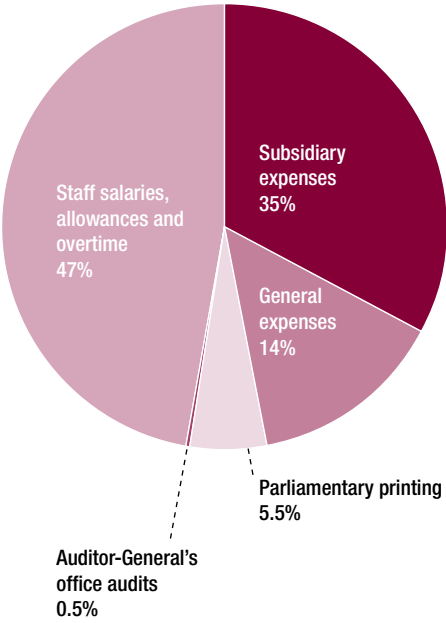


FIGURE 7
EXPENDITURE, DEPARTMENT OF THE LEGISLATIVE COUNCIL, 2006-07

N = \$2,480,741 (Source: Appendix G)





PUBLIC ACCOUNTS AND ESTIMATES COMMITTEE HEARING

On 11 May 2007, the Presiding Officers and Department Heads gave evidence before the Public Accounts and Estimates Committee in relation its inquiry into the 2007-08 budget estimates. The hearing comprised a powerpoint presentation from the Parliament followed by questions from the Committee. Prior to the hearing the Parliament completed the Committee's annual budget estimates questionnaire which formed the basis for many of the questions asked during the hearing.

COMMITTEE BUDGET ARRANGEMENTS

\$5.7 million was made available for the operations of Parliamentary Joint Investigatory Committees in 2006-07 by the *Appropriation (Parliament 2006/2007) Act 2006*. This appropriation is separate from the appropriations for each House Department.

The Parliamentary Joint Investigatory Committees group is, for budgeting purposes, also treated as an output group that is required to meet certain performance targets in delivering outputs in return for its budget resources. A detailed account of those outputs and their performance measures appears at Appendix I to this report.



Appendices



Role of the Legislative Council Staff

CLERK'S OFFICE

The Department's administration is headed by the Clerk whose main role is to provide policy, procedural and management advice to the President and Members of the Council on all matters relating to the operations of the Council and the Committees which it services. The Clerk is assisted by the Deputy Clerk who is responsible for the day to day management of the Department. The Clerk is required to provide an accurate record of the decisions and proceedings of the Council and to ensure that the passage of legislation is in accordance with legislative and procedural requirements.

As Department Head, he has overall responsibility for the financing, staffing and administration of the Department and is a member of the Parliamentary Executive Group. The Clerk's Office is also responsible for the management of projects and special events as well as a number of other administrative and operational matters.

Other staff in the Clerk's Office are the Executive Assistant to the Clerk and the Project Officer.

The Clerk of the Legislative Council is also Honorary Assistant Secretary to the Victoria Branch of the Commonwealth Parliamentary Association. The Department accordingly provides some support services to the Branch. The Deputy Clerk also maintains the Register of Members' Interests on behalf of the Clerk of the Parliaments.

TABLE OFFICE

The Assistant Clerk – House and Usher of the Black Rod is responsible for the oversight of the Table Office and is the President's Executive Officer. Under direction from the Clerk, he provides assistance in the day to day administration of the Department and, also the management of Attendant Staff. He is also required to provide policy advice to the President and Clerk as required. The Usher is a central ceremonial figure at Openings of Parliament and Governors' Inaugurations. During sittings of the Council he has various responsibilities, including the preparation of the Notice Paper and recording the proceedings of the Committee of the Whole. The Usher also attends to a range of operational matters such as the use of the Chamber and other meeting/function facilities, security of the building and its occupants and fire protection.

The Office provides procedural, research, writing and managerial support to the Legislative Council, the President, and senior officers of the Department and is responsible for the maintenance and expansion of the Department's procedural database.

The Assistant Clerk – House and Usher of the Black Rod is assisted by a Manager – Chamber Support and three other staff, who provide extensive administrative support to the Legislative Council Chamber during sittings of the House, Select Committees appointed from time to time, the Legislation Committee and to the Department and Members during non-sitting periods.

In sitting periods, Table Office personnel liaise closely with Government Departments, Parliamentary Counsel, contract printers and all other interested parties to ensure the timely presentation of documents to the House.

