

Department of the Legislative Council



**Annual
Report
1993-94**

Cover photograph —

The Black Rod

Emblem of office of the Usher of the Black Rod. Presented to the Legislative Council in 1952 by the Silver and Electroplate Ware Manufacturers' Association. The Rod is made of fiddleback blackwood. The head, foot and joint were fashioned from sterling silver and gilded. The cap embodies the Royal Coat of Arms and the Coat of Arms of Victoria in bas-relief.



LEGISLATIVE COUNCIL

PARLIAMENT HOUSE, MELBOURNE, VIC. 3002

TELEPHONE 651 8911

12 October 1994

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



Dear Mr. President

I have pleasure in forwarding to you my report to the Legislative Council on the operations of the Department of the Legislative Council for the year ended 30 June 1994.

Yours sincerely

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

A.V. Bray
Clerk of the Legislative Council

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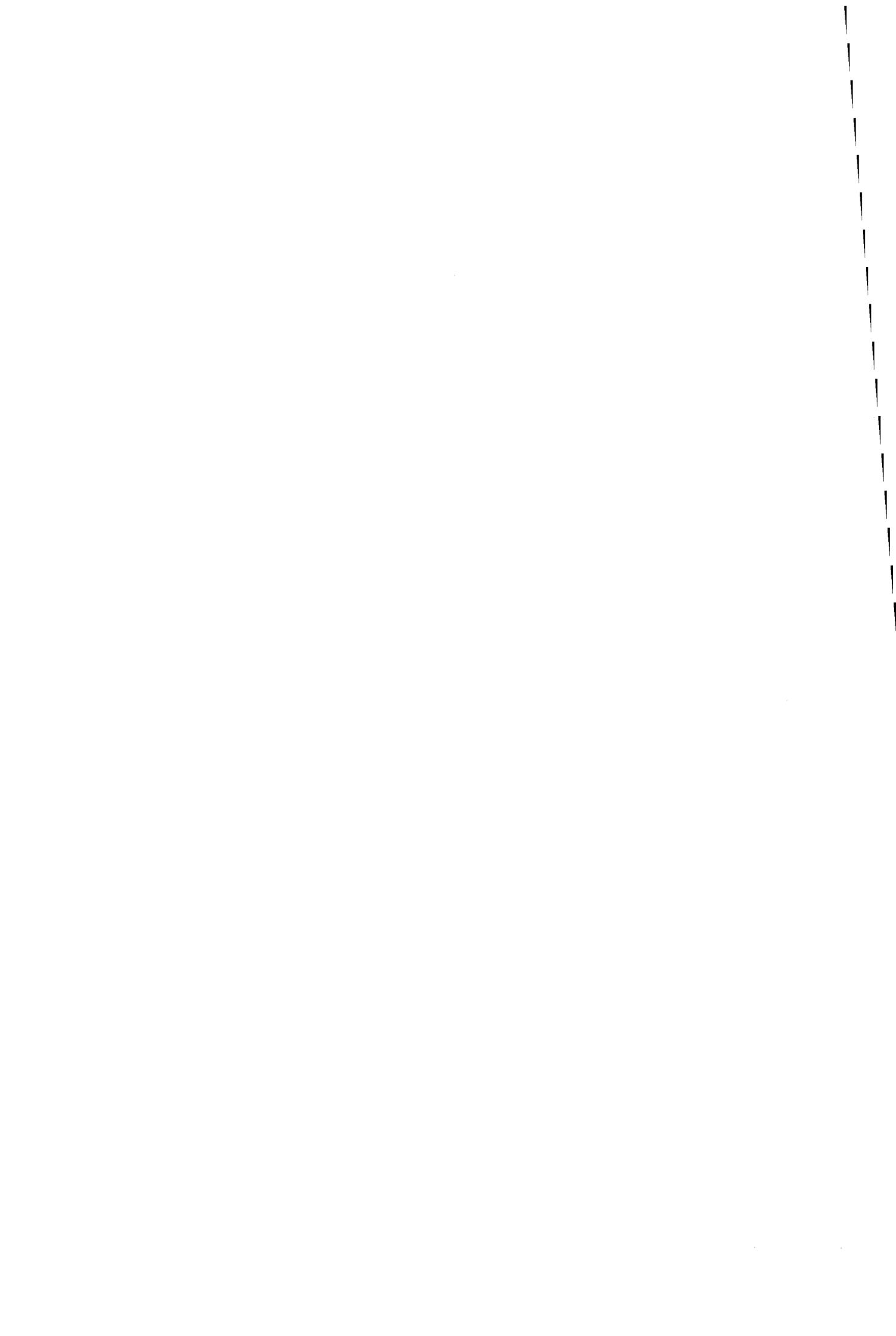
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ORGANIZATION AND FUNCTIONS

