



**DEPARTMENT
OF THE
LEGISLATIVE ASSEMBLY**

**ANNUAL REPORT
FOR THE YEAR
1992-93**



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

19 October 1993

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 1992-93.

Yours sincerely,

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

J.G. Little,
Clerk of the Legislative Assembly.

LEGISLATIVE ASSEMBLY
PARLIAMENT HOUSE
MELBOURNE VIC 3002
TELEPHONE 521 9211



18 October 1993

The Hon J E De Zoort, 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 1992-93.

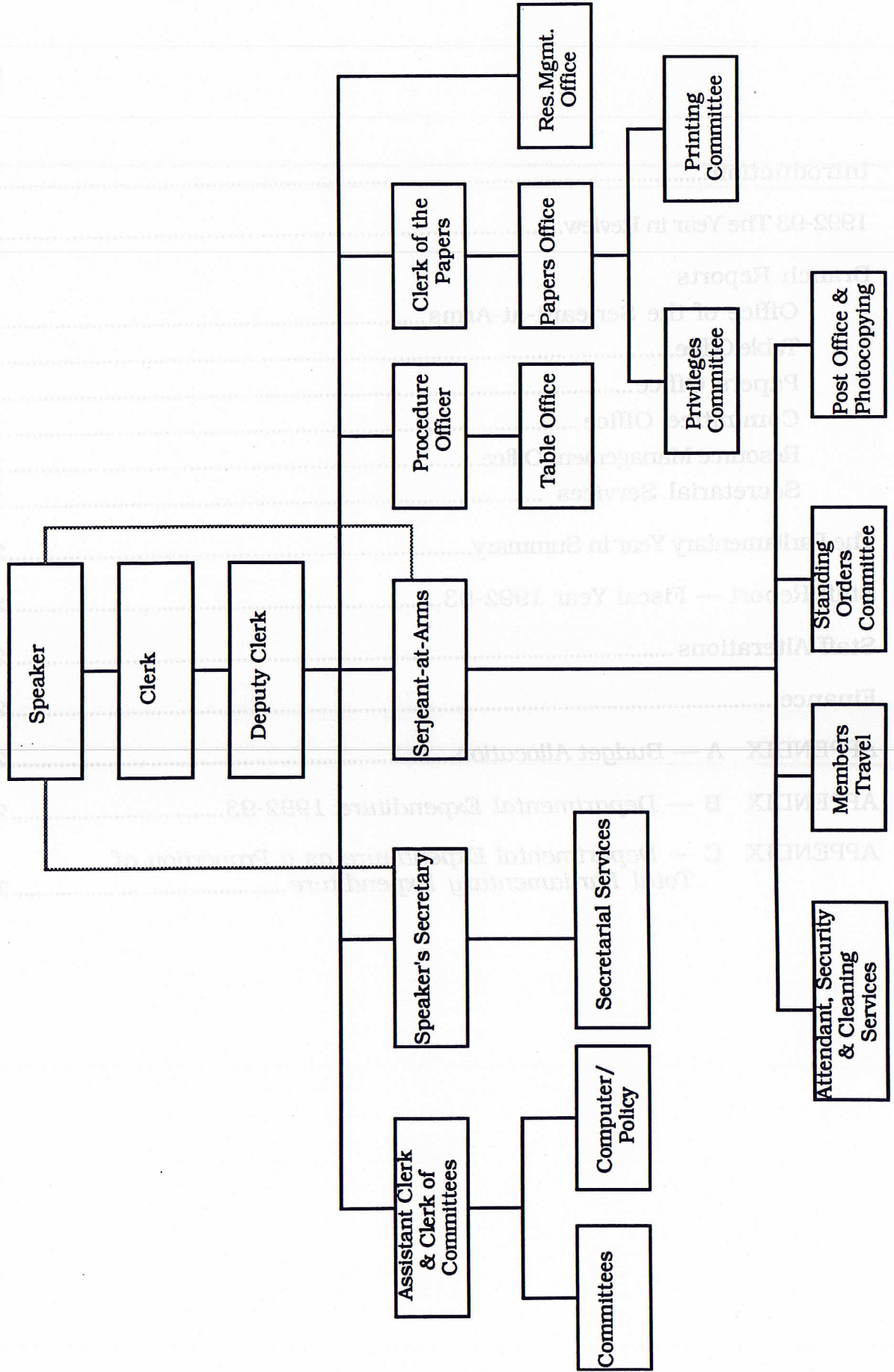
Yours sincerely,


J.G. Little,
Chief of the Legislative Assembly

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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, and Assistant Clerk and Clerk of Committees. 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, administers the computer network, and provides administrative support to the Serjeant-at-Arms in the processing of Members' travel requests and the issuing of security passes.

Secretarial Services

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

1992-93 THE YEAR IN REVIEW

The following is a brief summary of issues involving the Department of the Legislative Assembly during the report period. More detail is provided in the branch reports.

The most significant issue for the Department and the Parliament was the introduction of a separate Parliamentary Appropriation Bill. In the report for the year 1991-92, details were given of the recommendations of the then Joint Committee on Parliament for such legislation.

In August 1992, the Labor Government introduced the Appropriation (Parliament 1992-93 No. 1) Bill as part of the annual budget. This bill lapsed with the dissolution of Parliament. With the election of a Liberal/National Coalition Government, a similar bill was introduced during October. The independence of Parliament from the Executive Government has been recognised by separating the funds for the operation of Parliament from Government departments and authorities.

The operation of the Department for the year should be viewed as successful, bearing in mind the continued constraints of funding and the reduction in staffing levels to meet budget targets. The level of service to Members has been maintained and administrative support provided for the operation of the House and Committees. Some concern must be expressed at the procedures followed in appointing staff as a result of a restructuring of Committees. There were undue delays in the selection process and a number of issues arose which required intervention by Mr. Speaker. In recent years, it has become increasingly difficult to attract suitable applicants to the Parliamentary administration and any actions which have an adverse reaction to Parliament as a workplace do not assist senior management in the recruiting process.

