



**Department of the  
Legislative Assembly**

**Annual Report  
For the Year  
1993-94**

## **The Mace**

*The Mace is in the form of a staff, headpiece, and crown surmounted by an orb and Maltese cross. The symbols embrace the rose, the thistle, the harp, and the waratah, emblematical of England, Scotland, Ireland and Victoria, respectively. On the headpiece is the fleur-de-lis, and, embossed in enamel, are the United Kingdom and Victorian Coats of Arms. Encircling the staff is a band upon which are engraved the names of the Speakers since 1856, the first year of responsible government.*

*The Mace currently in use in the Victorian Parliament was made in 1901. Modelled on the Mace from the House of Commons and made of silver with gold plating, it weighs over 8 kilos and is 1.52 metres in length.*

*Each sitting day begins with the Speaker's procession when the Speaker is escorted to the Chamber by the Serjeant-at-Arms carrying the Mace. When the House is sitting, the Mace rests on the table with the Orb and Cross pointing towards the Government side of the Chamber.*

*When the Speaker leaves the Chair and the Assembly is in Committee the Mace is placed on a bracket below the table. The Mace is present in the Chamber at all times when the House is sitting. Proceedings cannot take place unless the Mace is present.*



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

19 October 1994

The Hon J E Delzoppo, MP  
Speaker of the Legislative Assembly  
Parliament House  
MELBOURNE 3002

Dear Mr Speaker,

I have pleasure in forwarding to you the Annual Report for the Department of the  
Legislative Assembly for the year 1993-94.

Yours sincerely,

A handwritten signature in black ink, appearing to read "J. G. Little".

J. G. Little  
Clerk of the Legislative Assembly



19 October 1994

The Hon J E De Zoete, MR  
Speaker of the Legislative Assembly  
Parliament House  
MELBOURNE 3002

Dear Mr Speaker,

I have pleasure in forwarding to you the Annual Report for the Department of the  
Legislative Assembly for the year 1993-94.

Yours sincerely,

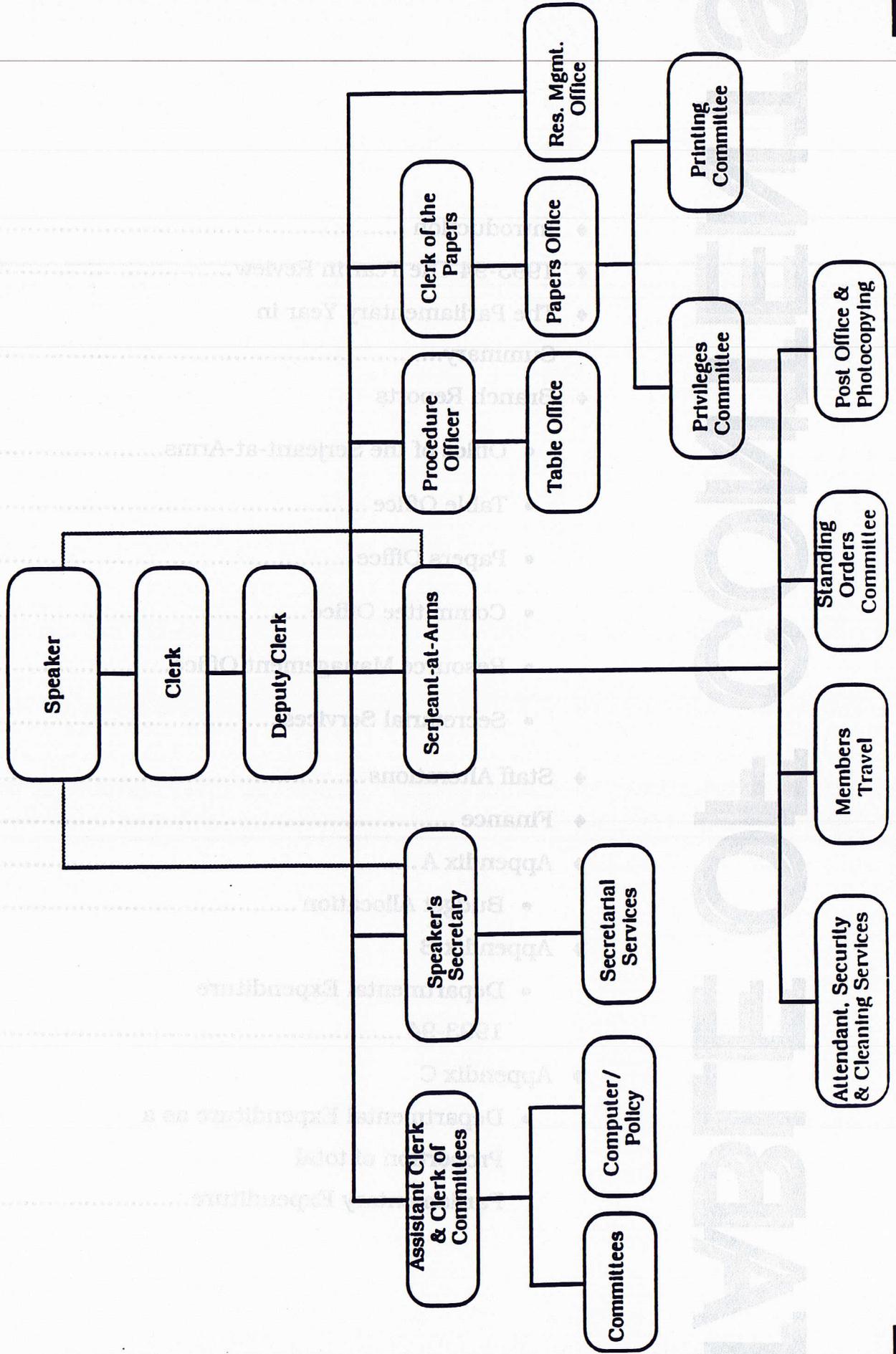
A handwritten signature in dark ink, appearing to read "J. G. Little".

J. G. Little  
Clerk of the Legislative Assembly

# TABLE OF CONTENTS

◆ Introduction .....	1
◆ 1993-94 The Year in Review.....	2
◆ The Parliamentary Year in Summary.....	8
◆ Branch Reports	
• Office of the Serjeant-at-Arms.....	9
• Table Office .....	14
• Papers Office .....	16
• Committee Office.....	18
• Resource Management Office.....	25
• Secretarial Services .....	28
◆ Staff Alterations.....	30
◆ Finance .....	31
◆ Appendix A.....	
• Budget Allocation .....	32
◆ Appendix B	
• Departmental Expenditure 1993-94 .....	33
◆ Appendix C	
• Departmental Expenditure as a Proportion of total Parliamentary Expenditure.....	34

# DEPARTMENT OF THE LEGISLATIVE ASSEMBLY



## INTRODUCTION

The Department of the Legislative Assembly is one of five departments which serve the Victorian Parliament. The Department of the Legislative Assembly provides administrative support for the Legislative Assembly and its Committees, with emphasis on the provision of specialist advice concerning the law, custom and practice of Parliament under the Westminster system. Responsibility for the recording and publication of proceedings and the custody of documents prepared for and received by the House is a primary task of the Department.

The Department consists of seven branches:

Office of the Clerk  
Office of the Serjeant-at-Arms  
Table Office  
Papers Office

Committee Office  
Resource Management Office  
Secretarial Services

### Office of the Clerk

The Office consists of the Clerk, Deputy Clerk, Assistant Clerk and Clerk of Committees and Secretary to the Clerk. The Clerk of the Legislative Assembly is the administrative head of the Department and the chief adviser to the Speaker on policy, procedure and corporate management. Responsibilities of the office include the provision of advice to Members of the Legislative Assembly on all matters relating to the proceedings and the accurate recording and publication of proceedings.

### Office of the Serjeant-at-Arms

The Serjeant-at-Arms is the Speaker's Executive Officer and is responsible for the performance of all ceremonial duties, the recording and transmission of Messages between the Houses, the issuing of security passes, security within the building (together with the Usher of the Black Rod), Members' travel entitlements, and the supervision of the Parliamentary Attendant staff. The Parliamentary Attendant staff provide services to the Chamber during sittings of the House, provide daily cleaning and maintenance of Members' offices, and conduct public tours for the many visitors to Parliament House throughout the year.

### Table Office

The Table Office provides procedural assistance to the Chamber and prepares all documents necessary for the operation of the House.

### Papers Office

The Papers Office is the main repository for Bills, Acts, parliamentary papers and departmental reports. It also carries stock copies of all public documents associated with or tabled in the House.

### Committee Office

Under the supervision of the Assistant Clerk and Clerk of Committees, the office provides the administrative and procedural support for the Joint Investigatory Committees administered by the Legislative Assembly.

### Resource Management Office

The Resource Management Office performs all the personnel functions of the Department, maintains and develops the Department's information systems, and provides administrative support to the Serjeant-at-Arms in the processing of Members' travel requests and the issuing of security passes. The Office also provides resources for research and special projects.

### Secretarial Service

The Office is responsible for Secretarial Services which provides stenographic assistance to Members of both Houses of Parliament in relation to their parliamentary duties.

---

# 1993-94 - THE YEAR IN REVIEW

## **Government Business Programme**

During the year under review, the issue that was most significant to the operation of the House was the introduction of a Government Business Programming Committee.

This Committee, appointed by Sessional Orders on 15 September 1993, consists of the Leader of the House and the Deputy Leader of the Opposition (or their nominees) and may meet with a view to reaching agreement on the manner in which the House is to deal with Government Business for the week.

The practical results from the Committee's decisions were that the Assembly sat for eight weeks - as planned - and that the planned business (nominated Bills) was achieved each week with there being only two occasions when Bills had to be terminated at the nominated time. The first occasion involved one Bill, and the second - the last week of sitting - involved seven Bills.

From the point of view of sitting times, the House regularly went onto the adjournment at the automatic 10.00 p.m. interruption. There were only four occasions during the year when the Assembly sat beyond 12 midnight.

This new sitting pattern was a welcome change to the normal pattern experienced over many years and particularly the phrenetic pattern experienced in October/November 1992.

## **Duty Allowance**

For a number of years, Assembly Chamber officers have expressed concern at the effect, particularly the pressure and stress, that long working hours occasioned by the sittings of the House has had on those officers.