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

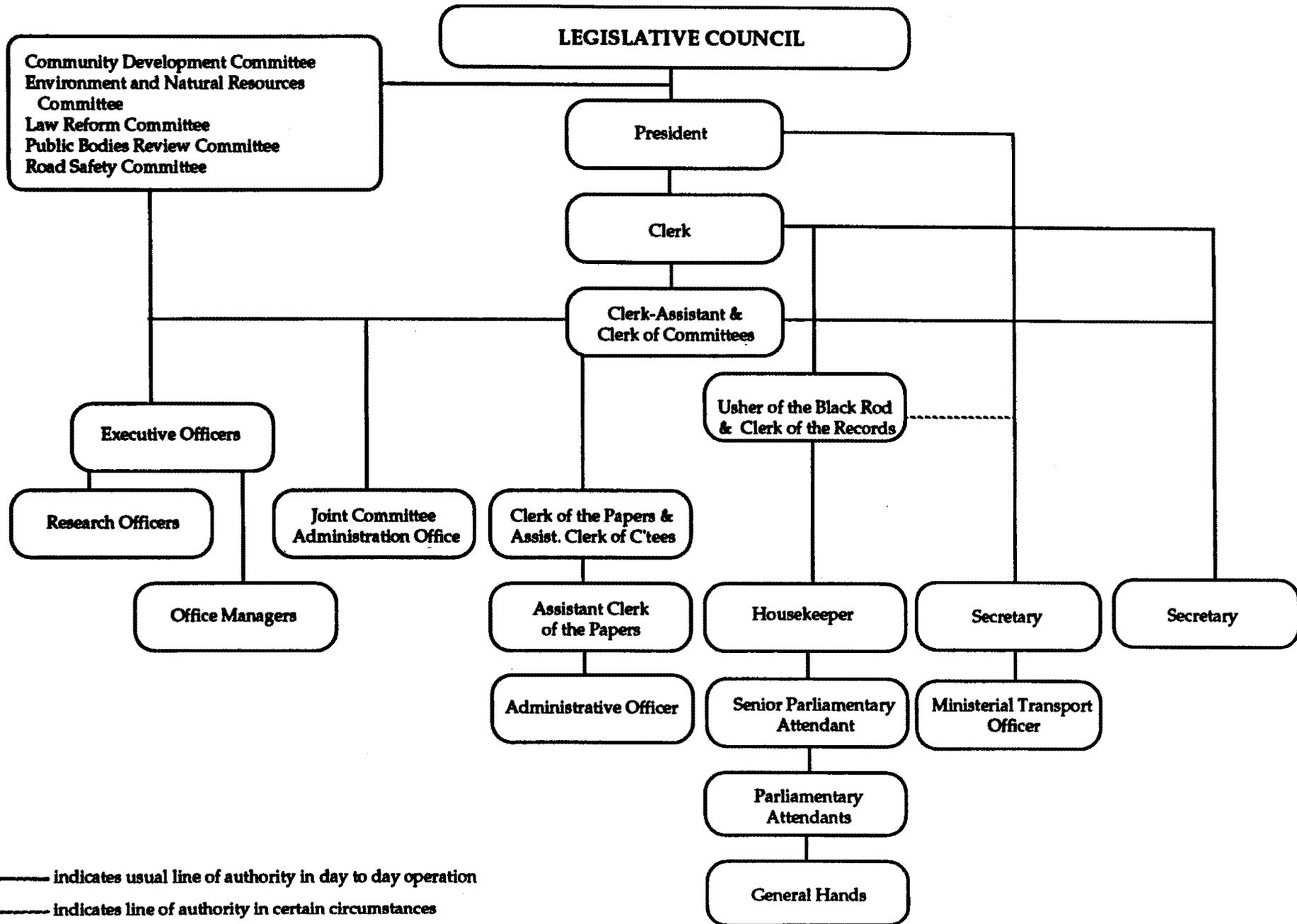
The mission and principal objectives of the department as they presently stand are as follows:

Mission:

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

Principal Objectives:

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



FEATURES OF THE YEAR

Some features of the year under review to which particular attention is directed were —

- ❑ Establishment of a Staff Development Committee to ensure better co-ordination of the training effort within the department and across the Parliament.
- ❑ Completion of an evaluation of future directions for computerization within the department.
- ❑ Completion of the new security control area and staff amenities room in the vicinity of the rear courtyard and the successful introduction of a computerized visitor management system.
- ❑ Substantial progress on a computerized register of assets at Parliament House and the Committee premises.
- ❑ The successful hosting of a visit from a United Kingdom Parliamentary delegation in November 1993.
- ❑ Considerable progress in the archiving of Committee records held at Nauru House as a step in the process of transferring those records to the Public Record Office repository at Laverton. This move was supported by a resolution of both Houses authorizing the transfer.



ESTABLISHMENT OF STAFF DEVELOPMENT COMMITTEE

In March 1994 the Permanent Heads agreed to the establishment of a Staff Development Committee to consider, report and make recommendations on the development of a staff training programme for Parliamentary staff.

The committee consists of a management representative of each department and is chaired by the Clerk-Assistant of the Legislative Council.

The committee began its task by identifying the competencies required of staff working in the Parliament. It held extensive discussions with staff as to their training needs and determined that training should be considered as comprising four distinct elements — Induction, General, Technical (i.e., training specific to individual departments) and Computer and Information Technology.

As at the end of June the committee was preparing a draft Training and Development Policy and a Training Overview, detailing training needs on the basis of the competencies identified in the discussions with staff, together with a draft Induction Booklet for submission to the Permanent Heads and circulation to staff for comment.

ASSETS REVIEW

With the promulgation of new Audit Regulations, the Parliamentary Departments established an Asset Management Review Committee to address the task of compiling an assets register of the Parliament's heritage and non-heritage furniture, equipment and fine arts objects.

The Usher of the Black Rod was the department's representative on the committee.

Because of the specialized nature and size of the task, the committee recommended the appointment of Comprehensive Asset Managers Pty Ltd as consultants to undertake this project. The project involved creating a computer-based inventory with monetary values of all assets in the Parliament, including the Committee premises.

The computerized assets register produced by the consultants will enable annual stocktakes to be conducted more easily in terms of asset mobility and appreciation/depreciation of assets.

The project commenced in late June 1994 and was expected to be completed in August 1994. A report on the department's register of assets will appear in the department's next annual report.

COMPUTERIZED VISITOR MANAGEMENT SYSTEM

As indicated in the last annual report, Protective Services Officers were introduced at Parliament House in September 1992. During the period under review a new security control room and associated facilities was completed and became fully operational.

Following this general upgrade in security, the Parliament's Information Technology Unit, in conjunction with the Usher of the Black Rod and Serjeant-at-Arms, developed a computerized Visitor Management

System (VMS) to assist with visitor verification procedures. The VMS will replace the existing manual system and provide multi-user access for staff in the Vestibule and security control room.

The VMS has been designed to accurately track all visitors entering the building and to facilitate management reporting on visitor volumes and peak entry periods.

COMPUTERIZATION PROGRAM

The main activity on the computerization program during 1993-94 centered around the evaluation of proposals to standardize the operating systems throughout the Parliament. Although the two House departments and the committees have operated Apple Macintosh systems for the past five years, the remaining departments have operated a variety of other systems considered to best meet their requirements. The Apple Macintosh systems were originally chosen because they were considered to best meet the word processing requirements of the House departments. Their limited data base capacity was seen as a secondary consideration. The Department of Victorian Parliamentary Debates subsequently chose a DOS-based Ventura system for the production of Hansard and the Parliament Library and the Department of the House Committee chose systems which were more focussed on library resourcing and finance, respectively.

The resulting proliferation of different systems within the one organization is clearly not ideal and action was taken during the year to address the problem. The first significant move came when the Department of the Legislative Assembly decided in early 1994 to convert to an Intel-based system. In view of the commonality of functions between the House departments and the need to manage and store information on a common system, a decision was taken to conduct an evaluation of the proposal to change systems. This evaluation was carried out by the Clerk of the Papers and was finalized in June 1994. His report contained an assessment of the hardware options, available software programs, cost considerations, anticipated future developments in the computer industry and the overall development of information technology at Parliament House. As at 30 June, the report was under consideration by the Clerk.

MEMBERSHIP OF THE COUNCIL

The only change in membership of the Council resulted from the resignation of Mr. J.M. Brumby on 10 August 1993 to contest a lower House by-election.