The Office is responsible for preparing, checking, recording, printing, storing and archiving the official records and papers of the Legislative Council. These include Acts, Bills, amendments, questions on notice, petitions, diverse papers and reports, Minutes of the Proceedings and Notice Papers. The Office serves as the general enquiry centre of the Department dealing with parliamentary, governmental, media and public enquiries.

The Office compiles information and provides parliamentary documents and stationery to Members as required. It also provides administrative support to the Department by processing and recording Departmental expenditure, and by sourcing and supplying equipment and stationery.

In addition, the Office is the repository of procedural information in the Department, particularly through its development, management and use of the Legislative Council's procedural database, books and manuals. The Office compiles and distributes procedural bulletins, the Legislative Council's Rulings Book and information sheets and contributes related information to various internal and external procedural publications.

ATTENDANT STAFF

Under the direction of the Assistant Clerk – House and Usher of the Black Rod, the Principal Attendant manages and supervises a team of Attendants and a cleaner. The Principal Attendant provides general assistance to the Table Officers and attends to various requirements of Members, especially during the sittings of the Council. He 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.

The Attendants' group is generally responsible for the daily cleaning and maintenance of offices, meeting rooms and other areas of the Council precincts, the provision of security and enquiry services, assistance in the Parliament's information and gift shop and a daily courier service within and outside the building. Attendant staff also provide services for the sittings of the House and at functions held at Parliament House.

COMMITTEES' OFFICE

During the 55th and 56th Parliament the Department continues to be responsible for administering six of the Parliament's twelve Joint Investigatory Committees — Economic Development and Infrastructure, Education and Training, Environment and Natural Resources, Law Reform, Outer Suburban/Interface Services and Development and Road Safety. Centralised support services are provided by the Joint Committee Administration Office which comprises some staff from this Department. The Committees' Office is responsible for the provision of accurate and timely advice, and effective and efficient support services to these committees, as well as any other committees which may be appointed by the Legislative Council, including Standing Orders, Legislation and Select Committees. Its main functions include the allocation to each committee of adequate and competent staff, the provision of financial resources, the analysis of evidence and the presentation of reports to Parliament.

The Assistant Clerk – Committees supervises the committees for which the Department is administratively responsible and is responsible to the President for the oversight of the operations of the committees; Executive Officers, Research Officers and Administration Assistants from each of the above committees whose role is to provide administrative, research, procedural and budgetary support to each committee; and staff from the Joint Committee Administration Office who provide keyboarding and other support services to each of the committees. Consultants are engaged from time to time depending on the inquiries before the committees.

PRESIDENT'S OFFICE

The President's Office is comprised of two staff, a Parliamentary Adviser and an Administrative Assistant, that service the needs of the President. The staff provide advice and assistance to the President in his role as the Ministerial Head of the Department on matters relating to the management of the Parliament and on a wide range of other matters including official dealings with other Parliaments and organisations, distinguished visitors, diplomatic calls and ceremonial events. The President's Administrative Assistant also provides administrative support to the Assistant Clerk – House and Usher of the Black Rod, providing a range of administrative services.

Appendix B

The following Staff were employed in the Department during 2006-07

AT PARLIAMENT HOUSE

WAYNE TUNNECLIFFE

Clerk of the Legislative Council

MATTHEW TRICARICO

Deputy Clerk

STEPHEN REDENBACH

Assistant Clerk – House and Usher of the Black Rod

ANDREW YOUNG

Assistant Clerk – Committees

RICHARD WILLIS

Secretary, Legislation and Select Committees

FELICITY MURPHY

Manager, Papers Office

ROBERT McDONALD

Manager – Chamber Support

MARY MARTIN

Executive Assistant to the Clerk of the Legislative Council

GEOFF BARNETT

Project Officer
Parliamentary Adviser to the President

ANDREA AGOSTA

Project Officer

ANTHONY WALSH

Procedural Research Officer
Research Assistant, Legislation and Select Committees

RACHEL GATEWOOD

Administrative Assistant (President's Office)

SARAH HYSLOP

Papers and Records Officer
Procedural Research Officer

REBECCA WHITE

Procedural Research Officer

VIVIENNE BANNAN

Acting Manager, Papers Office
Manager, Papers Office
Senior Client Services Officer