Following the 1992 Spring Sitting, a submission was made to Mr Speaker drawing formal attention to the fact that the Chamber Officers were required to work these late hours, in addition to working the normal core hours five days per week, without any financial recognition.

University studies show that shift-work equivalent to those that Chamber Officers were required to work were unacceptable to industry and were deleterious to health. Furthermore, there is no comparable sector of the Public Service where administrative officers are required to work hours similar to those associated with the sittings of Parliament. Neither staff rosters nor overtime payments are available to the Chamber Officers - unlike other administrative and attendant staff.

Mr Speaker referred the submission to the Minister for Industry and Employment on 18 May 1993 for independent assessment by his industrial relations specialists. These officers investigated the submission, acknowledged the basis of the submission and made certain recommendations which were less than the original submission sought. Their recommendation was considered by the Acting Public Service Commissioner and the First Assistant Secretary, Office of Public Sector Management within the Department of Premier and Cabinet. Each concurred with the recommendation submitted by the industrial relations officers of the Department of Industry and Employment.

The final acceptance by these three expert bodies in determining wages and/or conditions of employment finally resulted in the recommendation going to the Premier in May 1994. Whilst he accepted the recommendation put forward, he only approved the payment of a duty allowance (\$103) to those officers who are required to work the extended hours of sitting, in addition to the standard core working hours as set out in the Parliamentary Officers Agreement 1990, provided - (i) the House sits beyond 11.30 p.m.; (ii) they are required to work when the House sits; and (iii) they receive no other monetary compensation.

---

Payment of the allowance brings senior officers of the Parliament into line with their counterparts in Canberra and New South Wales in recognising the effect of the extended hours worked during the sittings. However, the amount paid is far less, and the qualifying requirements are far more onerous, than those of the other parliaments.

It is expected that payment of this allowance will be met from within the Department's existing budgetary framework.

### **Computer System**

It is some six years since computers were introduced into the Assembly's administrative areas. Much of this equipment required updating and obviously, sizable outlays of money were going to be involved.

It has been a matter of some concern that, to date, the use of computers has not enabled the Department to provide services that make basic information more readily available, not only to the various staff and offices, but to Members, the public and possibly more importantly, the Members' electorate offices.

This has been caused by a combined lack of time, resources, the wide range of computer software used by Members and most importantly, the fact that the major Apple Macintosh database - 4th Dimension - was restricted to the Apple Macintosh system and could not readily be accessed by Dos based machines.

It should be pointed out that at the time that the two House departments introduced computers, a detailed study was done of machines and available software. The Dos based system could not meet the Department's requirements, i.e. produce the House documents to camera-ready copy. In the intervening years, however, the situation has changed. Dos based machines now can produce the camera-ready material similar to the Apple Macintosh and there are several advantages in converting across to a Dos platform. The equipment would be compatible with the Parliament House computer network, the Information Technology Unit could provide full support, and the database software in Dos would enable the Assembly to expand and increase its services to a wider client base.

The majority of the Department's Apple Macintosh computers required some expenditure for upgrading in order to take the updated System 7 operating system. It was felt that the best use of funds would be to put that money into a system that would allow an expansion of services to members. Therefore, a decision was reached to replace the existing computer equipment with new Dos based equipment.

It is expected that the new system will be fully operational by the end of July 1994 and that information regarding proceedings on Bills, papers presented and operational dates for legislation will be systematically introduced over the forthcoming year.

It will be some time before the service is available outside the building, but the Department is considering ways of making this information available within the building.

### **Training Sessions - Procedure**

The Department introduced formal training sessions by Chamber staff for Branch Managers. The aim of the sessions was to expose the staff to actual situations and conditions that arise in the House.

To date three seminars have been held. The first two were for Assembly staff only as it was seen to be enhancing knowledge in respect of Assembly procedure. A remark was made, however, that there could be some topics that staff from other departments would find of interest. As a result, the third seminar was designed to be a general interest topic "Preparing for the House and Recording Proceedings". We were agreeably surprised to have fifty-two staff from all departments and the committees in attendance. The response to these seminars was very favourable and staff have been invited to nominate topics they would wish covered in future seminars.

---

The Department will continue to have specialist procedure seminars, but it would appear that there is sufficient interest for all the departments to combine from time to time to provide seminars which are of general appeal.

The details of the Assembly seminars held to date are:

- |                         |   |   |
|-------------------------|---|---|
| Thursday, 14 March 1994 | - | 1. Priority of Source Material                    |
|                         |   | 2. Substantive Motions                            |
|                         |   | 3. Gag/Guillotine - definition.                   |
| Monday, 11 April 1994   | - | 1. Adjournment Motions                            |
|                         |   | 2. Call List in Committee Proceedings.            |
|                         |   | 3. Parliament                                     |
|                         |   | (a) General Knowledge                             |
|                         |   | (b) Public Speaking                               |
| Monday, 6 May 1994      | - | Preparing for the House and Recording Proceedings |

Each seminar was designed to run for approximately two hours. Experience shows that this is probably the maximum time and that no more than three topics - depending on the detail/depth - should be attempted in the one session.

The Department currently has plans for further seminars to cover such topics as (a) Daily Program; (b) Passage of Legislation; and (c) Rules Governing Debate/Procedure.

#### **Accommodation/Storage**

The question of accommodation is currently being reviewed with the view to removing the temporary accommodation structure in the gardens. The Department has been expressing concern for some years at the continual reduction of its available storage space and at the same time being required to store an ever increasing amount of material.

It would appear that there is some relief in sight with the possibility of some off-site - but readily accessible - storage space close to the Parliament. Not only does this provide the opportunity for increasing the storage space, but also improving the quality of storage which is necessary if the many valuable items are to be retained in an acceptable condition.

Hand in hand with the accommodation question is the basic philosophy of Mr Speaker to restore those areas of the Parliament Building, for which he is responsible to their original condition and use, as and when the opportunity arises.

The first move in this direction was the dismantling of the partitioning on the first floor that provided temporary rooms for the Opposition for some fifteen to twenty years. The restoration of this area has improved the general surrounds and has triggered two more projects. Firstly, the restoration of the old Correspondence Box that had been absorbed into the temporary accommodation for the Opposition provides an attractive feature to the Lobby and just as importantly allows the removal of the unsightly temporary Correspondence Box with its exposed hanging beams, etc.

Whilst this project was obvious, the second project that Mr Speaker undertook was not so obvious. This was the dismantling of the "temporary" room in the North Lobby. This "temporary" room had been in existence for over thirty years and was regarded by some previous occupants as possibly the best in the building. That "room" no longer exists and Mr. Speaker has requested that tables and chairs be located in both lobbies when the restoration work has been completed. This will further enhance the area as well as providing ideal areas for Members to use for brief and informal meetings/discussions.

The Department takes this opportunity to thank the carpenters, painter and polisher for their efforts in this restoration and congratulates them on the results and their high standard of workmanship.

---

## **Digest**

The Department is in the course of compiling an annual 'Summary of Legislation and Reports' for 1994, commonly referred to as the "Digest".

It is proposed that this Digest be forwarded to Members and some libraries for their information and comment. Subject to the response, it could become a bi-annual production and possibly be available to others on a subscription basis.

As this document contains information relating to both Houses, it would be more appropriate for the production to be by the Parliament rather than the Assembly.

It would seem that the new computer system could play an important part in the compilation of the necessary information and the actual production of the Digest.

## **Security**

As reported last year, Protective Security Officers (PSO's) from the Victoria Police have provided the 24-hour security service within the building and precincts since September 1992.

This has resulted in a much closer working relationship being established between the parliamentary staff and the officers providing the security. Similarly, it is noticeable that the standard of surveillance, particularly in the Assembly public gallery, has improved considerably. One suspects that this is because of longer rosters and the PSO's having the opportunity to become familiar with the security needs and demands of the Parliament.

## **Staff Development**

A number of committees have been appointed within the Parliamentary structure over recent years for a variety of purposes; e.g. Occupational Health and Safety Committee, Joint Technological Change Committee, Consultative Committee, Fire Protection Committee. None, however, were to look at training and/or development.

This situation was rectified by the creation of the Staff Development Committee which had its first meeting on 3 March 1994 and has a representative from each parliamentary department.

## **Procedure Manuals**

Procedure manuals for each office in the Assembly are in the course of production. Whilst these have not progressed as fast as the Department would have liked, they are currently in draft form. In respect of the Papers and Table Offices, it is expected that the manuals will be completed this calendar year (1994).

Procedure manuals detailing the responsibilities of and various procedures used in the offices are an important training resource. They also will serve a useful purpose in reviewing the various procedures adopted by each office.

## **Asset Register**

For some years, the Auditor-General, and more recently the Ministry for Finance, have been criticising the Parliament for not having an Asset Register.

Whilst the criticism was just from the point of view that it could not be provided as part of the annual accounts or a current value of assets provided, the Assembly has had, for many years, an inventory of its assets.

Some 2-3 years ago, the Department considered purchasing a bar-code reader and asset management software for its Apple Macintosh computer system. In considering this purchase, the other Parliamentary departments were invited to participate. As a result of discussions, this proposal did not proceed as the House Committee was in the process of installing a new financial package - one module of which was expected to be asset management.

---

Subsequent discussions with the consultant responsible for the finance package revealed that the asset management component was not what we wanted and could not readily be adapted to suit our needs.

Representatives of all departments discussed the Parliament's needs and possible ways of providing a solution. The easy answer was to get someone in to do it, but cost was the problem. By using our own resources it could be done, but the rate of progress was going to be slow and we still had the problem of having items valued - particularly heritage.

In considering a number of possibilities, two quotes were sought to have the furniture and fittings of the Parliament bar-coded, recorded and valued by a consultant. Following receipt of the quotes, it was agreed that the cost was within the range of the Parliament's budget and it was decided that a specialist organisation undertake the project. The added advantages were that the assets would be valued at the time of compiling the register and thus would reduce the overall completion time. In addition, the quote also included the purchase of a specially designed computer package which will enable the Parliament to manage its assets on a continuing basis.

Accordingly, a submission was put to the Presiding Officers to have this project performed by an outside consultant. At the time of writing, this project is well under-way and is due to be completed by August 1994.

The end result will be that the Parliament will have its own computerized Asset Register with all items bar-coded and valued.