The Honourable M.M. Gould was subsequently elected as one of the Members for Douutta Galla Province at a by-election held on 18 September 1993. Miss Gould was sworn in on 28 September 1993.



STAFF**Establishment**

The department's regular staffing establishment as at 30 June 1994 was:

House staff	- administrative	6
	- secretarial	2
	- attendant	8
	- cleaning	2
	- transport	1
Committee staff	- administrative/research	13.5
TOTAL		32.5

Staff employed during 1993-94

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

- In-house training sessions and courses.
- Attendance at relevant seminars and conferences.
- Attachments to other Parliaments.

Training Courses Attended

The department continues to recognize the need to implement staff management practices designed to ensure both personal satisfaction and the achievement of its objectives and wholeheartedly supports the training and development initiatives being taken with the establishment of the Staff Development Committee.

Accordingly, its staff are encouraged where relevant to pursue appropriate study and training to complement their Parliamentary experience and enhance their personal development. This is seen as being achieved through —

- On the job training.
- Attendance at relevant training courses conducted by various organizations.

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

- Computer training - conducted by Connecting Point, in particular Microsoft Word 5.1 or 6.0, Filemaker Pro 2.1, Introduction to and Advanced Windows 3.1, Intermediate and Advanced Excel 5;
- The Exceptional Assistant - conducted by Fred Pryor Seminars;

- Successful business writing - conducted by Management Technology Education;
- Proof reading and editing - conducted by Management Technology Education; and
- Legislative Assembly Seminar on preparing for the House and recording proceedings.

Presiding Officers and Clerks Conferences

From 24 to 31 July 1993 the Clerk-Assistant attended the Twenty-fourth Conference of Presiding Officers and Clerks held at Port Vila, Vanuatu. Seventeen papers were presented at the Conference on subjects including the use of the guillotine procedure, the effectiveness of Parliament's check on the Executive, the relationship between Parliamentary Committees and the Executive, truth and unparliamentary language, the management of Parliament, the use of Parliamentary documents in Court and interference with witnesses.

From 19 to 26 June 1994 the Clerk attended the Twenty-fifth Conference of Presiding Officers and Clerks held in Darwin. Mr. President presented a paper entitled *Interstate and Parliamentary Witnesses and State Parliamentary Committees* at that conference. Other papers dealt with matters including the restoration and revival of Bills, orderly programming of business, implications for Parliament of uniform legislation schemes, the New Zealand Officers of Parliament Committee and Parliament and the media.

Clerks-Assistant Seminar

On 11 April 1994 the Clerk-Assistant, in his capacity as Clerk of Committees,

attended a seminar held in Hobart on the latest developments in Parliamentary Committees and the application of computer technology to Parliamentary work. This was the third such gathering of this nature although, as indicated, the agenda was widened on this occasion to include the general application of computer technology.

The papers presented dealt with topics including the use of consultants, starting a committee system from scratch, the production of evidence by order of committees and the application of Parliamentary privilege, the unauthorized release and publication of a committee document, and recent developments in the committee systems in Victoria and the Australian House of Representatives.

The seminar was attended by representatives from each Australian Parliament.

WORKS

During the year a major refurbishment was undertaken of Meeting Room No. 2 in the basement area at Parliament House. Extension and upgrading of the Legislative Council Inquiry Box on the first floor was also undertaken.

Other works completed by House Committee staff during the year included repainting of some offices and the second floor corridor and third floor area in that vicinity and also further enhancements to the Papers Office. The department is appreciative of the efforts of maintenance staff in completing these works to a very high standard.



COMMONWEALTH PARLIAMENTARY ASSOCIATION

The past year was a busy one for the Victoria Branch of the Association and its support staff. In addition to facilitating calls on other Branches by the recipients of annual study tours contacts were also established on behalf of a growing number of Members undertaking private overseas visits.

In September 1993 the Clerk of the Legislative Council, in his capacity as Honorary Secretary to the Victoria Branch, attended the 39th Commonwealth Parliamentary Conference in Cyprus as Joint Secretary to the Australian States and Territories Delegation. In addition to discharging his duties as Joint Secretary he was also able to take advantage of the opportunity to make personal contact with senior staff of the Headquarters Secretariat and a number of other Branch Secretaries with whom Victoria deals on a regular basis. As well, the opportunity was taken to call on the United Kingdom Branch, the Secretariat and Victoria's Agent-General in London en route from Cyprus to Australia.

The Honorary Secretary and other Parliamentary staff also devoted considerable time and effort to arrangements for a highly successful visit to Victoria by a delegation of six members from the United Kingdom Branch. That visit took place from 11 until 17 November 1993.

CLERK OF THE PARLIAMENTS

In the Victorian Parliament the office of Clerk of the Parliaments is well established. That office has customarily been held by the senior Clerk of the two

Houses and is presently held by the Clerk of the Legislative Council.

Prior to 1978 the duties entailed in this position were largely confined to the presentation of Acts to the Governor for Royal Assent, as required by the Joint Standing Orders. Following the enactment of the *Members of Parliament (Register of Interests) Act 1978* the Clerk of the Parliaments assumed additional responsibilities as Registrar of Members' Interests.

In more recent years the role has expanded considerably. A corporate approach is now taken to management of the Parliament and the Clerk of the Parliaments, who acts as convenor and Chairman of the regular meetings of Permanent Heads, is expected to take the lead on many issues relating to Parliamentary administration. This is particularly the case in relation to budgetary issues where, along with other agencies, the Parliament has had to bear its share of budget sector cut backs.