ANNA HURLEY

Client Services Officer

HELEN COSMOS

Client Services Officer, Table Office

RUSSEL BOWMAN

Principal Attendant

MICHAEL STUBBINGS

Deputy Principal Attendant

GREGORY MILLS

Parliamentary Attendant

JOANNA HANSEN

Parliamentary Attendant - Clerk's Post

PETER ANASTASIOU

Parliamentary Attendant

PATRICK BORIBON

Parliamentary Attendant - Clerk's Post

PHILIP STOITS

Parliamentary Attendant
Acting Administrative Assistant
President's Office

NEIL McCORMACK

Parliamentary Attendant

GRAHAM TATNELL

Parliamentary Attendant

QUENTIN CORNELIUS

General Hand

AT THE COMMITTEE PREMISES – 35 SPRING STREET, MELBOURNE

Economic Development and Infrastructure Committee

RUSSELL SOLOMON

Executive Officer

VAUGHN KOOPS

Executive Officer

MARK ROBERTS

Acting Executive Officer

ANDREA AGOSTA

Office Manager

MARY PINK

Acting Office Manager

JONATHON GURRY

Research Officer

FELICITY LANE

Research Assistant

Environment and Natural Resources Committee

CAROLINE WILLIAMS

Executive Officer

VAUGHN KOOPS

Executive Officer

DEREK BENJAMIN

Research Officer
Acting Executive Officer

VANESSA THOMAS

Office Manager

ANNA HURLEY

Administrative Assistant

Law Reform Committee

MERRIN MASON

Executive Officer

PETER CHEN

Executive Officer

KERRY RISELEY

Executive Officer

JAIME COOK

Office Manager

ANDREW CAMPBELL

Acting Office Manager

JUSTIN FORD

Research Officer

KAT BRAZENOR

Research Assistant

KATE BUCHANAN

Research Officer

NATHAN BUNT

Research Officer

Road Safety Committee

ALEX DOUGLAS

Executive Officer

RICHARD WILLIS

Acting Executive Officer

GRAEME BOTH

Research Officer

MARILYN JOHNSON

Research Officer

Joint Committee Administration Office

ANDREW CAMPBELL

Administrative Officer

MARY PINK

Administrative Officer

AT THE COMMITTEE PREMISES – 157 SPRING STREET, MELBOURNE

Education and Training Committee

KAREN ELLINGFORD

Executive Officer

NATALIE TYLER

Committee Administrative Officer

ANDREW BUTLER

Research Officer

JENNIFER HOPE

Research Officer

Outer Suburban/Interface Services and Development Committee

SEAN COLEY

Executive Officer

NATALIE-MAI HOLMES

Office Manager

KEIR DELANEY

Research Officer

Appendix C

Members of the Legislative Council – 55th Parliament Until 31 October 2006

PROVINCE	NAME	PARTY	PROVINCE	NAME	PARTY
Ballarat	Ms Dianne Hadden	IND	Melbourne	Mr Gavin Jennings	ALP
	Hon John McQuilten	ALP		Ms Glenyys Romanes	ALP
Central Highlands	Hon Robert Mitchell	ALP	Melbourne North	Ms Candy Broad	ALP
	Hon Graeme Stoney	LP		Hon Marsha Thomson	ALP
Chelsea	Mr Robert Smith	ALP	Melbourne West	Hon Kaye Darveniza	ALP
	Mr Matt Viney	ALP		Hon Sang Nguyen	ALP
Doutta Galla	Hon Monica Gould	ALP	Monash	Hon Andrea Coote	LP
	Hon Justin Madden	ALP		Mr Johan Scheffer	ALP
East Yarra	Hon Richard Dalla-Riva	LP	North Eastern	Hon Bill Baxter	NAT
	Hon David Davis	LP		Hon Wendy Lovell	LP
Eumemmerring	Hon Gordon Rich-Phillips	LP	North Western	Hon Barry Bishop	NAT
	Mr Adem Somyurek	ALP		Hon Damian Drum	NAT
Geelong	Ms Elaine Carbines	ALP	Silvan	Ms Carolyn Hirsh	ALP
	Hon John Eren	ALP		Hon Andrew Olexander	IND LIB
Gippsland	Hon Phillip Davis	LP	South Eastern	Hon Ron Bowden	LP
	Hon Peter Hall	NAT			
Higinbotham	Mr Noel Pullen	ALP	Templestowe	Hon Lidia Argondizzo	ALP
	Hon Chris Strong	LP		Hon Bill Forwood	LP
Jika Jika	Ms Jenny Mikakos	ALP	Waverley	Hon Andrew Brideson	LP
	Hon Theo Theophanous	ALP		Mr John Lenders	ALP
Koonung	Hon Bruce Atkinson	LP	Western	Hon David Koch	LP
	Hon Helen Buckingham	ALP		Hon John Vogels	LP
			Western Port	Hon Geoff Hilton	ALP