The Members and staff were subjected to an intense sitting program in October/November 1992, following the General Election. The hours which the House sat in that period placed the administration under the most intense pressure in recent memory, to the extent that the health of some staff suffered. As a result of those sittings, there is a positive move towards rationalising the sitting patterns of the House and a more orderly programming of business.

For some years there has been a concern for the security of the Parliament Building and its surrounds, particularly after hours. In September 1992, Protective Security Officers (PSOs) from the Victoria Police were given the task of providing a 24-hour upgraded security service which has proved to be highly successful. Along with improved security arrangements at the rear courtyard, the opportunity was taken to convert the old Engineer's workshop to an amenity area for the PSO's and the Parliamentary staff.

Over the past 5 years, there has been a 15% reduction in the establishment of the Department, mainly in the number of Parliamentary Attendants. It must now be recognised that the present structure is the minimum essential to provide the level of services to Members and the public. There are times when the resources of the Department are severely stretched, particularly during long sitting hours or when staff numbers are reduced through ill-health, as happened during recent months. It is becoming increasingly difficult for the Department to achieve budget reductions without cutting back on services. In comparison to other State Parliaments of similar size, the budget and establishment of the Department of the Legislative Assembly are extremely conservative.

In May of this year, a questionnaire was distributed to all Commonwealth Parliaments by the Overseas Office, House of Commons, United Kingdom, seeking information on attachment programs for Clerks and other parliamentary staff. This Parliament has readily agreed to participate by offering inward attachment as well as seeking placements with other Parliaments. It is recognised that such a program is an important phase of staff development for staff at various levels. Already the Deputy Clerk (Philip Mithen) and Assistant Clerk (Ray Purdey) have been on attachment with the House of Representatives, Canberra and arrangements were made for the Clerk of the Papers (Mark Roberts) to undertake a similar attachment during August 1993.