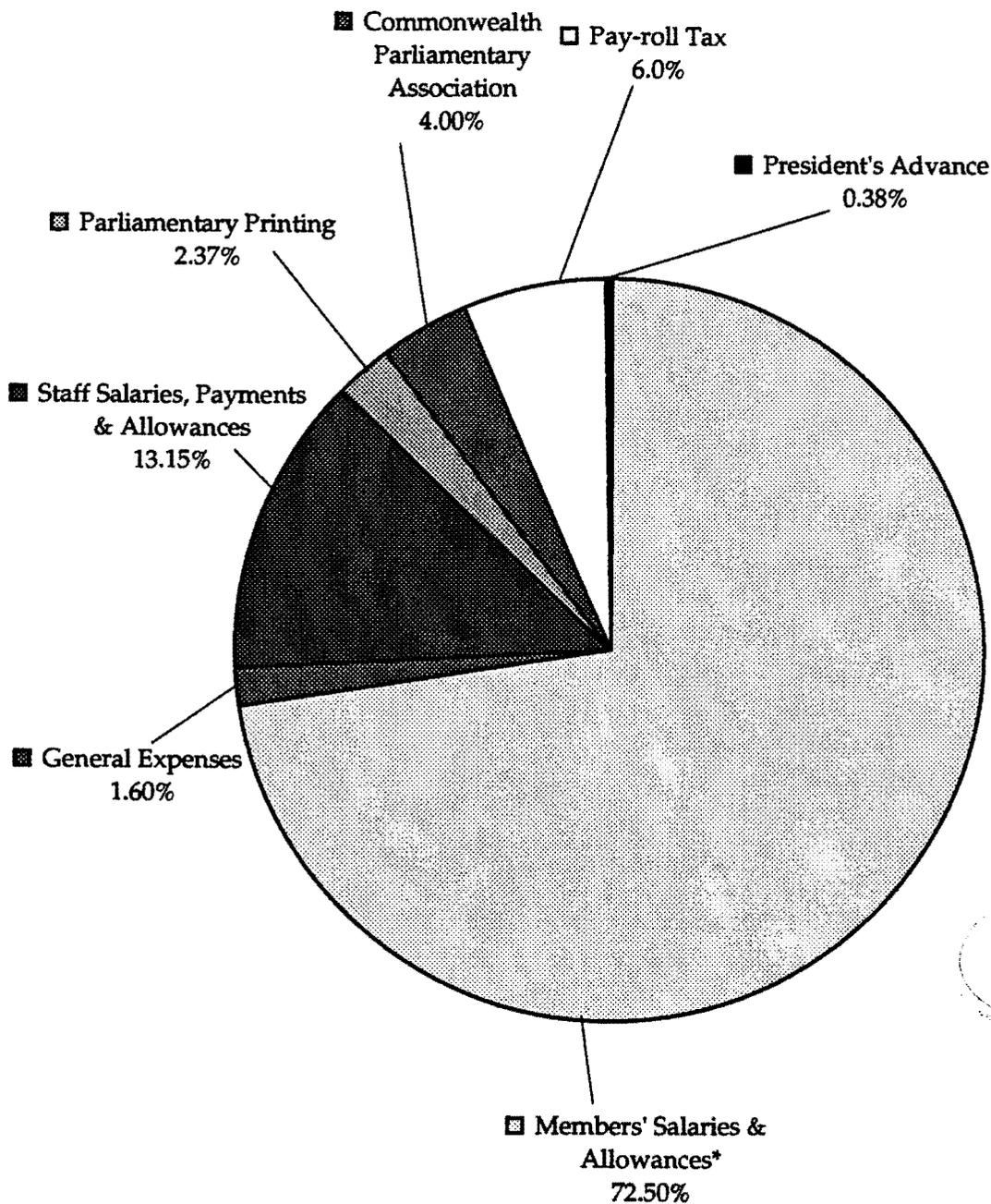
Much time was devoted to management issues during the past year, many of which it is not opportune to report on at this stage, and it is expected that this will continue in future as efforts are continually directed at ensuring best use of the resources available to the Parliamentary departments.

During the course of his attendance at the 39th Commonwealth Parliamentary Conference the Clerk of the Parliaments was able to attend the meetings of the Society of Clerks at the Table in Commonwealth Parliaments, held concurrently with that conference. The opportunity was also taken en route to Cyprus to call on the Parliaments of the Netherlands and Austria to undertake wide ranging discussions on the operations of those Parliaments.

FINANCIAL STATEMENT AND STATISTICAL INFORMATION

The financial statement for the year 1993-94 appears as Appendix C to this report. Whilst detailed figures appear in the Appendix, a breakdown of expenditure for the Legislative Council on a percentage basis is depicted in the chart below.

LEGISLATIVE COUNCIL EXPENDITURE 1993-94



*Excluding Ministers.

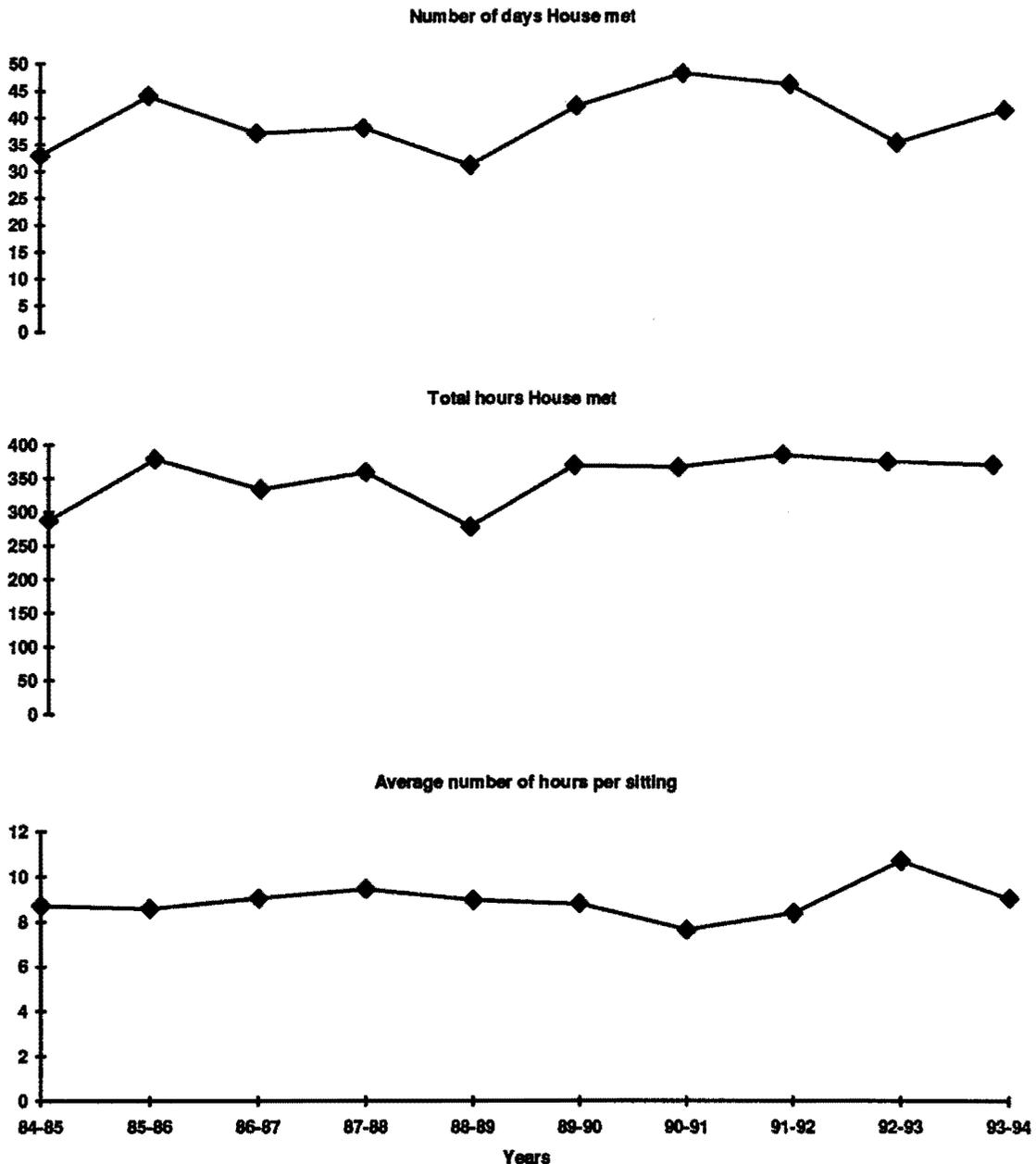
Supplementary information in relation to stores, outstanding employee benefits and non-current physical assets appears in Appendices D and E.