NOTES

ALP – Australian Labor Party - 24 Members

LP – Liberal Party - 14 Members

NAT – The Nationals - 4 Members

IND – Independent - 1 Member

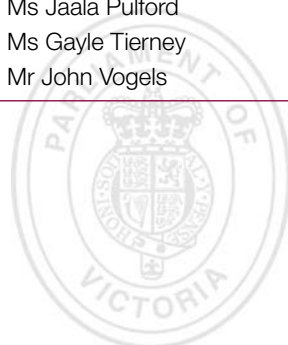
IND LIB – Independent - 1 Member

Appendix D

Members of the Legislative Council – 56th Parliament, From 19 December 2006

REGION	NAME	PARTY
Eastern Metropolitan Region	Mr Bruce Atkinson	LIB
	Mr Richard Dalla-Riva	LIB
	Mrs Jan Kronberg	LIB
	Mr Shaun Leane	ALP
	Mr Brian Tee	ALP
Eastern Victoria Region	Mr Philip Davis	LIB
	Mr Peter Hall	NAT
	Mr Edward O'Donohue	LIB
	Mr Johan Scheffer	ALP
	Mr Matt Viney	ALP
Northern Metropolitan Region	Mr Greg Barber	AG
	Mr Nazih Elasmr	ALP
	Mr Matthew Guy	LIB
	Ms Jenny Mikakos	ALP
	Hon Theo Theophanous	ALP
Northern Victoria Region	Ms Candy Broad	ALP
	Ms Kaye Darveniza	ALP
	Mr Damian Drum	NAT
	Ms Wendy Lovell	LIB
	Mrs Donna Petrovich	LIB
South Eastern Metropolitan Region	Mr Gavin Jennings	ALP
	Mrs Inga Peulich	LIB
	Mr Gordon Rich-Phillips	LIB
	Hon Robert Smith	ALP
	Mr Adem Somyurek	ALP
Southern Metropolitan Region	Mrs Andrea Coote	LIB
	Mr David Davis	LIB
	Mr John Lenders	ALP
	Ms Sue Pennicuik	AG
	Mr Evan Thornley	ALP
Western Metropolitan Region	Mr Khalil Eideh	ALP
	Mr Bernie Finn	LIB
	Ms Colleen Hartland	AG
	Hon Justin Madden	ALP
	Mr Martin Pakula	ALP
Western Victoria Region	Mr Peter Kavanagh	DLP
	Mr David Koch	LIB
	Ms Jaala Pulford	ALP
	Ms Gayle Tierney	ALP
	Mr John Vogels	LIB

ALP – Australian Labor Party - 19 Members
 LP – Liberal Party - 15 Members
 AG – Australian Greens - 3 Members
 NAT – The Nationals - 2 Members
 DLP – Democratic Labor Party - 1 Member





Appendix E

Selected statistics relating to sittings of the Legislative Council, 2002-03 to 2006-07

	2002-03	2003-04	2004-05	2005-06	2006-07
Number of days House met	37	43	47	54	42
Number of hours House met	389.57	452	435.47	436.47	365.02
Average number of hours per sitting	10.08	10.3	9.14	7.8	8.69
Bills dealt with					
Initiated in L.C.	13	1	1	3	3
Initiated in L.A.	77	103	97	91	77
Passed without amendment	69	103	91	92	74
Passed with amendments	6	3	2	3	2
Defeated	1	0	0	2	1
Lapsed	0	1	0	0	2
Sets of amendments circulated	25	27	28	35	36
Questions on notice processed	898	2,826	1,670	2,878	1,937
Petitions Tabled	15	53	73	92	99
Papers tabled (total)	1,008	1,038	1,074	1,127	1,155
Annual reports	322	342	328	328	326
Statutory Rules (incl. attachments)	142	158	177	152	170
Planning schemes & amendments	350	378	362	293	420
Proclamations	30	47	46	32	43
Other (including special reports, Parliamentary Committee reports etc)	164	113	161	228	196

Appendix F

Statistics relating to Committees administered by the Department of the Legislative Council