Mr. Keith Mills attended a training seminar conducted at Parliament House, Sydney, as part of the program of compiling a comprehensive index of the records of the House. An offer has been received for an attachment with the UK House of Commons for Philip Mithen. Previous Clerks of the House, John Campbell and Ray Boyes, participated in similar attachments in 1973 and 1979 respectively and it is hoped that necessary approval will be granted to accept this offer.

Office of the Serjeant-at-Arms

Administrative Staff:

Marcus Bromley Serjeant-at-Arms
 Robyn Mudford Administrative Officer

Attendant Staff:

John Nixon Principal Attendant
 Max Beckman Senior Parliamentary Attendant

Grade III

John Fulford
 Gary Green

Bill Jarrett
 (Promoted
 Legislative Council
 March 1993)

Terry McGlashan
 John Thomas
 Peter Smith
 (transferred to the
 Public Service
 July 1992)

Warren Smith
 Richard McCullough
 Mark Smith
 Shane Matthews

Cleaning Staff:

Frank De Sensi
 Hares Kodiah
 Tony Koukouvinos

Grade I

Ian Crichton
 Craig Foster
 (continuing on secondment
 from January 1992)

David Lang

Graeme Johnson
 (commenced October 1992)
 Michael Gigliotti
 (temporary from
 October 1992)

Post Office:

Neil Foster

Ministerial Transport Officer:

Geoff Newell (from October 1992)
 Noel Taylor (until October 1992)

Role

The Serjeant-at-Arms, as the Speaker's Executive Officer, performs ceremonial duties, carries out a number of functions in the Chamber and is responsible for security of the Legislative Assembly Chamber and other related areas of the building. Other responsibilities include - Members' accommodation and travel requirements, issue of access and identification passes, and supervision of Attendant Staff, postal and photocopying services, public tours program and cleaning and maintenance services.

Activities During the Year

Staffing Issues

- Robyn Mudford was permanently appointed on 21 September, 1992 to the position of Administrative Officer to the Serjeant-at-Arms, after being in an acting position since 16 September, 1991. Robyn replaces Mrs Katrina Robertson who has taken extended family leave at the expiration of her maternity leave.
- A number of staff changes occurred during the year amongst the Attendant staff. Peter Smith, who was on secondment from 18 May, 1992 to VicRoads was subsequently appointed permanently to that organisation. His vacancy as a Senior Attendant was filled by Richard McCullough.
- Following the election of the Honourable John Delzoppo, M.P., as Speaker, the position of Speaker's Orderly was reinstated. This position had not been occupied during most of the previous Parliament as the former Speaker had appointed an Executive Assistant in lieu of a Speaker's Orderly. The position of Speaker's Orderly was advertised throughout the five Parliamentary Departments and Mark Smith was appointed.
- In March 1993, Bill Jarrett was appointed to the position of Senior Parliamentary Attendant, Legislative Council. As a result of Bill's promotion, Shane Matthews was made Acting Premier's Orderly for the duration of the 1993 Autumn sitting. The position was subsequently advertised in late May and, following interviews, Shane Matthews received the recommendation for the position.
- Graeme Johnson was a new appointment to the Attendant service during the past year.
- Craig Foster remains on secondment with the Joint House Committee. This secondment commenced on 6 January 1992. As a result Michael Gigliotti was appointed on a temporary basis from October 1992.

Post Office

- During the year, responsibility for the Post Office was transferred back to the Serjeant-at-Arms from Resource Management as a result of the Resource Manager position being surrendered under the Voluntary Departure Package. The Post Office continued providing postal and photocopying services to members. This year saw the installation of a facsimile machine in the Post Office to improve the service to Members and to provide a central point within Parliament House for the receipt and distribution of facsimiles to Members, as well as providing an additional service for the sending of facsimiles. This facsimile

number has now been incorporated into the List of Members for both Houses of Parliament.