SITTINGS OF THE HOUSE

On 11 August 1993 the Legislative Council resumed for a two day sitting held primarily to debate the Land Titles Validation Bill, although other business was also transacted during that brief period. The House then resumed for the Spring sittings on 14 September and adjourned on 1 December after 22 sitting days. The

Autumn sittings commenced on 29 March 1994 and the House adjourned on 1 June after 17 sitting days. The Council sat until or beyond midnight on five occasions during this period.

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



Statistics in relation to sittings of the House over the past five financial years appear in Appendix F, which also includes information aimed at providing some indication as to the work required of the department in this area of its activities.

COMMITTEES

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

Community Development Committee

During the year the Community Development Committee proceeded with its inquiry into the *Needs of Families for Early Childhood Services in Health, Welfare and Education*. Public hearings were held and inspections were undertaken, both in Victoria and interstate. The Committee expects to present its report in late 1994.

On 31 May 1994 the Committee received a new reference on a *Review of Legislation concerning Persons Detained at the Governor's Pleasure*.

Environment and Natural Resources Committee

The Environment and Natural Resources Committee completed two major inquiries during the year - *Eductor Dredging in Victoria* and *Planning Issues for Extractive Industries*.

Following the completion of public hearings and site inspections during 1992-93, the Committee tabled two reports on the inquiry into Eductor Dredging - an Interim Report on 19

October 1993 and a Final Report on 4 May 1994. In relation to the inquiry into Planning Issues for Extractive Industries, the Committee completed the inquiry began by its predecessor, the Natural Resources and Environment Committee. Public hearings and site inspections were a regular feature of the inquiry upon which the Committee's report was tabled on 25 May 1994.

The Committee is currently proceeding with its inquiry into the *Environmental Impact of Commonwealth Activities and Places in Victoria*, the terms of reference of which have obliged the Committee to investigate a range of legal, environmental and planning issues. A number of public hearings and site inspections have already been conducted and the Committee expects to table its report during the Spring sittings in 1994.

Law Reform Committee

The Law Reform Committee has continued its work on the three inquiries began in 1992-93 and has completed two of them - *Restitution for Victims of Crime* and *Reforming the Law of Wills*. On 16 November 1993, it tabled an Interim Report on Restitution for Victims of Crime, and its Final Report was tabled on 1 June 1994. The report on Reforming the Law of Wills was tabled on 19 May 1994. Both inquiries involved numerous public hearings and necessitated the engagement of consultants.

On 1 June 1994 the Committee also tabled its first report on *Corporations Law* entitled *Curbing the Phoenix Company*. Submissions have been sought on its recommendations and the Committee expects to table a further report on International Corporations law during

the Spring sittings in 1994. A final report is expected during 1995.

During the year the Committee visited Canberra, Sydney and Brisbane, mainly in relation to the inquiry into Corporations Law.

Public Bodies Review Committee

During the year the Public Bodies Review Committee completed its inquiry into the *Melbourne Metropolitan Fire Brigades Board* with the tabling of an Interim Report on 26 October 1993 and a Final Report on 29 March 1994. During the year, the Committee held a number of public hearings and inspections and also visited New South Wales, Queensland and the Australian Capital Territory.

As at 30 June 1994 the Committee was awaiting a new reference.

Road Safety Committee

The Road Safety Committee proceeded with its inquiry into the *Demerit Points System* during the year and conducted a number of public hearings in Melbourne, Adelaide, Perth, Canberra, Sydney, Brisbane, Alice Springs and Darwin. These visits also included on-site inspections and formal discussions. As at the end of June the Committee was considering its draft report and expected to table the report during the Spring sittings in 1994.

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

Standing Orders Committee

The Standing Orders Committee met during the year to consider two matters - *Fees for Private Bills* and the *Withdrawal*

of Strangers. These matters were the subject of a report tabled on 31 May 1994.

Records Management Program

On 24 May 1994 both Houses resolved to authorize the transfer to the Public Record Office repository at Laverton of Joint Parliamentary Committee records in excess of four years old which have not been tabled in the Parliament, subject to the condition that they remain the property of the Parliament, to other conditions relating to access to such material, and to provisions relating to confidential documents. This was the culmination of an archiving program of the records dating from 1982 held by the Joint Investigatory Committees at Nauru House. This work has been carried out in conjunction with the Public Record Office and, once completed, it is envisaged that the Select Committee records stored at Parliament House will be similarly archived and transferred to that repository.

At the end of June the archiving of the records of the former Economic and Budget Review, Legal and Constitutional, Public Bodies Review and Social Development Committees had been completed and it is expected that the initial transfer of this material under the authority of the resolution will take place late in 1994. It is then hoped to archive the records of the former Natural Resources and Environment Committee.

The resolution also envisages the establishment of an ongoing archival program and the periodic transfer of material to the Public Record Office, ideally at the conclusion of each Parliament. The considerable space presently taken up by these records will then be freed up for other use.

Joint Committee Administration Office

In last year's annual report reference was made to the creation of the Joint Committee Administration Office, as part of the new committee support structure. All appointments to the office were finalized during 1993-94 and it has now completed its first full year of operation.

The office consists of a Manager, which position is on the establishment of the Department of the Legislative Assembly, and five Administrative Officers of whom two are officers of this department. The Manager reports jointly to the Clerks of Committees of both Houses.