	EDIC	ETC	ENRC	LRC	OSISDC	RSC
Deliberative meetings						
Full committee	4	25	10	11	2	14
Sub committee	15	4	5	–	–	–
Public Hearings						
Full committee	5	5	6	51	3	12
Sub committee	–	10	1	–	–	–
Visits/Inspections						
Full committee	14	3	–	5	18	3
Sub committee	–	7	2	–	–	–
Reports presented	2	1	1	1	–	–
Discussion papers	–	–	–	–	–	–

- EDIC - Economic Development and Infrastructure Committee
 ETC - Education and Training Committee
 ENRC - Environment and Natural Resources Committee
 LRC - Law Reform Committee
 OSISDC - Outer Suburban/Interface Services and Development Committee
 RSC - Road Safety Committee



Appendix G

Legislative Council Expenditure Statements, 2006-07

2005-06 ACTUAL \$	EXPENDITURE	2006-07 BUDGET \$	2006-07 ACTUAL \$
1,068,852	Staff salaries, allowances and overtime	1,572,298	1,158,217
811,850	Subsidiary expenses (1)	761,500	823,401
299,724	General expenses	409,502	343,698
100,397	Parliamentary printing	119,500	142,925
12,000	Auditor-General's office audits	12,500	12,500
2,292,823	Total - Departmental	2,875,300	2,480,741
LEGISLATIVE COUNCIL - MEMBERS - SPECIAL APPROPRIATIONS			
5,850,487	Members salaries and allowances	6,070,000	5,909,402
0	Parliamentary contributory superannuation fund	-	-
5,850,487	Total - Members	6,070,000	5,909,402
8,143,310	TOTAL	8,945,300	8,390,143

NOTE:

1. Subsidiary expenses include long service leave and recreation leave provision, payroll tax, employer superannuation and WorkCover contributions.
2. This information is provided for the benefit of Members. A complete set of the financial statements of the Parliament of Victoria is provided in the Department of Parliamentary Services Annual Report for 2006-07.

Appendix H

Joint Investigatory Committees Expenditure Statements, 2006-07

2005-06 ACTUAL \$	COMMITTEE	2006-07 BUDGET \$	2006-07 ACTUAL \$
418,474	Drugs and Crime Prevention	369,636	298,625
273,563	Economic Development and Infrastructure	209,842	81,877
386,617	Education and Training	348,004	278,757
n.a	Electoral Matters	52,198	31,674
307,599	Environment and Natural Resources	314,198	239,723
248,048	Family and Community Development	308,348	237,686
505,451	Law Reform	391,819	235,339
347,288	Outer Suburban/Interface Services and Development	308,503	273,804
673,740	Public Accounts and Estimates	679,696	516,840
340,819	Road Safety	360,289	250,425
404,543	Rural and Regional	329,903	269,689
353,440	Scrutiny of Acts and Regulations	378,696	277,784
772,567	Joint Committee Administration Office	1,658,868	817,418
5,037,149	Total	5,710,000	3,809,641

NOTES

1. Committees administered by the Legislative Assembly:
 - Drugs and Crime Prevention
 - Electoral Matters (56th Parliament only)
 - Family and Community Development
 - Public Accounts and Estimates
 - Rural and Regional
 - Scrutiny of Acts and Regulations

2. Committees administered by the Legislative Council:
 - Economic Development and Infrastructure
 - Education and Training
 - Environment and Natural Resources
 - Law Reform
 - Outer Suburban/Interface Services and Development
 - Road Safety

3. Both House Departments jointly administer the Joint Committee Administration Office. Its budget includes the rental payments for Committee accommodation.



Appendix I

Major Outputs and Performance Measures

LEGISLATIVE COUNCIL

<i>Major Outputs/Deliverables Performance Measures</i>	Unit of Measure	2005-06 Actual	2006-07 Target	2006-07 Expected Outcome	2007-08 Target
<i>Procedural Support, Documentation Preparation and Provision of Information for Council</i>					
<i>Quantity</i>					
Procedural references updated biannually	number	2	2	2	2
Security audit requirements met a year	number	6	2	2	2
<i>Quality</i>					
Bills and amendments processed accurately through all relevant stages	per cent	100	100	100	100
Constitutional, parliamentary and statutory requirements met	per cent	100	100	100	100
Member satisfaction with accuracy and timeliness of advice	per cent	80	80	80	80
Visitors satisfaction with service quality in relation to tours of Parliament	per cent	85	85	85	85
<i>Timeliness</i>					
House documents tabled within time guidelines	per cent	90	90	90	90
Parliamentary documents available one day after sitting day	per cent	98	98	98	98
<i>Cost</i>					
Total output cost	\$ million	8.6	9	9	8.6