Staff Training

- In matters of staff training, the Serjeant-at-Arms attended a four day Better Management Course run by Pahlman International. On behalf of the Department, he also attended the 14th Australasian Study of Parliament Group Annual Conference in Canberra in October.
- In addition, whilst in Canberra, the Serjeant-at-Arms took the opportunity to spend time with Officers of the House of Representatives and gain increased knowledge about the workings of the Federal Parliament.

Security

- In relation to security a number of measures have been taken in the past year to upgrade the security of the building. The most significant is the introduction of Protective Services Officers (PSOs) on a 24 hour a day seven day a week basis. These officers are located at the main and the rear courtyard entrances at all times during normal business hours and whenever either House of Parliament is sitting. Outside these times the PSOs maintain a continual presence both inside and outside the building. The Victoria Police still maintain their traditional presence on the front steps of Parliament House.
- Additional funding was obtained this year to enable significant security measures to be introduced, including the creation of a permanent control room for the PSOs and vastly improved external security lighting.
- It is not appropriate to further discuss the security measures taken, other than to indicate that the Presiding Officers are pleased with the significant progress and continual improvements that have been and are continuing to be made in the security of the building.

Fire Protection

- Further improvements have also been made regarding fire protection measures throughout Parliament House. Exit signs and emergency lighting have continued to be installed throughout the building.

52nd Parliament

- Ceremonial activities were highlighted by the swearing in of the 88 Members of the Legislative Assembly for the Fifty-Second Parliament on 27 October 1992, followed later that day by the official Opening of the Parliament by His Excellency The Honourable Richard E. McGarvie, Governor of Victoria.

Visiting Dignitaries

- Visits were received by Mr Speaker from 17 delegations or dignitaries from other countries during the year.

Functions - Queen's Hall

- Queen's Hall was used on 44 occasions for functions and other activities. This was a decrease in use when compared to the previous year. The new Presiding Officers reviewed the guidelines for the use of Queen's Hall when they were elected in October 1992. Any request for the use of Queen's Hall must come direct from a Member of Parliament and that Member must give an undertaking to be in attendance at the relevant function.

Youth Parliament

- The office and staff were also involved during the year with the Youth Parliament, Children's Parliament and some "mock" Parliaments, all held in the Legislative Assembly Chamber. The Youth and Children's Parliaments have become regular events and are of great interest to the participants and a wonderful opportunity for young Victorians to experience the parliamentary atmosphere.

**Moomba Open Day -
6 March 1993.**

- The annual Parliament House Open Day was again conducted during the Moomba festival. Due to a booking in Queen's Hall on Sunday 7 March, it was decided to hold the Open Day on Saturday 6 March. The choice of Saturday resulted in the Open Day not being as popular as previous years. However, those who did attend, enjoyed a more leisurely inspection of the building and had the opportunity to have more of their queries answered.

Table Office

Neville Holt Iris McLeod	Procedure Officer Reader and Clerk of the Record (to 26 February 1993)
Paul Venosta	Acting Reader and Clerk of the Record (from 1 July 1992 to 1 June 1993)
Charlene Campbell Sorrel D'Silva	Reader and Clerk of the Record (from 1 June 1993) Assistant Reader Administrative Officer (from 31 August 1992)

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 of the Clerk of the Parliaments. The Table 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

Staffing

- The Table Office has experienced a number of staffing changes during the year. Iris McLeod rotated positions with Paul Venosta, the Assistant Executive Officer of the Economic and Budget Review Committee for a period of six months, commencing in July 1992. Sorrel D'Silva joined the Table Office on 31 August 1992. Her position is shared with the Resource Management Office. When the House is sitting she is located in the Table Office three days a week and during non sitting periods, two days a week.
- With the restructuring of a new Committee system, subsequent to the October 1992 State election, Iris and Paul were assigned duties as interim Executive Officers for the Community Development and Crime Prevention Committees respectively. Iris subsequently accepted a voluntary departure package and resigned from the Parliament in February 1993. Paul's duties as interim Executive Officer concluded in March 1993.