The office was established with the broad brief of providing a centralized support service to the committees and now undertakes a wide range of administration related tasks. The following services were provided by the office during the year:

- reception service on levels 19 and 20 at Nauru House
- typing, administrative and clerical support
- co-ordination of mail services
- maintenance of the computer network
- establishment of photocopier and facsimile machine work areas and the centralization of other resources
- maintenance of equipment
- centralization of the ordering of supplies
- liaison with the Nauru House building management
- completion of an inventory of computers
- arrangements for the redistribution and/or sale by tender of surplus furniture.

A database relating to all committee inquiries is currently being established by the office.

The office has demonstrated its value to the new support arrangements by ensuring that the wide range of administrative tasks required to facilitate the effective operation of a committee system are undertaken in a way which ensures best use of available funding and resources.

Chairmen's Panel

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



INTER-DEPARTMENTAL COMMITTEES

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

In addition, there are also regular meetings of the permanent heads of the Parliamentary departments. As has been the case in recent years, there were several of those meetings during 1993-94, held for the purpose of discussing a wide range of matters and arriving at a consensus on issues of common interest across departments. The permanent heads also continued to meet as required with the Presiding Officers, particularly in relation to budgetary matters.

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

- **Consultative Committee**

The Parliament House Consultative Committee was established following the implementation of the Parliamentary Officers Agreement 1990. The role of the committee, which presently consists of representatives of management and relevant unions, is to promote harmonious industrial relations in the Parliament, and to provide a forum for central consultation between the Parliamentary departments and the relevant unions.

The committee may consider any matter of general significance to Parliament staff on terms and conditions of employment. It has no decision making powers but may make recommendations to the Permanent Heads. The department is represented on the committee by the Clerk-Assistant who is also the current Chairman.

The committee met on six occasions during the year and made one recommendation to the Permanent Heads relating to an increase in the value of taxi vouchers provided to staff.

- **Review Committee**

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

The committee met on three occasions during the year to consider an appeal against the non-recommendation for appointment to a position.

- **Joint Technological Change Standing Committee**

The Permanent Heads have decided to discontinue the operation of this committee. Issues relating to the effect of technological change on staff will in future be considered by the Consultative Committee.

- **Occupational Health and Safety Committee**

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

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

- **Building Emergency and Evacuation Committee**

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

The committee has control over the building emergency staff, which comprises seventeen area wardens, ten door wardens, four "first-aiders" and two plant operators. An important aspect of its operation is the conduct of regular fire drills and evacuation practice during each year.

Limited funding has prevented more extensive training of the building emergency staff, although it is intended that some training will be provided on an informal basis by the Protective Services Group stationed at Parliament House.

- **Fire Protection Committee**

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

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

During the period under review work continued on the installation of emergency lighting, exit signs, smoke detectors, the automatic fire detection system and the sprinkler system.

ACTIVITIES EXTENDING BEYOND HOUSE AND COMMITTEE SERVICES

Parliament Week

The seventh Parliament Week was conducted from 20 to 24 September 1993 to coincide with the school holiday period. Its aims were again threefold:

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

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

YMCA Youth Parliament

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

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

President of the Legislative Council and the Speaker of the Legislative Assembly in their respective Chambers. Over the two days young persons forming both a "Government" and "Opposition" debated a series of "Bills" on issues such as embryonic contractual agreements, youth crime, culpable driving, organ donation and deterrents for under age drinking.

The debates were conducted in accordance with Parliamentary procedure and, at the conclusion of the event, all of the "Bills" passed were presented to the Honourable V.P. Hefferman, MP, Minister responsible for Youth Affairs. Arrangements for the Youth Parliament were handled by the Usher of the Black Rod and the Serjeant-at-Arms who both performed the Table duties in conjunction with other Parliamentary Officers.

Open Day

On Sunday, 13 March 1994 the Parliament again held its annual "Open Day" as part of the 1994 Moomba Festival. Staff from all Parliamentary departments provided support on the day.

Both Chambers, Queen's Hall, the Library and the Parliamentary Gardens were open to the public and devonshire tea and other light refreshments were available to the public for a small charge. Almost 7,000 visitors attended.

Functions - Queen's Hall

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

- Melbourne Cup Carnival Reception.

- Dinner in honour of the President of the Federal Republic of Germany.
- Reception to meet delegates attending the Offshore Australia and Maritime Technology Conferences.
- Reception to welcome delegates attending the CHEMECA '93 and APCCHE '93 Conferences.
- Reception to welcome debaters participating in the 1994 XIV World Universities Debating Championships.
- Reception to open the National Convention of the Institution of Engineers, Australia.
- Reception to welcome the Victoria-Jiangsu Joint Economic Committee and Jiangsu Enterprises Delegation.
- Reception in honour of the Minister for Macedonia and Thrace.
- Parliament of Chile
- President of the Parliament of Lebanon
- President of the National Council of Switzerland
- Aichi Prefectural Assembly
- Parliament of the United Kingdom
- Jiangsu Provincial People's Congress of China
- Parliament of Cambodia
- Law Committee of the National People's Congress of the People's Republic of China
- Parliament of Papua New Guinea
- Parliament of Thailand
- National People's Congress of the People's Republic of China
- Vice Governor of Jiangsu Province
- CPA Study Tour from the Parliaments of Niue and Tuvalu.

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

Official Delegations

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

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

- Parliament of Denmark

Official calls

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

- Ambassador of Poland
- Ambassador of Chile
- Ambassador of Venezuela
- Ambassador of South Africa
- High Commissioner for Malaysia
- Ambassador of the United States of America
- Ambassador of the People's Republic of China



- High Commissioner for Sri Lanka
- High Commissioner for Bangladesh
- Ambassador of Fiji
- Ambassador of Greece
- Ambassador of Austria
- Ambassador of Italy
- Ambassador of Spain
- Ambassador of Korea.

Other visitors

On 3 September 1993, the Hon. G.R. Page, MP, Speaker of the House of Assembly of Tasmania, and Mr. Peter Alcock, Deputy Clerk, visited the Parliament and held discussions with the Usher of the Black Rod and the Serjeant at Arms on security related issues.

From 20 to 22 September 1993, Mr. Ted Newton, Parliamentary Protocol Officer from the Queensland Parliament, visited the Parliament and held discussions with officers of both Houses, including the Usher of the Black Rod.

Council Chamber and meeting rooms

Under policy determined by Mr. President, the department deals with requests for the use of the Council Chamber and meeting rooms. Co-ordination of arrangements for meeting rooms and their servicing is handled by the Attendant staff under the direction of the Usher of the Black Rod. In the year under review, the Council Chamber was used for the Fourth Conference of Australasian and the Pacific Delegated Legislation Committees, the Constitutional Centenary Foundation Council Forum, the World Universities Debating Championship and the seventh YMCA Youth Parliament.