It is recognised that some Members have items in their offices which belong to them personally or to the electorate offices. As part of the Asset Management System, all substantial items will be bar-coded and the ownership will be recorded as being either Assembly, private (Member) or electorate office (name of electorate).

Each year the Parliament will take an inventory and a report of the Parliament's assets will be produced for the Auditor-General.

The system will enable items to be located within the building even if they have been inadvertently moved from one office to another.

### **Original Papers**

The storage problem referred to above was further alleviated by Mr Speaker approving a recommendation that original records of the Legislative Assembly for the past eight years, or two Parliaments, be stored by the Parliament with the earlier records being stored on the Parliament's behalf by the Public Record Office (PRO) at Laverton.

Previously it was policy to keep the past ten year's records. The change to four year terms for the Parliament, together with the PRO practice of storing ALL material in the order that it is received, prompted a revision of the previous policy.

The original records are now relocated to Laverton in "Parliaments" and access to these records can only be obtained with the written approval of the Clerk.

The joint investigatory committees were experiencing severe storage problems at Nauru House as no original committee records had been moved since 1982 when the committees first moved into Nauru House. On 27 May, approval was given for joint parliamentary committee records in excess of 4 years old which have not been tabled in Parliament to be transferred to the PRO, subject to the condition that they remain the property of the Parliament and certain rules concerning access.

This approval will allow the removal of certain committee records currently stored at Parliament House also to be transferred. The area still to be addressed is the records of select committees of either House. Whilst these records are not voluminous, they are the only ones that still need to be addressed.

---

## Clerks' Gallery

In the mid 1970s, Mr John Little, the then Serjeant-at-Arms, was responsible for initiating the gallery of Speakers' photographs displayed in the lobby at the front of the Chamber. After many months of investigation, he was finally successful in obtaining photographs of all the Speakers, either from parliamentary records or from relations of the former Speakers.

Now as Clerk, he has had the exercise repeated in respect of former Clerks. After several months of record searching and phone calls, a complete photographic record of all former Clerks of the Legislative Assembly has been assembled and is on display in the second floor area outside the Clerk's Office. As a matter of interest, there has only been thirteen Clerks over a period of 138 years - the longest serving being John Barker, the first Clerk, who served as Clerk for 26 years from 1856 to 1882.

## Answering Machines

In July 1993, the Department installed two answering machines to monitor the number of calls received after hours in an endeavour to improve our service. This facility would enable callers to leave a message indicating the material or information that they were seeking which could then be forwarded without the need for them to telephone again the next day. These machines are not used during office hours.

This decision was prompted by the number of calls that senior officers were answering after hours when working late on non-sitting days. The machines also indicate the time the message was left so it was thought that if a number of calls were coming in within half an hour or so of staff leaving, then staff hours could be changed or rosters introduced so as to be able to provide a personal service.

Twelve months experience shows that in fact very few calls are now being received after hours and that there is no consistent pattern for those calls received. Statistics for the period July to December 1993 show that the Papers Office received 73 calls of which 19 were after 5.00 p.m. The callers generally were from Members' electorate offices or legal firms with queries about progress on Bills, Notice Paper items, and reports tabled. There is no regularity or pattern appearing which demonstrates a need for a change in the staffing of the offices. The Papers Office has, however, started one officer 15 minutes early in order to attend to any messages on the machine and these responses are completed prior to the normal opening of the Office for business.

The machines will continue to be used despite this experience as they still provide assistance to the few after-hours callers and should the pattern change, this fact will be monitored.

# THE PARLIAMENTARY YEAR IN SUMMARY

Statistics relating to sittings of the Legislative Assembly and its proceedings are set out below:

<b>HOUSE SITTINGS</b>			
<b>1993-94</b>			
	<b>Spring</b>	<b>Autumn</b>	<b>Total</b>
Sitting weeks	11	8	19
Sitting days	33	28	61
Average duration of daily sitting (Hours)	10hrs 10m	10hrs 29m	10hrs 19m
Sitting after midnight	6	3	9
<b>1992-93</b>			
	<b>Spring</b>	<b>Autumn</b>	<b>Total</b>
Sitting weeks	4	9	13
Sitting days	14	29	43
Average duration of daily sitting (Hours)	11hrs 50m	12hrs 4m	11hrs 57m
Sitting after midnight	7	14	21
<b>BUSINESS OF THE HOUSE</b>			
		<b>1993/94</b>	<b>1992/93</b>
<b>Bills</b>	- Introduced in the Assembly	128	98
	- No. amended in the Assembly	45	23
	- Passed both Houses	130	99
	- Second reading amendment	18	13
	- negatived		
	- Guillotined*	1	41
<b>Divisions</b>	- House	93	213
	- Committee	14	36
<b>Private Members</b>	- Bills introduced	-	-
<b>Questions</b>	- On Notice	370	25
	- Without Notice	493	348
<b>Petitions presented</b>		266	
<b>Reports presented by Command</b>		28	
<b>Reports presented pursuant to Statute</b>		448	428
<b>Reports presented by Parliamentary Committees</b>		45	20
<b>Days on which</b>	- Grievances were debated	6	4
	- General Business motions debated	13	5
<b>Adjournment Motions pursuant to S.O.26</b>		9	4

Note: \* Guillotined other than via the Government Business Program

---

# OFFICE OF THE SERJEANT-AT-ARMS

---

## **Administrative Staff:**

Marcus Bromley  
Robyn Mudford

Serjeant-at-Arms  
Administrative Officer

## **Attendant Staff:**

John Nixon  
Max Beckman

Principal Attendant  
Senior Parliamentary Attendant

## **Grade III**

John Fulford  
*(resigned September 1993)*  
Gary Green  
Terry McGlashan  
John Thomas  
Warren Smith  
Richard McCullough  
Mark Smith  
Shane Matthews  
*(promoted Post Office Attendant March 1994)*  
David Lang *(promoted January 1994)*

## **Grade I**

Ian Crichton  
Craig Foster *(continuing on secondment to House Committee)*  
Graeme Johnson  
Michael Gigliotti  
John Fulford *(commenced December 1993)*  
Ray Davis *(temporary from March 1994)*

## **Cleaning Staff:**

Frank De Sensi  
Hares Kodiah  
Tony Koukouvinos

Rhonda McMahon  
Herta Zimmerman

## **Post Office:**

Neil Foster *(retired February 1994)*  
Shane Matthews *(appointed March 1994)*

## **Ministerial Transport Officer:**

Geoff Newell

## **Role**

The Serjeant-at-Arms is the Speaker's Executive Officer and performs many ceremonial and other duties in this role. He performs a number of duties in the Chamber and is responsible for security of the Legislative Assembly Chamber and, in conjunction with the Usher of the Black Rod, for security in other areas of the building.

The Serjeant-at-Arms is responsible for the Principal Attendant and his attendant staff, postal and photocopying services, the public tours program and cleaning and maintenance services, as well as the issue of access and identification passes. He also attends to such matters as members' accommodation within Parliament House, their travel requirements and the use of the Legislative Assembly Chamber for non-parliamentary functions.

---

## Activities During the Year

### *Staffing Issues*

A number of staff changes occurred during the year amongst the Attendant staff. Michael Gigliotti, who had occupied an attendant position in a temporary capacity since October 1992, attained a permanent position in August 1993, following the promotion of Shane Matthews to Premier's Orderly.

David Lang was appointed to the position of Tour Guide, following the resignation of John Fulford who returned to New Zealand in September 1993.

Subsequently, John Fulford rejoined the Legislative Assembly staff in a temporary capacity in December 1993 and was successful in attaining a permanent position in April 1994, following the promotion of David Lang.

Craig Foster continues to remain on secondment with the Joint House Committee. To meet departmental requirements Ray Davis was appointed on a temporary basis from March 1994.

Following the promotion of the Premier's Orderly, Shane Matthews, to the position of Post Office Attendant, the Department is currently in the process of advertising the Premier's Orderly position and it is expected that the position will be filled long before the Parliament resumes in September.

### *Post Office*

The Post Office continued providing postal and photocopying services to Members, as well as to all staff located at Parliament House.

On 25 February 1994, Neil Foster, officer-in-charge of the Post Office since 1984, resigned. The Department places on record the service given by Neil Foster to the Parliament and thanks him most sincerely for his fine contribution.

The Post Office Attendant position was immediately advertised and Shane Matthews, Premier's Orderly, was selected to replace Mr Foster. Mr Matthews was appointed to this position on Speaker's Warrant, which took effect from 7 March 1994. As at 30 June 1994, the Order-in-Council permanently appointing Mr Matthews to the position was still awaiting processing in the Department of the Premier and Cabinet.

### *Security*

The Protective Services Officers (PSOs) continue to provide the Parliament with a 24 hour security/firewatch service, as well as extending after hours public access to Parliament House.

Early 1993-94 saw the completion of the security control room at the rear courtyard entrance to the building, as well as associated facilities. The provision of a control room of this nature at a central access point is long overdue and has provided a greatly enhanced security service.

The PSOs continually conduct external patrols of the Parliamentary grounds, as well as internal patrols out of business hours and are in attendance in the public galleries of both Chambers during Parliamentary sittings.

---

Further funding was obtained this year to enable additional significant security measures to be taken. The Presiding Officers are pleased with the continued improvements being made to the building's security.

#### *Fire Protection*

The Serjeant-at-Arms continues to chair the Fire Protection Committee which was established to detail and prioritise works for the continued enhancement of fire protection in the Parliament building and related matters.

The Committee comprises staff from the Legislative Council, Legislative Assembly and House Committee Departments. During 1993-94, the Committee continued to make substantial progress on the installation of smoke detectors, the automatic fire detection system and the sprinkler system throughout Parliament House, as well as other related matters such as exit signs and emergency lighting.

#### *Occupational Health and Safety*

The Serjeant-at-Arms is the Legislative Assembly's management representative on the Occupational Health and Safety Committee, and has been the Chairperson during 1993-94. Mr T McGlashan is the employee representative on the Committee. There is a management and employee representative from each of the five Parliamentary Departments on the Committee.

The Committee meets every two months and aims to develop co-operation between the Parliamentary departments and their employees to develop and implement measures designed to ensure the health and safety of employees at work.

#### *Visiting Dignitaries*

Visits were received by Mr Speaker from 32 delegations or dignitaries from other countries during 1993-94. A highlight of the year was the hosting by the Parliament of a four day visit to Victoria from six members of the Jiangsu Provincial People's Congress of China. Victoria and Jiangsu have a Sister State-Province relationship.