Computerization

- Work has continued on various computer related projects. The documents used in the computer/word processing component of the production of the Notice Paper and Votes and Proceedings have been fully revised and are ready to be implemented in the August 1993 sitting. The Parliamentary Counsel computer link and printer has been relocated from its previously remote

**Consolidation of
Parliamentary Papers**

location on the ground floor to the Table Office. As part of the relocation, new equipment including a high quality laser printer and free standing PC has been provided by Parliamentary Counsel. With this equipment the Table Office is now able to receive *camera ready* copy of amendments to Bills for distribution in the Assembly. The Procedure Officer also gained the use of a portable Macintosh computer which has proved to be most valuable.

• The Table Office Procedure Manual has been finalised, largely as a result of detailed work by the Procedure Officer. Circulation of collated sets of **"Bills introduced in the Legislative Assembly"** (containing 21 Volumes) for the 1988-92 Session of Parliament has also been finalised. The Votes and Proceedings Index and remaining Parliamentary Papers Volumes have also been completed and distributed. This completed set for the 1988-92 Session contains 38 Volumes.

Public Inquiries

• The Table Office continues to handle a large number of queries from government departments. The majority of public queries relate to Royal Assent dates for Acts and proclamation dates for various sections of Acts. Government department queries relate primarily to the tabling of documents and legislation related matters. Many queries have also been raised by Members on procedural matters which has required significant research.

Papers Office

Mark Roberts	Clerk of the Papers and Assistant Clerk of Committees
Keith Mills	Assistant Clerk of the Papers
Michael Coco	Administrative Officer
Michelle Gutauskas	Administrative Officer

Role

The Papers Office is responsible for providing administrative support to the Chamber and is the repository for all Bills, Reports, Notice Papers, Bill Lists, and other official records dealt with by the Assembly. It is the access/distribution point for all Assembly material and is the principal office for answering the majority of enquiries from the public, government departments, legal offices and tertiary institutions.

The Papers Office performs a number of functions in addition to document collation and storage, handling enquiries from Members of Parliament, their electorate offices and the public. One of the most important of these is the administration and monitoring of the Parliamentary Printing budget which in the 1992-93 financial year amounted to \$1,172,946.33.

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

Activities During the Year

Service to the Public

- Whilst the operations of the Papers Office functioned efficiently during the year under review, there were times when the strain on departmental resources was evident. Following the change of Government after the election in October 1992, the 3 week Spring sitting of the 52nd Parliament was the busiest for a long time.
- The document board located in the Papers Office and which contains the most commonly requested items is proving to be of great benefit. By having supplies of the material on display and readily available, the "over the counter" requests have been reduced dramatically allowing staff to minimize the disruption to their other duties.
- The 1992 election, resulted in 30 new Members elected to the Legislative Assembly. Familiarisation of new Members, together with electorate staff, to the operations of the Papers Office and the services that the staff provide, was therefore required. The large change in Membership also resulted in

		substantial alterations to the subscription lists for Member's entitlements.
<i>Procedure Manual</i>	•	Other developments during the year under review, included the commencement and near completion of a Procedure Manual for the operations of the Papers Office. The Procedure Manual will document procedures and provide a ready reference for new and temporary staff in identifying and undertaking the numerous duties of the office.
<i>Rationalisation of Procedures</i>	•	The Legislative Assembly and Legislative Council Members' circulation lists were combined and recorded electronically during the year. The consolidated circulation list is updated by the Papers Office.
<i>Sales</i>	•	The Papers Office has available for sale Parliament House publications, which include Legislative Assembly Standing Orders, the updated and reprinted Parliament House Information Kit, a new book on the history of the Victorian Parliament - "A People's Counsel", wrapping paper, a print of the Parliament House building and post cards.
<i>Computerisation</i>	•	The Department has purchased the MYOB accounting package to record all expenditure by the Department and for Parliamentary Printing. The computerization of the office is progressing well with the following additional information on computer:- <ul style="list-style-type: none"> - Recording of expenditure; - Bill statistics; - Mailing list and - The membership lists and other records of the Australasian Study of Parliament Group - Victorian Chapter.
	•	Expansion on computer of the proforma Messages is continuing and is to be completed by the end of 1993.
	•	The retrieval of information has not progressed as well as had been expected due mainly to the lack of suitable network cabling. Satisfactory information retrieval systems will require co-operation between the Legislative Council, Library, Legislative Assembly and the Information Technology Unit.
<i>Parliamentary Papers Storage</i>	•	Provisions of the Annual Reporting Act 1983 and the Interpretation of Legislation Act 1984 resulted in a vast increase in the number of reports required by statute to be tabled in the Parliament, and stock copies subsequently stored. Considerable work is currently being undertaken to reduce the enormous number of Parliamentary and Miscellaneous papers stored, to more manageable and appropriate levels. Methodical culling of surplus reports was also continued. This has freed up additional storage capacity for future years.