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

- Shadow Cabinet
- House of Representatives Standing Committee on Industry, Science and Technology
- House of Representatives Standing Committee on Community Affairs
- Parliament of Australia Joint Committee on Corporations and Securities
- Senate Standing Committee on Environment, Recreation and the Arts
- Senate Select Committee on Matters Arising from Pay Television Tendering Processes
- Senate Select Committee on the Functions, Powers and Operation of the Australian Loan Council
- Senate Standing Committee on Legal and Constitutional Affairs
- House of Representatives Standing Committee on Legal and Constitutional Affairs
- Senate Standing Committee on Employment, Education and Training
- House of Representatives Standing Committee on Aboriginal and Torres Strait Islander Affairs

- Western Australia Select Committee on Science and Technology
- Parliament of Australia Joint Standing Committee on Electoral Matters
- Senate Standing Committee on Community Affairs
- Senate Select Committee on Superannuation
- House of Representatives Standing Committee on Banking, Finance and Public Administration
- Senate Select Committee on Community Standards Relevant to the supply of Services Utilising Electronic Technologies
- Western Australia Select Committee on Road Safety
- International Bar Association
- Parliament of Australia Joint Standing Committee on Foreign Affairs, Defence and Trade
- Centenary of Federation Advisory Committee.

PUBLICATIONS

The department is responsible for the preparation and circulation of a number of Parliamentary publications. The major items and issues during 1993-94 were as follows:

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

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

Notice Papers (daily)	41
Minutes (weekly)	17
Divisions in Committee	6
Unanswered Questions on Notice	7

- **List of Members**

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

- **Progress on Investigations and Ministerial Responses**

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

- **Register of Members' Interests**

As Clerk of the Parliaments, the present Clerk of the Legislative Council maintains the Register of Members' Interests and produces the regular summaries which are presented to the Parliament. During 1993-94 three summaries were prepared and tabled in both Houses. A cumulative summary of returns as at 30 September 1993 was also tabled during this period.

- **Bound Volumes**

The department also produces on a sessional basis bound volumes of the Minutes of the Proceedings and Bills introduced into the Legislative Council. The bound Minutes of the Proceedings Volumes for the 1988-92 Session were sent to the Law Printer for binding on 1 February 1994 and were expected to be available for circulation later in the year. The Bill volume for the 1988-92 Session was in preparation and was expected to be ordered from the Law Printer early in July 1994.

- **Indexes**

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

THE YEAR AHEAD

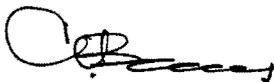
The focus in the year ahead will be aimed at further improvement in the management of the department so as to ensure that best use is made of available funding and scarce resources. Items to receive high priority include —

- Action in relation to the enhancement and extension of computer applications.
- Efforts to improve the training effort within the department and, jointly with the other Parliamentary departments, across the Parliamentary administration.
- Continuation of security and fire protection works.

APPRECIATION

Those who have limited knowledge of the full range of activities undertaken at Parliament House and the Committee premises might easily be led into believing that there is little activity outside the actual sittings of the Houses. Fortunately, it is possible through reports such as this to go some way towards dispelling that misleading perception.

As the report indicates, the staff of the Department of the Legislative Council were engaged on a much wider range of tasks during the past year, as has now been the case for many years. I am again indebted to all members of staff for their contribution to the many facets of the department's work throughout the year and thank them most sincerely for their efforts.



A.V. Bray
Clerk of the Legislative Council



APPENDIX A

ROLE OF STAFF

Clerks

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

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

Usher of the Black Rod's Office

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

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

Papers Office

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

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

the general inquiry office for the public, the media, legal firms and government departments.

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

Attendant Staff

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

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

Committees

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

President's Staff

Mr. President is provided with a Secretary who is under the direction of the Clerk-Assistant. Back-up support in her absence is provided by arrangement with the Department of the Legislative Assembly.

A Ministerial Transport Officer is provided on secondment from the Department of the Premier and Cabinet.

APPENDIX B

STAFF EMPLOYED DURING 1993-94

ALLAN V. BRAY	Clerk of the Parliaments and Clerk of the Legislative Council
WAYNE R. TUNNECLIFFE	Clerk-Assistant and Clerk of Committees
MATTHEW TRICARICO	Usher of the Black Rod and Clerk of the Records
DAVID I. ALI	Clerk of the Papers and Assistant Clerk of Committees
ANDREA V. AGOSTA	Assistant Clerk of the Papers
MARY MARTIN	Administrative Officer (Clerk's Secretary)
YOLANDE F. MEERWALD	Administrative Officer (President's Secretary)
GABRIELLE P. WADE	Administrative Officer
CLARENCE J. QUINN	Housekeeper
WILLIAM JARRETT	Senior Parliamentary Attendant
WAYNE R. McKENZIE	Parliamentary Attendant, Grade 3
RUSSEL L. BOWMAN	Parliamentary Attendant, Grade 3
ALAN J.C. RYAN	Parliamentary Attendant, Grade 3 (from 4 January 1994)
SPIRO PASTRAS	Parliamentary Attendant, Grade 2 (from 4 January 1994)
GREGORY W. MILLS	Parliamentary Attendant, Grade 1
MICHAEL STUBBINGS	Parliamentary Attendant, Grade 1
BERNARDO ROMEO	General Hand
PETER ANASTASIOU	General Hand



ANDREW P. CANNARD Ministerial Transport Officer

COMMUNITY DEVELOPMENT COMMITTEE

JANE HENDTLASS Executive Officer
(until 6 March 1994)
Research Officer (part-time)
(from 7 March 1994)

GAIL ROBERTS Research Officer
(from 2 May 1994)

MATTHEW C. FISHER Office Manager
(from 11 August 1993)

MELINDA M. BARRIE Administrative Officer
(from 26 July 1993 to 28 February 1994)

ENVIRONMENT AND NATURAL RESOURCES COMMITTEE

RAYMOND WRIGHT Executive Officer

TIMOTHY J. DOEG Research Officer
(until 10 September 1993)

BRENDA E. McELVOGUE Office Manager
(until 19 November 1993)

JANET CRESSWELL Office Manager
(from 13 December 1993)

LAW REFORM COMMITTEE

STURT A. GLACKEN Executive Officer
(until 24 December 1993)

JAMES M. GARDINER Executive Officer
(from 10 November 1993)

JESSICA KLINGENDER Research Officer (part-time)
(until 18 September 1993)

RHONDA M. MacMAHON	Office Manager
MELINDA M. BARRIE	Administrative Officer <i>(from 1 March 1994 to 1 June 1994)</i>