#### *Functions - Queen's Hall*

Queen's Hall continued to be in demand for a variety of functions, such as luncheons, dinners, book launches and exhibitions, as well as many cocktail receptions, all of which involved the Department providing staff to assist with the smooth running of these events. In all, Queen's Hall was used on 58 occasions for these various functions and activities.

During the year, Queen's Hall was the venue for 4 exhibitions which were all well attended and involved the attendant staff in extra duties.

#### *Youth Parliament*

On 20 and 22 September 1993 the seventh YMCA Youth Parliament was held in both the Legislative Council and Legislative Assembly Chambers. The Serjeant-at-Arms performed the Table duties in the Legislative Assembly Chamber with the assistance of other Parliamentary Officers.

During the two days, young people from throughout Victoria formed themselves into a 'Government' and 'Opposition' and debated a number of 'Bills' on issues such as review of prison sentencing laws, age restrictions on car drivers' licences, the right to strike and cumulative sentencing.

---

The Youth Parliament was conducted in accordance with Parliamentary procedure and it was presided over in the Legislative Assembly by either the Speaker or temporary Chairmen of Committees deputising for the Speaker, which gave the "youth members" participating a better understanding of the Westminster system.

At the conclusion of the Youth Parliament, the Honourable Vin Heffernan, MP, Minister responsible for Youth Affairs, accepted the Bills passed by the Youth Parliament.

### *Moomba Open Day*

Parliament House again held its annual Open Day as part of the Moomba Festival. It was held on Sunday, 13 March 1994 and was an enormous success with almost 7000 people visiting between 12 midday and 5.00 p.m.

Due to falling numbers at the Open Day in recent years an intensive publicity campaign was undertaken to promote the 1994 Open Day and the grandeur of Parliament House. Major newspapers responded to approaches by the Parliament and carried feature articles on the building and the Presiding Officers were interviewed on a number of radio programs.

As an added attraction for Open Day, Queen's Hall featured a display entitled "Dad's War Stuff", which was a collection of World War 1 memorabilia from the Auchterlonie family. This display had been exhibited in Queen's Hall for two weeks in August 1993 and proved to be one of the most popular displays ever held at Parliament House.

The large number of visitors resulted in long entry queues at various times, but the early crowd outside the building was entertained by an army band. This band later played in the Parliamentary Gardens, which were also open to the public. Despite the large numbers, reports of the Open Day were excellent and it was clear that the Victorian people and other visitors enjoyed this week-end opportunity to view Parliament House. Plans are already underway for the 1995 Open Day.

### *Tours*

Parliament House is a popular venue for tours all year round. In 1993-94, in addition to the Open Day visitors, in excess of 50,000 people were conducted on general tours of the building.

Four of the Department's attendants are designated as tour guides and they conduct several group tours throughout Parliament House each day. These groups range from primary and secondary school children through to service clubs, social clubs and elderly citizens.

Group tours are now so popular that bookings have to be made well in advance, especially if the group wishes to attend whilst the Houses of Parliament are actually sitting. In addition, Parliament House provides six tours every non-sitting day to accommodate general visitors and tourists who wish to be conducted throughout the building and learn about its history.

The Victorian Parliament has recently seen the appointment of an Education Officer who is located within the administration of the Parliamentary Library. This officer will be directing her attention to the needs of school groups and in the first few weeks has initiated a survey seeking responses from school groups on how they rated their tour of Parliament House, whether the information provided was adequate to

---

their needs and in what ways, if any, their visit could have been improved.

The Department looks forward to the results of this survey and to working with the Education Officer in providing the best possible information to the school groups visiting Parliament House.

**Presiding Officer's  
Chauffeur**

At present the chauffeur position is a secondment to the Department from the Department of the Premier and Cabinet.

Eighteen months ago, it was proposed by the Department of Premier and Cabinet that the chauffeur position would become a permanent position within the Department's establishment. Despite various propositions, the position remains a secondment.

The concern that the Department has with the position being permanent within its establishment is that the chauffeurs are permanent officers and because of the nature of the position, must enjoy a close working relationship with the Presiding Officer. There can be dramatic changes in the job demands if a change in Presiding Officer means that the new Presiding Officer's residence is in the metropolitan area rather than the country. These demands can be more satisfactorily met by the larger pool of chauffeurs available under present arrangements.

From the Department's point of view, this is the logical and preferred situation.

Experience over the years shows that a change in presiding officer or minister is quite often accompanied by a change in chauffeur. The permanent appointment to a position within the Department would not facilitate the changes necessary to meet the possible demands of a new presiding officer whereas the secondment arrangement does. The only other viable alternative would be a fixed term contract.

The current pool arrangement with secondment to the Department appears to be the most satisfactory in the circumstances. It seems to accommodate the various needs for metropolitan and country based presiding officers and ministers and the various changes that arise from time to time.

Apart from the obvious increased cost associated with a country based presiding officer and the need for Treasury to recognise this at budget time, the Department has no real concerns with the current secondment arrangement and supports its retention.

---

# TABLE OFFICE

## **Administrative Staff:**

Neville Holt  
Paul Venosta  
Charlene Kenny  
Sorrel D'Silva

Procedure Officer  
Reader and Clerk of the Record  
Assistant Reader  
Administrative Officer (*shared basis with Resource Management*)

## **Role**

It is the responsibility of the Table Office to prepare, check and co-ordinate the working documentation and official records of the Legislative Assembly, as well as Acts for Assent on behalf the Clerk of the Parliaments. The Office also provides advice in relation to procedural and operational activities of the Legislative Assembly in particular and the Parliament in general.

## **Activities During the Year**

The Table Office has participated in the change-over of the Department's computer equipment from a Macintosh to a DOS based system. This has required a considerable amount of work on the part of Miss D'Silva in testing various aspects of the new system for the procedures currently used by the office in preparing the various documents for use by the House. It is proposed that all documents will be produced on the new system from the commencement of the Spring 1994 sitting.

A project to restore and rebind sets of bound documents such as the Acts of Parliament and Votes and Proceedings of the Legislative Assembly dating back to the 1850s has commenced. Many of the documents are in extremely poor condition and it is essential that they be preserved for both current and future users. It is envisaged that this project will take several years to complete.

The draft Table Office Manual has been added to with the re-organisation of proforma readers, motions, bills and amendments into loose leaf binders. The remainder of this material will be re-organised next year.

The Table Office read and sealed 130 Acts which were presented by the Clerk of the Parliaments to His Excellency the Governor for Royal Assent. Most Bills which have completed their passage through the second House during the week are presented for Royal Assent by the Clerk of the Parliaments on the following Tuesday morning. Preparation for this weekly assent requires the special printing of copy, the reading of copy, the sealing of two copies of each Act and dispatch of the Acts to the Clerk of the Executive Council who is required to obtain the Attorney Generals certificate for each Act. However, 6 Acts were required to be assented to at a special assent at very short notice testing the resources and additional co-operation of the Law Printer, the Table Office, the Clerk of the Parliaments, the Clerk of the Executive Council, Chief Parliamentary Counsel, the Honourable the Attorney-General and His Excellency the Governor.

The Table Office produced the hard copy for daily Notice Papers and Votes and Proceedings for 61 sitting days.

The number and complexity of procedural and House business queries from the public service and the general public increased during the course of the year especially queries concerning Act proclamations and document tabling requirements.

The close co-operation throughout the year of Chief Parliamentary Counsel and her staff with the Table Office is acknowledged as is the willing service provided by the Law Printer and his staff.

The Papers Office performs an important range of functions in addition to the dissemination and storage of information and documents collation and storage. One of the most important of these is the administration and management of the Legislative Assembly component of the Parliamentary Printing budget which in the 1993-94 financial year was \$1,123,975.00.

The Clerk of the Papers is also responsible for processing all accounts for payment by the Department. This is in addition to processing all Law Printer accounts for reports of the Assembly, the Council and the Joint Investigatory Committee, as well as all accounts for legislation introduced into the Victorian Parliament.

As part of the Department's commitment to multi-skilling, Mark Roberts, Clerk of the Papers and Design Manager, Project Officer, undertook a year long job exchange program commencing January 1994.

As an initiative originating from the myriad number of requests for information on legislation this year, the Papers Office has undertaken to compile, on an annual basis, a synopsis and summary of the progress of legislation before the House covering the Autumn and Spring sittings and to provide an index of both bills and reports during the same period. This document is intended to provide a consolidated guide to legislation passed during the Autumn and Spring sittings every year and is aimed primarily as a reference guide.

The Papers Office Procedure Manual was finalized and proved its usefulness with the exchange of staff in identifying the tasks and procedures undertaken in the office.

The manual card indexing cataloguing of reports tabled to the House has now been entered on the computer. A comprehensive list of all reports tabled since 1910 is now on computer and is therefore more readily accessible to staff for reference purposes.

---

# PAPERS OFFICE

## *Administrative Staff:*

Despina Babbage	Acting Clerk of the Papers ( <i>from 1.1.94</i> )
Mark Roberts	Clerk of the Papers and Assistant Clerk of Committees
Keith Mills	Assistant Clerk of the Papers
Michael Coco	Administrative Officer
Michelle Gutasukas	Administrative Officer

## **Role**

The Papers Office performs an important range of functions in addition to the dissemination and storage of information and documents collation and storage. One of the most important of these is the administration and management of the Legislative Assembly component of the Parliamentary Printing budget which in the 1993-94 financial year was \$1,123,975.00.

The Clerk of the Papers is also responsible for processing all accounts for payment by the Department. This is in addition to processing all Law Printer accounts for reports of the Assembly, the Council and the Joint Investigatory Committees, as well as all accounts for legislation introduced into the Victorian Parliament.

## **Activities During the Year**

### *Staffing*

As part of the Department's commitment to multi-skilling, Mark Roberts, Clerk of the Papers and Despina Babbage, Project Officer, undertook a year long job exchange program, commencing January 1994.

### *Annual Legislative Summary Document*

As an initiative originating from the myriad number of requests for information on legislation this year, the Papers Office has undertaken to compile, on an annual basis, a synopsis and summary of the progress of legislation before the House covering the Autumn and Spring sittings and to provide an index of both bills and reports during the same period. This document is intended to provide a consolidated guide to legislation passed during the Autumn and Spring sittings every year and is aimed primarily as a reference guide.