Appendix J

Major Outputs and Performance Measures

JOINT INVESTIGATORY COMMITTEES

<i>Major Outputs/Deliverables Performance Measures</i>	Unit of Measure	2007-08 Target	2006-07 Expected outcome
<i>Reports tabled and papers published</i>			
<i>Quantity</i>			
Discussion/issues papers published published per annum	number	0	0
Inquiry reports tabled per annum	number	25	19
<i>Quality</i>			
Committee Members satisfied with accuracy and timeliness of procedural and administrative advice	per cent	80	88
Inquiry and Statutory Reports produced in compliance with statutory and legislative requirements	per cent	100	100
<i>Timeliness</i>			
Statutory Reports tabled within statutory deadlines	per cent	100	100
<i>Cost</i>			
Total output cost	\$million	5.8	5.7





Appendix K

DISTINGUISHED VISITORS AND OFFICIAL DELEGATIONS

Delegation from the Parliament of Sri Lanka led by Hon Nimal Siripala de Silva, Leader of the House and Minister of Health.

Delegation from Busan, led by Mr Hur Nam-Sik, Mayor of Busan.

Luncheon in honour of the Delegation from the Indonesian Parliament, Ministry of Finance and Ministry of Home Affairs.

Luncheon in honour of the Australian Political Exchange Council 11th Delegation from Vietnam.

Luncheon in honour of the Delegation from the National People's Congress, China led by the Hon Mr Sheng Huaren.

Luncheon in honour of the Parliamentary Delegation from Malaysia, led by the Tan Sri Dato' Seri DiRaja Ramli bin Ngah Talib Speaker of the House of Representatives.

Luncheon in honour of the Parliamentary Delegation from Mexico, led by Senator Carlos Fimenez Macias.

Luncheon in honour of the Australian Political Exchange Council, Delegation from New Zealand.

OFFICIAL CALLS

Ambassador of Spain, His Excellency Mr Antonio Cosano.

Consul-General of New Zealand, Ms Shona Bleakley.

Ambassador of the Federation Republic of Brazil, His Excellency Mr Fernando De Mello Barreto.

Consul-General of the People's Republic of China, Mr Liang Shugen.

High Commissioner for New Zealand His Excellency, Dr John Larkindale.

Honorary Consul for the Republic of South Africa, Mr Raphael Geminder.

Consul-General of the Republic of Paraguay, Mr Reinaldo Pereira Mongelos.

Honorary Consul for Switzerland, Ms Erika Kimpton-Etter.

Hon Margaret Wilson, Speaker of New Zealand, House of Representatives.

Consul-General of the Republic of Turkey, Mr Agkut Sezgin.

Ambassador of the Republic of Korea, His Excellency Mr Cho Chang-Beom.

Consul-General of Greece, Mr Christos Salamanis.

High Commissioner for Brunei Darussalam, His Excellency Mr Mohd Suhrip Othman.

Ambassador of the Philippines, His Excellency Mr Ernesto De Leon.

Consul-General of the Republic of Indonesia, Mr Budiartman Bahar.

Appendix L

SUPPLEMENTARY INFORMATION AS AT 30 JUNE 2007

General Stores on Hand

As at 30 June 2007, the Table Office had the following stores on hand which were valued at cost:

Letterhead paper	\$1,398.00
Envelopes	\$9,939.40
Other Stores incl. Pads, With Compliments slips, etc	\$1,584.90

As at 30 June 2007, the Department had outstanding employee benefits including:

Annual Leave	\$439,853.00
Long Service Leave	\$142,850.96

Appendix M

NON-CURRENT PHYSICAL ASSETS

The Black Rod

Departmental uniforms

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

Office equipment Photocopiers, television sets, DVD players, video recorders, video camera, digital camera, video projectors, portable discussion sound system etc.

Communications Telephones, mobile telephones, two-way radios, facsimile machines, audio systems, etc.

Word processing and computer equipment Personal desktop computers, lap top computers, printers, scanners, file servers etc.

Appendix N

ADMINISTRATION OF ACTS

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

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

- *Constitution Act 1975*
- *Members of Parliament (Register of Interests) Act 1978*
- *Parliamentary Administration Act 2005*
- *Parliamentary Committees Act 2003*
- *Parliamentary Precincts Act 2001*
- *Parliamentary Salaries and Superannuation Act 1968*





Staff of the Legislative Council - November 2006





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