PUBLIC BODIES REVIEW COMMITTEE

BARRY G. AITKEN	Executive Officer
TIMOTHY S. JANES	Administrative Officer <i>(from 1 September 1993 to 15 October 1993)</i>
GERALD MAYHEAD	Administrative Officer <i>(from 15 November 1993 to 25 February 1994)</i>
ANNE L. SARGENT	Office Manager

ROAD SAFETY COMMITTEE

GEOFFREY H. WESTCOTT	Executive Officer
LOIS J. GROGAN	Office Manager
MELINDA M. BARRIE	Administrative Officer <i>(from 26 July 1993 to 28 February 1994)</i>

JOINT COMMITTEE ADMINISTRATION OFFICE

LAXMI FONSECA	Administrative Officer (part-time) <i>(until 1 February 1994)</i>
JANET CRESSWELL	Administrative Officer <i>(from 19 July 1993 to 12 December 1993)</i>
SIMON P. DINSBERGS	Administrative Officer <i>(from 28 March 1994)</i>
SONIA N. KESTLE	Administrative Officer <i>(from 23 March 1994)</i>

APPENDIX C

FINANCIAL STATEMENTS 1993-94

LEGISLATIVE COUNCIL

1992-93 Actual	EXPENDITURE	1993-94 Budget	1993-94 Actual
	ADMINISTRATIVE SERVICES		
643,164	Salaries and allowances	670,622	645,536
51,989	Overtime	70,000	45,275
30,536	Long service leave	-	-
329,038	Pay-roll tax	337,000	314,312
143,669	General expenses	123,978	84,811
1,198,396		1,201,600	1,089,934
154,728	PARLIAMENTARY PRINTING	187,300	124,796
210,000	COMMONWEALTH PARLIAMENTARY ASSOCIATION	210,000	210,000
3,646,100	MEMBERS SALARIES AND ALLOWANCES	3,807,515	3,810,468
5,207	EXPENSES OF SELECT COMMITTEES	25,000	-
-	PRESIDENT'S ADVANCE	25,000	20,019
5,214,131	TOTAL EXPENDITURE	5,416,415	5,255,217

JOINT INVESTIGATORY COMMITTEES

1992-93 Actual	EXPENDITURE	1993-94 Budget	1993-94 Actual
36,587	Community Development Committee	244,648	127,728
53,545	Crime Prevention Committee	240,832	218,894
44,378	Economic Development Committee	245,022	189,294
48,985	Environment and Natural Resources Committee	288,299	154,624
70,769	Law Reform Committee	362,448	220,350
51,574	Public Accounts and Estimates Committee	311,596	270,737
56,119	Public Bodies Review Committee	301,413	167,669
66,155	Road Safety Committee	226,845	200,742
109,879	Scrutiny of Acts and Regulations Committee	326,595	248,708
128,376	Joint Committee Administration Office	245,278	211,192
143,792	Rent - Nauru House Unallocated funds surplus	629,632 24,392	502,937
810,159	TOTAL EXPENDITURE	3,447,000	2,512,879

NOTES:

1. Committees administered by the Department of the Legislative Council - Community Development; Environment and Natural Resources; Law Reform; Public Bodies Review and Road Safety.
2. Committees administered by the Department of the Legislative Assembly - Crime Prevention; Economic Development; Public Accounts and Estimates and Scrutiny of Acts and Regulations.
3. The Joint Committee Administration Office is jointly administered by both House departments.
4. The 1992-93 actual expenditure figures represent the six months' operation of the committees from 1 January to 30 June 1993.
5. The unallocated funds surplus represents the balance remaining in the pool of funds available for inquiry budgets.

APPENDIX D**SUPPLEMENTARY INFORMATION AS AT 30 JUNE 1994****General Stores on Hand**

As at 30 June 1994 the Papers Office had the following stores on hand which were valued at cost:

Letterhead paper	\$1,610
Envelopes	\$4,228

Creditors

As at 30 June 1994, the department had outstanding employee benefits including:

Annual Leave	\$53,360
Long Service Leave	\$284,940

APPENDIX E

NON-CURRENT PHYSICAL ASSETS

Black Rod

Furniture and Fittings

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

Office Equipment

Photocopiers, typewriters, television set, video recorder etc.

Communications

Telephones, facsimile machines, audio systems, etc.

Motor Vehicles

One Ministerial motor vehicle.

Two SES motor vehicles.

Word Processing and Computer Equipment

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



APPENDIX F

SELECTED STATISTICS RELATING TO THE SITTINGS
OF THE LEGISLATIVE COUNCIL

	1989-90	1990-91	1991-92	1992-93	1993-94
Number of days House met	42	48	46	35	41
Number of hours House met	363.56	366.32	389.42	374.54	357.31
Average number of hours per sitting	8.40	7.38	8.47	10.70	8.70
Bills dealt with-					
Initiated in L.C.	29	29	27	14	3
Initiated in L.A.	62	94	86	91	127
Passed without amendment	36	50	45	87	115
Passed with amendments	44	49	56	15	15
Defeated	1	9	5	0	0
Lapsed	0	0	0	0	0
Withdrawn	3	3	2	0	0
Ruled out of Order	1	1	1	0	0
Sets of amendments circulated	72	74	85	33	34
Questions on notice processed	379	651	595	95	218
Petitions tabled	23	28	27	23	21
Papers tabled -					
Annual reports	346	564	491	379	621
Statutory Rules (incl. attachments)	658	601	471	755	414
Planning schemes/amendments	846	746	811	743	735
Proclamations	75	75	67	55	58
Other (including special reports, Parliamentary Committee reports etc)	123	115	145	112	104

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

For example -

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

APPENDIX G

**1993-94 STATISTICS RELATING TO COMMITTEES ADMINISTERED BY
THE DEPARTMENT OF THE LEGISLATIVE COUNCIL**

	CDC	ENRC	LRC	PBRC	RSC
Number of deliberative meetings —					
• Full committee	22	33	27	7	20
• Sub-committee	9	4	39	8	-
Number of public hearings —					
• Full committee	5	8	-	8	10
• Sub-committee	-	1	22	-	-
Number of visits/inspections —					
• Full committee	12	7	9	4	16
• Sub-committee	-	1	-	-	-
Number of reports presented	-	3	4	2	-
Number of discussion papers produced	-	-	-	-	-

KEY TO COMMITTEE:

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

APPENDIX H

ADMINISTRATION OF ACTS

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

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

Constitution Act 1975

Members of Parliament (Register of Interests) Act 1978

Parliamentary Committees Act 1968

Parliamentary Officers Act 1975

Parliamentary Salaries and Superannuation Act 1968