### *Procedure Manual*

The Papers Office Procedure Manual was finalised and proved its usefulness with the exchange of staff in identifying the tasks and procedures undertaken in the office.

### *Computerisation of Records*

The manual card indexing cataloguing of Reports tabled in the House has now been entered on the computer. A comprehensive list of all Reports tabled since 1910 is now on computer and is therefore more readily accessible to staff for reference enquiries.

---

**Parliamentary Papers  
Storage**

An evaluation of the Legislative Assembly's storage compactus has revealed an estimated storage space of approximately 2 years worth of Parliamentary Papers. Work is continuing towards the reduction and rationalisation of the large number of Parliamentary and Miscellaneous papers requiring storage. A methodical culling of surplus stock has continued. Storage, however, remains an issue of concern.

**Archives**

Implementation of a systematic archival procedure for the proper management and storage of original papers is continuing.

Particular emphasis has been placed on increased security for confidential and restricted Parliamentary records.

Progressively our holdings of original papers are being examined in order to isolate documents which are confidential or to which only restricted access is permitted. These documents will then be placed in an area of controlled access.

Documents recently acquired are now indexed more precisely so that a specific archive box can be recalled in response to a query.

**Committees**

Research and compilation of a complete list of Committees of the Legislative Assembly and joint Committees has been completed. A list of this nature has never before been produced. This document should be an invaluable reference and research tool.

Work is progressing on archiving the original records of some of the more recent Committees. The balance of these Committee records will be archived as time permits.

At present, over 400 archive boxes of the most recent Original Papers are stored in the compactus area.

**Australasian Study of  
Parliament Group -  
Victorian Chapter**

Mark Roberts, remains Honorary Secretary/Treasurer to the Australasian Study of Parliament Group - Victorian Chapter (A.S.P.G.).

The 95 Members of the A.S.P.G. - Victorian Chapter makes it the largest branch in Australia.

The highlight of the year was the hosting of the A.S.P.G.'s Fifteenth Annual Conference at Parliament House, Melbourne, during October 1993. Guest Speaker was the Hon. Peter Reith, MP, and the conference topic centred on "Parliaments in a Republic".

Seventy five delegates from around Australia and New Zealand attended with a special vote of thanks from the A.S.P.G. Federal Executive to those who helped make the conference such a success.

---

# COMMITTEE OFFICE REPORT

Ray Purdey, Assistant Clerk and Clerk of Committees

## Role

The Committee Office is responsible for providing administrative and research support and procedural advice to Members of Select, Standing and Joint Investigative Committees administered by the Legislative Assembly. Under direction of the Speaker, the Assistant Clerk and Clerk of Committees oversees and assists committee staff in providing support to the committees.

## Administration Of Committees

The Speaker has responsibility for the operation of the following joint investigatory committees -

- Crime Prevention Committee
- Economic Development Committee
- Public Accounts and Estimates Committee
- Scrutiny of Acts and Regulations Committee

As part of this responsibility the Speaker determines policy issues, authorises expenditure, and approves budgets, staff appointments, travel arrangements, consultants and major purchases. During the year the Speaker received and dealt with more than 120 pieces of correspondence from Parliamentary committees.

## Activities During the Year

### Crime Prevention Committee

**Members:** Hon K Smith, MLC (Chairman), Mr D Kilgour, MP (Deputy Chairman), Mr R Doyle, MP, Mr H Lupton, OAM, JP, MP, Hon D Nardella, MLC, Mr G Rowe, MP, Hon M Sandon, MP, Mr R Sercombe, MP, and Mrs J Wilson, MP.

**Staff:** Mr Alan Oglvie (Director of Research & Administration), Ms Tiffany Tyler (Office Manager, and Researcher), Ms Lisa Casamento (Research Consultant).

The Crime Prevention Committee continued to conduct investigations relating to its Inquiry into Personal Safety on Public Transport. This reference applied to all forms of Public Transport including taxis. The Committee conducted a series of Public and In Camera Hearings in metropolitan and country centres and received written submissions from a wide cross section of the community.

In addition, the Committee met with the relevant Ministers and Shadow Ministers in New South Wales and Queensland as well as with representatives from the police service, transport industry, unions and transport users associations.

The Committee resolved to respond to the reference by tabling two reports because of the differences between the taxi industry and other modes of public transport. The first report titled Developing a Safer Taxi Industry was tabled in the Parliament in October 1993 and a Government response, adopting almost all of the Committee's recommendations was tabled in the Autumn sitting. The second report

---

titled Developing a Safer Public Transport System [trains, trams and buses] was tabled in November 1993 and has been received very positively with an official response expected to be tabled in the Parliament in the Spring sitting.

In 1994 the Committee undertook to adopt its own reference into Sexual Offences Against Children and Adults in response to the apparent increase in the number of reported sexual offences, as revealed in the 1992/93 Victoria Police Annual Report which was tabled in the Parliament on 18 November 1993.

The Committee is seeking to establish the causal factors in this reported increase and report on initiatives to reduce the level of sexual offences.

The Committee has gathered submissions as well as conducted hearings and site visits throughout Victoria and New South Wales. Members will be travelling overseas to investigate alternate models of management and prevention of sexual assault in culturally aligned countries in July/August 1994, before commencing another round of hearings in Victoria in late 1994.

#### *Economic Development Committee*

**Members:** Hon G Ashman, MLC (Chairman), Mr M Leighton, MP (Deputy Chairman), Mr G Ashley, MP, Mr P Batchelor, MP, Hon G Connard, MLC, Hon P Davis, MLC, Hon J Kennan, Q.C., MP, Hon B Mier, MLC, Mr B Mildenhall, MP, Hon P Power, MLC and Mr D Treasure, MP.

*The Hon J Kennan, MP, was replaced by the Hon B Mier, MLC, on 21 April 1993. The Hon B Mier, MLC was replaced by Mr B Mildenhall, MP on 27 May 1994.*

**Staff:** Raewyn Hansen (Executive Officer), Terry Ritson (Senior Research Officer), Frank Ceconi (Research Assistant/Office Manager)

The Committee is completing its inquiry into the Victorian Building and Construction Industry (VBCI). This inquiry commenced on 22 December 1992, after a reference was given to the Committee by the Minister for Industry and Employment requiring the Committee to investigate the incidence of collusive tendering practices for government works, impediments to the planning process and restrictive work practices.

The Committee addressed the first part of its reference in the report entitled "The Corruption of the Tendering Process", which was tabled in Parliament on 20 May 1993.

The second report of the Committee entitled "Evidentiary Powers of Parliamentary Committees", was prepared largely in response to problems encountered during the Committee's inquiry, in obtaining evidence and documentation from people interstate. The Committee established a sub-committee to examine the powers to obtain evidence and tabled its report on 5 October 1993. The Committee found that the ability of Victorian Parliamentary Joint Investigatory Committees to operate interstate is restricted and ambiguous.

The Committee's third report on Productivity within the Victorian Building and Construction Industry was tabled in Parliament on 3 May 1994. Many issues contained in this report proved divisive and a

---

minority report was subsequently prepared. The Committee accepted there is further scope for improvements to enhance productivity within the industry, but was divided on what the basic productivity objectives were and how to achieve such objectives.

A fourth report entitled "Code of Tendering" was tabled in Parliament on 26 May 1994, and addressed some of the problems identified in the Committee's first report.

The Committee is currently preparing a report on security of payments which is scheduled for tabling in the 1994 Spring Sitting of Parliament.

The Committee has just received new terms of reference requiring it to investigate and report on measures that the State Government can implement to assist the development of Victorian industries to export traded services, and in particular environmental services and associated technologies. It expects to commence work on this new reference within the next month.

*Public Accounts and  
Estimates Committee*

**Members:** Hon G Weideman, MP (Chairman), Hon P Hall, MLC, Hon T Theophanous, MLC, Hon D White, MLC, Hon I Baker, MP, Mr A Hyams, MP, Mr A Plowman, MP, Mr R Smith, MP, and Mr K Thomson, MP.

**Staff:** Craig Burke (Executive Officer), Helen Cyrulo (Office Manager), Dianne Agis (Research Officer)

*Overview*

Highlights of the year included the issue of the Committee's first three reports during the spring sitting of 1993. Four reports were issued in the 1994 autumn sitting, bringing the total for the financial year to seven:

1. Private Investment in the Provision of Public Infrastructure
2. The Performance Audit of the Auditor-General of Victoria
3. 1992-93 Budget Estimates and Outcomes
4. A Report on Activities - 1993
5. Victorian Public Hospitals - Arrangements with Contracted Doctors
6. Interim Report on the 1993-94 Budget Estimates and a Report on a Matter Related to the Auditor-General's Report on the 1992-93 Finance Statement
7. Interim Report on the State's Budget and Financial Management Framework

---

### *Corporate Plan*

The Committee's first annual report highlighted the Committee's corporate plan, which includes the following:

#### **Mission Statement:**

On behalf of the Parliament to scrutinise, assess, and contribute to public debate on the expenditure of public monies.

#### **Corporate Objectives:**

- To encourage the economic, efficient and effective utilisation of public sector resources.
- To contribute to greater accountability of the executive government to the Parliament and the public.
- To contribute to the presentation and disclosure of information provided to the Parliament and the public.

#### *Current inquiries*

The following matters are currently being considered:

- i An inquiry into the Housing Guarantee Fund, which will focus on; the House Contracts Guarantee Act 1987, the approved guarantor (including registration of builders), the regulatory role played by the Office of Fair Trading and Business Affairs and other related domestic building work matters (including dispute resolution mechanisms and standard contracts in use in the domestic building industry).
- ii A review of Information Technology in the Public Sector, which follows up two earlier Auditor-General's Reports, and will focus on key issues related to the outsourcing of IT.
- iii Finalisation of the Committee's inquiry into the State's Budget and Financial Management Framework. The second stage of the Committee's inquiry will follow up progress against recommended action in the Committee's interim report and other matters.
- iv Finalisation of the Committee's inquiry into the 1993-94 Budget Estimates and Outcomes.

#### *Centenary*

The Committee has commissioned production of a booklet on the history of Public Accounts Committees of the Parliament of Victoria as a fitting commemoration of the Committee's centenary in 1995. The booklet tells the story of its origins; the struggle for its establishment in the political mayhem of the 1860s and 1870s; its teething problems; its early achievements and its contribution to the economic life of Victoria in the first three decades of Federation; its hibernation during the Depression and World War II; and its restoration and continuation in recent times. The centenary celebrations in 1995 coincide with the hosting by the Committee of the 9th Biennial Conference of the Australasian Council of Public Accounts Committees.

---

*Scrutiny of Acts and  
Regulations Committee*

**Members:** Mr V Perton MP (Chairman), Hon B Skeggs, MLC (Deputy Chairman), Hon L Asher, MLC, Dr K Coghill, MP, Hon M Gould, MLC, Mr K Jasper, MP, Mr C Carli, MP, Mr M Thompson, MP and Mr J Thwaites, MP.

**Staff:** Ms Helen Mason (Senior Legal Officer), Mrs Helen Roberts (Assistant Executive Officer) and Mr Richard Kings (Office Manager).

The Scrutiny of Acts and Regulations Committee has had an extremely busy and productive first year. The Committee continued the work of the Legal and Constitutional Committee on the scrutiny of regulations. However, for the first time the Committee also scrutinised all the primary legislation. In addition, the Committee was given References to inquire into specific pieces of legislation, namely the *Equal Opportunity Act 1984* and the *Subordinate Legislation Act 1962*. The following reports summarise the Committee's work for the year: -

- (1) Reports to Parliament, Alert Digest Nos 1- 10; Cumulative Report Nos 1 and 2, March to May 1993;
- (2) First Report on Subordinate Legislation: Annual Report concerning Statutory Rule Series 1991, March 1993;
- (3) Second Report on Subordinate Legislation: Port of Melbourne Authority (Transport, Handling and Storage of Dangerous Substances and Oils) Regulations 1992, March 1993;
- (4) Report on Commencement by Proclamation, April 1993;
- (5) First Report on the Operation of Section 32 of the Interpretation of Legislation Act 1984: Local Government (Reporting and Accounting) Regulations 1993, May 1993;
- (6) Report by the Honourable B.A.E. Skeggs, MLC. Discussions with the Select Committee on the Scrutiny of Delegated Powers, House of Lords, Westminster, October 1993;
- (7) Third Report on Subordinate Legislation, Annual Report concerning Statutory Rule Series 1992, October 1993;
- (8) Review of the Victorian Equal Opportunity Act 1984, Interim Report, October 1993;
- (9) Report upon an Inquiry into the Operation of the Subordinate Legislation Act 1962, November 1993;
- (10) Second Report on the Operation of Section 32 of the Interpretation of Legislation Act 1984 concerning: Water (Annual Reporting)(Amendment) Regulations 1993, November 1993;
- (12) Review of the Victorian Equal Opportunity Act 1984, Final Report, November 1993;
- (13) Report to the Parliament, Alert Digest Nos 11-20, July to November 1993;

- 
- (14) Fourth Report on Subordinate Legislation, Land Tax (Further Amendment) Regulations 1993, March 1994;
  - (15) Scrutiny of Acts and Regulations Committee, First Annual Report, April 1994; and
  - (16) Report to the Parliament, Digest Nos 1-7 of 1994, March to May 1994.

As well as producing the above Reports, the Committee held a number of public hearings. There were extensive public hearings on six Bills. Written evidence was also received by the Committee on several occasions. Public hearings were also held in respect of the Inquiries into the *Subordinate Legislation Act 1962* and the *Equal Opportunity Act 1984*.

In July 1993, the Committee hosted the Fourth Australasian and Pacific Conference on Delegated Legislation and the First Australasian and Pacific Conference on the Scrutiny of Bills. The proceedings of the Conference were tabled in the Parliament in November 1994. Members of the Committee also attended the Scrutiny of Legislation Committees Conference in Brisbane in February, 1994.

The Committee's most recent and ongoing task is the Reference which was given to it by the Governor-in-Council on 12 May 1994 to review all Victorian legislation. The primary object of the Reference is to reduce the number and complexity of Victorian Acts and ensure that all Acts and instruments are clearly expressed in accordance with modern drafting practices. In addition, the Committee must review all legislation to determine whether particular pieces are redundant or in need of repeal, redrafting or review. The Committee hopes to table its First Interim Report on Redundant Legislation in the Spring Session.

#### **Central Administration**

**Staff:** Vera Velickovic (Manager), Simon Dinsburg, Jennifer Hutchinson, Laurel Keith, Sonia Kestle and Kerryn Pastras.

The Committee Administration Office provides core support services for the joint investigatory committees. These services include - reception, telephone, mail, keyboard and management of the computer network and other shared equipment.

Major activities undertaken during the year were -

- upgrading of photocopiers and fax machines;
- installation of two reception desks to service the 19th and 20th floors at Nauru House;
- upgrading the computer network;
- co-ordination of computer training for all joint investigatory committee staff; and
- identification and disposal of surplus furniture and equipment.

#### **Printing Committee**

**Members:** Mr Speaker (Chairman), Mr A Andrianopoulos, MP, Dr K Coghill, MP, Mr N Maughan, MP, Mr J Richardson, MP, Mr K Wells, MP and Mrs J Wilson, MP.

**Staff:** Mark Roberts (Secretary)

---

The Printing Committee is appointed to assist Mr Speaker in matters relating to the printing of documents presented to the House. The Committee was not required to meet during the year.

#### *Privileges Committee*

**Members:** Mr R Cooper, MP, Mr E Micallef, MP, Mr V Perton, MP, Mr P Ryan, MP, Hon A Sheehan, MP, Mr R Smith, MP, Mr K Thomson MP, Mr J Thwaites, MP and Hon G Weideman, MP.

**Staff:** Mark Roberts (Secretary)

The Committee is required to inquire into and report upon complaints of breach of privilege referred to it by the House. The House did not refer any matters to the Committee for investigation during the year.

#### *Standing Orders Committee*

**Members:** Mr Speaker (Chairman), Dr K Coghill, MP, Mr D Cunningham, MP, Mr K Jasper, MP, Mr G Leigh, MP, Mr J Richardson, MP and Mr G Seitz, MP.

**Staff:** Marcus Bromley (Secretary)

The Standing Orders Committee is appointed each Parliament pursuant to a resolution of the House. Its role is to examine and report on matters relating to Standing Orders referred to it by the Legislative Assembly from time to time, and to make recommendations with a view to assisting the orderly business and procedures of the House.

The Standing Orders Committee met on several occasions during 1993-94 to consider a reference given to it by the Legislative Assembly on 15 September, 1993 to inquire into and report upon the opportunity for Private Members' Business and Opposition Business.

The Committee examined the traditional opportunities available to Private Members under Standing Orders for the allocation of time between Government and non-Government business, as well as additional options used in other Australian Parliaments such as matters of public interest or special public importance debates.

The Committee reported to the House on this reference on 22 April, 1994, in which it recommended reducing the time allocated for Adjournment Motions and individual Notices of Motion under General Business. The Committee also recommended that provision be made to enable the Business Leaders of the House to negotiate and agree that the House consider allocating time for matters of Special Public Interest, Private Members' Bills, reports and petitions tabled in the House.

Late in the Autumn Sitting the Committee commenced an examination of the fees applicable to Private Bills. The Committee has approached the Legislative Council with a view to seeking a consistent policy between the two Houses on this issue.

---

# RESOURCE MANAGEMENT OFFICE

## Administrative Staff:

Mark Roberts	Project/Research Officer (from 1/1/1994)
Despina Babbage	Project/Research Officer (until 31/12/93)
Stephen Robertson	Resource Officer
Sorrel D'Silva	Administrative Officer (shared basis with Table Office)

## Role

The Resource Management Office is responsible for the administration of the Department's resources encompassing personnel, management and maintenance of the Department's filing system, and assistance with the management of the Department's computer based systems. The office also provides assistance with a wide range of parliamentary and corporate services. This includes administrative support to the Office of the Serjeant-at Arms, Table Office and the Papers Office.

## Activities During the Year

### Filing System

A rationalisation of the department's filing system was undertaken during the year. This has resulted in the incorporation of all departmental files into the one centralised filing system. In addition, a cross reference index is currently being developed. Once completed, it will be easier for staff to locate files using the new reference system.

### Computer Network

This year the Department's Apple Macintosh computer network reached the end of its useful life. The network will be up-graded and changed to a DOS based system. This will commence in early July and the change over should be completed by the beginning of the Spring Sitting this year. Management of the new system will become the responsibility of the Information Technology Unit.

The Apple Macintosh local network located in Secretarial Services will remain in place for the present time. This network was introduced several years after the main network and still provides a satisfactory service.

During the year the Department's cable system for the computer network was up-graded to Fibre-Optic cable. This was co-ordinated by the Information Technology Unit as part of the cable up-grade for the whole of the Parliamentary computer network.

### Personnel

During 1993-94, there were 21 staff changes compared with 28 in 1992-93. The reason for the changes are outlined below with the 1992-93 figures for comparison:

**1993-94**                      **1992-93**

Appointments	7	11
Resignations (including contract expiring)	6	5
Retirements due to ill-health	-	-
Secondments	4	2
Transfer or promotion	3	8
Retirement	1	-
Voluntary Departures	-	2

The following Table sets out the length of service in Parliamentary/Public Service employment of departmental staff, including committee personnel as at 30 June 1994.

Years of Service	Departmental		Committee	
	Male	Female	Male	Female
Over 40	1	-	-	-
31-40	3	1	-	-
26-30	1	-	-	-
21-25	1	-	-	-
16-20	6	1	-	-
11-15	4	3	-	2
6-10	6	2	-	2
1-5	5	5	3	5
less than 1	2	1	1	2
<b>Total</b>	<b>29</b>	<b>13</b>	<b>4</b>	<b>11</b>

**Future Projects**

A major project for the future will be the development of databases for the Department's computer based information systems. This will begin shortly after the change over to the Dos system has been completed, and will be undertaken in conjunction with the Information Technology Unit.

**Leave Liability**

The annual leave and long service leave liability of the Department and Committees administered by the Department is set out below -

**As at 30 June 1994**

	Assembly	CPC	EDC	PAEC	SARC	JCO	Total Liabilities
	\$	\$	\$	\$	\$	\$	\$
Annual Leave	37,234	1,933	1,941	5,877	2,849	415	50,249
Long Service Leave	501,310			7,292	8,872	25,963	543,437
<b>Total</b>	<b>538,544</b>	<b>1,933</b>	<b>1,941</b>	<b>13,169</b>	<b>11,721</b>	<b>26,378</b>	<b>593,686</b>

**As at 30 June 1993**

	Assembly	CPC	EDC	PAEC	SARC	JCO	Total Liabilities
	\$	\$	\$	\$	\$	\$	\$
Annual Leave	49,111	649	363	4,479	2,825	2,598	60,025
Long Service Leave	495,668				7,168	20,268	502,836
<b>Total</b>	<b>544,779</b>	<b>649</b>	<b>363</b>	<b>4,479</b>	<b>9,993</b>	<b>22,866</b>	<b>562,861</b>

---

**Staff Changes -  
Project/Research Officer**

As part of the Department's endeavours to enhance the skills of its officers, Despina Babbage rotated positions with Mark Roberts and took up the duties as Clerk of the Papers of the Legislative Assembly from 1 January of this year. As a consequence, Mark Roberts has been performing the duties of the Department's Project/Research Officer.

The Project/Research officers undertook several important tasks during the year. An eight page illustrated tourist pamphlet on the Parliament of Victoria was prepared. Aimed at the general public visiting Parliament, it has been well received as a memento for those wishing to reflect on their visit to Parliament House.

A Portrait Gallery of the Clerks of the Legislative Assembly, encompassing all 13 Clerks from 1856 to the present was also researched and established. The Portrait Gallery now stands outside the Office of the Clerk. An official opening ceremony took place in May 1994 at which three former Clerks, their families and family members of other former Clerks were in attendance.

At various times assistance was provided in the planning and co-ordination of the following visiting Parliamentary delegations:-

Chile;

The President of the Parliament of Lebanon;

Aichi Prefecture of Japan (sister state relationship);

Jiangsu Province delegation

The Law Committee of the National People's Republic of China; and

Papua New Guinea under the auspices of the Australian Political Exchange Council.

The office provided assistance in the planning and co-ordination of the Ecumenical Church Service for the Opening of the 1994 Parliamentary Year. This followed the decision of the Presiding Officers for an Ecumenical Church Service to be held annually. The service was held at St. Patrick's Cathedral and involved many of central Melbourne's Church ministers.

The service was well attended, with many Members of Parliament, judges and other dignitaries in attendance.

A formal set of guidelines for arranging visits of various delegations and planning and organising ecumenical church services was also prepared.

The Office was also involved in preparing the Induction Handbook for new staff Members of the Parliament. This document, prepared in conjunction with the Staff Development Committee, will form an integral part of Parliament's training needs.

Work has also been performed on a training manual designed to assist Parliament House staff when applying for positions within the five Parliamentary departments, and the public service, together with relevant advice on interview techniques.

In addition, the Office is currently providing support in the preparation of procedure manuals for each branch of the Legislative Assembly.

---

# SECRETARIAL SERVICES

## Administrative Staff:

Margaret Moy	Administrative Officer to the Speaker of the Legislative Assembly, Supervisor, Secretarial Services
Pamela Hansson	Administrative Officer
Muriel O'Gorman	Administrative Officer
Jean Green	Administrative Officer ( <i>Part time</i> )
Jill McEwan	Administrative Officer ( <i>Part time</i> ) (since February 1994)
Marylynn Barnes	Administrative Officer - ( <i>Part time</i> ) (resigned August 1993)

## Role

The office provides secretarial assistance to Members of both Houses of Parliament by way of shorthand/typing resources, processing of audio tapes and written work. When required, it provides a back-up service for officers of the Legislative Assembly. It also provides secretarial assistance to the Speaker of the Legislative Assembly and the President of the Legislative Council whenever their secretaries are absent.

The work of Secretarial Services involves a wide range of skills and is of a highly confidential nature, particularly as the service provides work in the one area for Members of three political parties. It is therefore imperative that high standards are maintained.

## Activities During the Year

Members of Parliament still make use of the valuable shorthand skills of the officers in Secretarial Services. This skill is difficult to find particularly with today's computer technology. Many Members, however, still prefer the shorthand/dictation method.

Sixty-five of the 132 Members used the services on a regular basis during 1993/94.

The percentage breakdown of work received is:

Shorthand	15%
Typing & Tapes	60%
Written	20%
Research/Phone	5%

A number of Members use the service quite extensively, often with more than one secretary working at the same time for the one Member. Members also rely on the service when their secretaries are on sick or recreation leave, or have resigned.

One of the major functions of Secretarial Services is dictaphone work. This saves Members of Parliament valuable time as they are able to dictate at home, on their way to work etc. and have the work typed either that day or the next by the Secretarial Services staff. Over 50% of the workload is from micro-cassette tapes.

Press releases, minutes of meetings, speeches, statements, reports and general correspondence are handled in Secretarial Services, with a fair percentage of editing and checking. The service also receives enquiries from the general public and electorate officers about the correct form of address for Ministers, Members, Ambassadors etc. and other information relating to the Parliament.

Sitting times are the busiest for Secretarial Services because some country Members rely heavily on the convenience of the service. It is not unusual to have 20 Members using the service on the one day, plus 4 or 5 tapes to be transcribed. To cope with the demand during the Session a Secretary is on duty until 9 p.m. when the House sits after dinner.

Committee	
Executive Officer (EDC)	Hansen, Rawyn
Office Manager (EDC)	Cecconi, Frank
Appointments (by Order in Council)	
Departmental	
Parliamentary Attendant - Gr 1	Parford, Joan
Parliamentary Attendant - Gr 2 (out Guide)	Lane, David
Parliamentary Attendant - Gr 1	Gyfford, Michael
Parliamentary Attendant - Gr 2	Mathews, Shane
Responsible/Agency of Workers	
Secretary - AMS (Part Time 3/5th)	Barnes, Maryann
Post Office Attendant AD1 & 2	Forster, Neil
Parliamentary Attendant - Gr 3	Parford, John
Research Officer - LO 3 (SARO)	Holt, Heather
Secretary - AMS	Runde, Nina
Secondment from Public Services	
Research Officer - LO 3 (PAC)	Hogg, K
Executive Officer - AMT (EDC)	Lange, A
Research Officer - AMS (EDC)	Quayle, M
Research Officer - AMS (PAC)	Spencer, J
Part Time Temp	
Assistant - AMS (PAC)	Drury, J

---

# STAFF ALTERATIONS

## **Appointments (by Speaker's Warrant)**

### *Departmental*

Davis, Raymond	-	Parliamentary Attendant - Gr 1
Fulford, John	-	Parliamentary Attendant - Gr 1
McEwan, Jill	-	Secretary - AM2 (Part Time 3/5th)
Rhule, Nina	-	Secretary - AM2 (Part Time 3/5th)

### *Committee*

Cecconi, Frank	-	Office Manager (EDC)
Hansen, Raewyn	-	Executive Officer (EDC)

## **Appointments (by Order in Council)**

### *Departmental*

Fulford, John	-	Parliamentary Attendant - Gr 1
Lang, David	-	Parliamentary Attendant - Gr 3 (Tour Guide)
Gigliotti, Michael	-	Parliamentary Attendant - Gr 1
Matthews, Shane	-	Premier's Orderly, Parliamentary Attendant - Gr 3

## **Resignation/Expiry of Warrant**

Barnes, Marylynn	-	Secretary - AM2 (Part Time 3/5th)
Foster, Neil	-	Post Office Attendant ADM 2
Fulford, John	-	Parliamentary Attendant - Gr 3
Holt, Heather	-	Research Officer - LO 3 (SARC)
Rhule, Nina	-	Secretary - AM2

## **Secondment from Public Service**

Hogg, K	-	Research Officer - LO2 (PAEC)
Laing, A	-	Executive Officer - AM7 (EDC)
Quayle, M	-	Research Officer - AM6 (EDC)
Spencer, L	-	Research Officer - AM6 (PAEC)

## **Part Time Temp**

Drury, L	-	Archivist - AM3 (PAEC)
----------	---	------------------------

---

# FINANCE

The Parliament's budgetary system was changed for the 1993-94 financial year. A base figure was determined by Treasury for Parliamentary expenditure and, using that base figure, the Parliament now can, with some certainty, predict what its budget allocation will be for the following three years. Whilst the Parliament, through the Presiding Officers, foresees some difficulty with the base in 1994-95, the system provides a basis for forward planning with some expectation of the funds that will be forthcoming.

The new budget process also allows for savings in recurrent expenditure to be carried forward to the next financial year - up to a maximum of 3% of the budget figure.

This is an improvement in the process which now encourages efficiencies and further assists with advance planning.

As reported last year, the staff establishment is the absolute minimum required to provide the current services to the House, the Members and the public.

The staff salary costs for the year totalled \$1,386,862. This figure includes all overtime and the Presiding Officer's chauffeur salary and overtime.

Recurrent expenditure on general expense items was \$194,423. Payroll Tax was \$579,310 (includes payroll tax on Members' salaries) and expenditure for long service leave was \$15,034 which was unexpected and consequently unbudgeted.

The Department finished the year within budget and is expecting to carry forward savings into 1994-95. The forthcoming year will require continued spending constraints given the difference of opinion in determining the Parliament's base figure.

The Advance for Mr Speaker was introduced in the 1992-93 financial year to meet items of expenditure that were unexpected or unbudgeted. The Advance was not used in 1992-93, however, this year there have been several occasions when Mr Speaker has been asked to approve expenditure from his Advance.

The Presiding Officers regularly receive visits by new ambassadors and consuls-general to Victoria and Australia. These visits are organised by the Protocol Branch of the Department of the Premier and Cabinet. In the past, the cost of these visits (refreshments) were funded by the Premier's Department. At the commencement of this year, however, the Department received an account for approximately \$1,500. It was later discovered that the Assembly and Council are now expected to bear this cost from the Parliament's existing budget.

Following the visit to China and Japan during 1992-93 by the then President, the Hon A. J. Hunt, and the then Deputy-Speaker, Mr T. Norris, during which they signed an agreement with the Chinese Government committing the Parliament to hosting reciprocal visits, the Victorian Parliament was required to host a visit by representatives of China. Again, this expenditure was unexpected and consequently not included in the departmental estimates.

In order to introduce the Asset Register and thus meet the requests of the Auditor-General and the Ministry for Finance, a submission was made to the Presiding Officers that, as this was an unbudgeted expense in this financial year, it would be appropriate for the expense to be charged against the various Advances. Both Presiding Officers approved the request.

Accordingly, these three items account for the expenditure from Mr Speaker's Advance.

Details of expenditure for the financial year are included in the Appendices to this report.

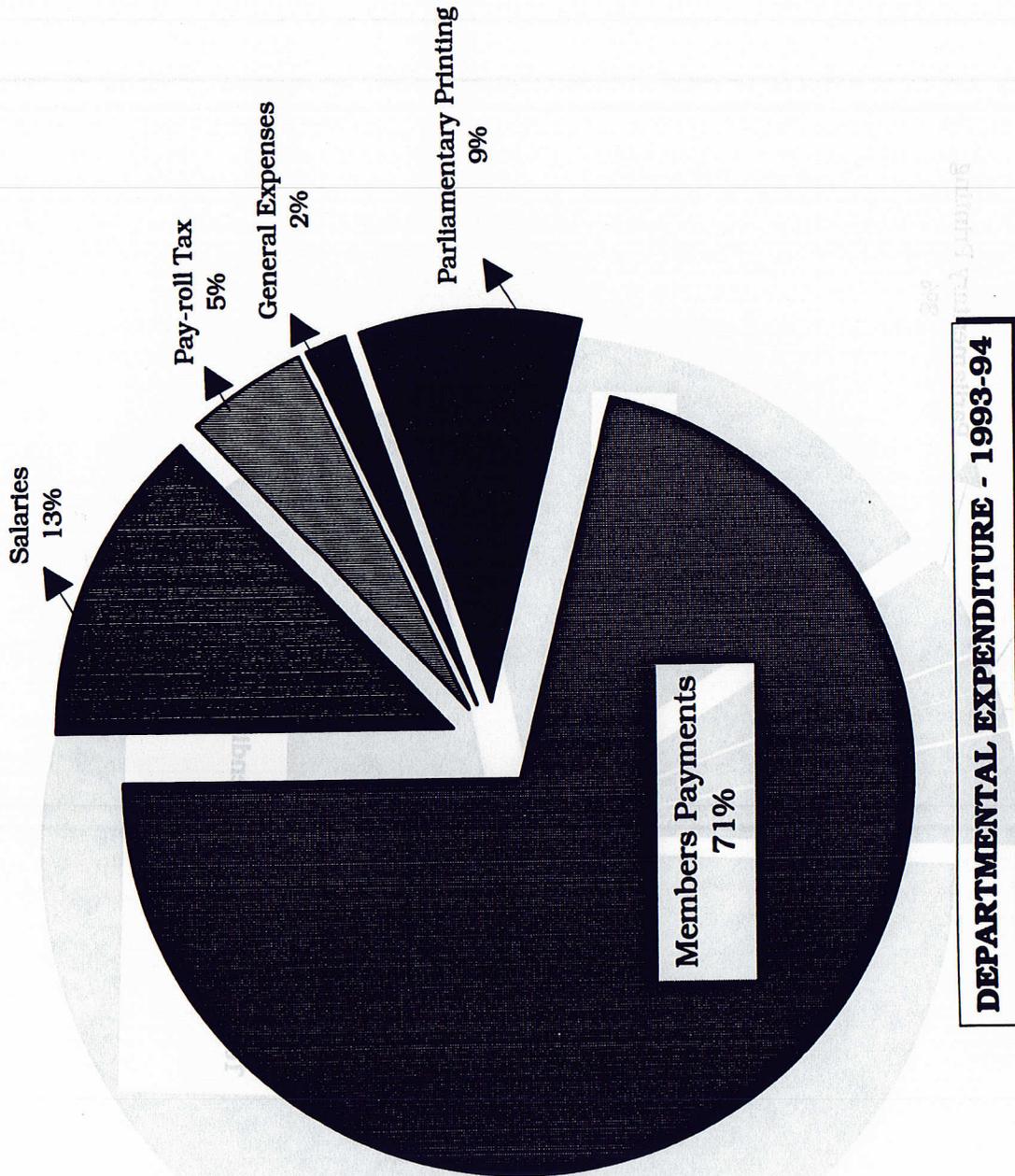
## LEGISLATIVE ASSEMBLY BUDGET ALLOCATION

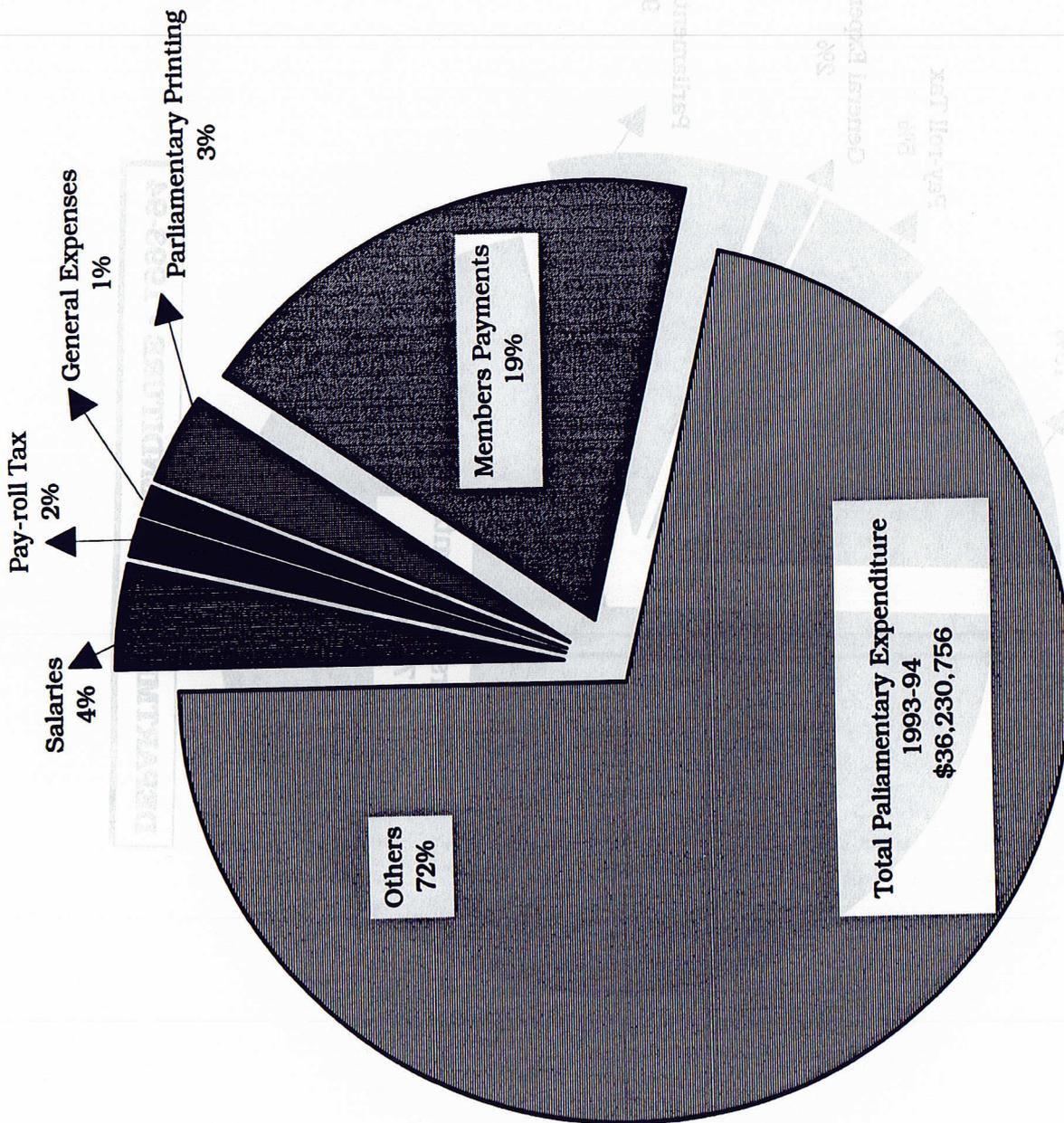
ITEM	1993-94		1992-93
	Budget \$	Expenditure \$	Expenditure \$
<b>Departmental</b>			
Salaries - Staff	1,289,860	1,258,710	1,282,926
Overtime	147,000	128,152	135,095
Long Service Leave	-	15,034	-
Pay-roll Tax	599,000	579,310	609,931
General Expenses	204,140	194,423	204,441
Parliamentary Delegation to Japan/China (Mr T Norris, Deputy Speaker)			18,304
#Parliamentary Printing	1,123,975	899,720	1,172,946
Advance - Mr Speaker	25,000	20,132	-
Select Committees	25,000	-	-
<b>Total Departmental Operating Expenses</b>	<b>3,413,975</b>	<b>3,095,481</b>	<b>3,423,643</b>
<b>Assembly Members</b>			
*Salaries and Allowances	6,934,612	6,920,885	6,803,424
<b>Total Legislative Assembly Expenditure</b>	<b>10,348,587</b>	<b>10,016,366</b>	<b>10,227,067</b>
<b>Committees - Joint Investigatory</b>			@
Community Development	244,648	127,728	36,587
Crime Prevention	240,832	218,894	53,545
Economic Development	245,022	189,294	44,378
Environment & Natural Resources	288,299	154,624	48,985
Law Reform	362,448	220,350	70,769
Public Accounts & Estimates	311,596	270,737	51,574
Public Bodies Review	301,413	167,669	56,119
Road Safety	226,845	200,742	66,155
Scrutiny of Acts & Regulations	326,595	248,708	109,879
Central Administration	245,278	211,192	128,376
Rental - Nauru House	629,632	502,937	143,792
Unallocated funds	24,392		
<b>Total Committees</b>	<b>3,447,000</b>	<b>2,512,879</b>	<b>810,159</b>

# Parliamentary Printing figures represent Legislative Assembly component only.

\* Excluding Ministers

@ Represents 6 months expenditure for the year 1992-93 due to re-organisation of Committee system.





**DEPARTMENTAL EXPENDITURE AS A PROPORTION OF TOTAL  
PARLIAMENTARY EXPENDITURE**