Archives

- The original records of the Legislative Assembly have been retained since the establishment of Responsible Government. From the early 1980's the bulk of these records have been stored at the Public Record Office at Laverton with the Parliament retaining ownership. Due to the value of these records, the Department is implementing an archival system for their proper management and storage.

- The Assistant Clerk of the Papers visited Parliament House, Sydney to study that Parliament's archival operations and attended **The Annual Conference of the Australian Society of Archivists** held in Melbourne in June 1993.

- The Department is presently examining computer systems to record and access the archives holdings of the Legislative Assembly. The issue of what records may be required in future years has been addressed so that comprehensive and adequate information sources are available to the Legislative Assembly, its Members and the community in the future.

Committees

- The Clerk of the Papers is Secretary to the Legislative Assembly Privileges Committee.

- From November 1992 to February 1993 the Clerk of the Papers was allocated the duties of interim Executive Officer to the newly established Parliamentary Law Reform Committee prior to the appointment of permanent staff.

Australasian Study of Parliament Group - Victorian Chapter

- The Clerk of the Papers also currently acts as Honorary Secretary/Treasurer to the Australasian Study of Parliament Group - Victorian Chapter (A.S.P.G.). Membership of the A.S.P.G. - Victorian Chapter is now approaching 100 which makes it the largest branch in Australia. The A.S.P.G. met several times during the year. At the A.S.P.G. general meeting Ranald McDonald and Claude Forell were guest speakers. The topic discussed was **"Who Runs the State - The Parliament or the Media?"**

Committee Office

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 investigatory committees administered by the Legislative Assembly. The Assistant Clerk and Clerk of Committees has responsibility for overseeing the operations of all committees administered by the Department.

Activities During the Year

New Committees

After the general election in 1992, the *Parliamentary Committees Act 1968* was substantially amended to provide a new framework of Joint Investigatory Committees. Basically, the former five committees comprised of twelve Members were abolished and replaced with nine committees, each comprising nine Members. The changes in Joint Investigatory Committees are shown in Table 1.

TABLE 1

Former Committees of the 51st Parliament	New Committees of the 52nd Parliament
Economic and Budget Review	Community Development
Legal and Constitutional	Crime Prevention
Natural Resources & Environment	Economic Development
Public Bodies Review	Environment and Natural Resources
Social Development	Law Reform
	Public Accounts and Estimates
	Public Bodies Review
	Road Safety
	Scrutiny of Acts and Regulations

Administration of Committees

The Legislative Assembly is responsible for the administration of the - Crime Prevention, Economic Development, Public Accounts and Estimates and the Scrutiny of Acts and Regulations committees. The Speaker of the Legislative Assembly determines policy matters, and authorises all expenditure relating to these committees.

New Staffing Structure

- Following a request from the Presiding Officers, the Clerks of Committees carried out a review of the staffing structure for Parliamentary Committees. This review was completed in September 1992 and included the following recommendations:

- That the existing core staff of three [Director of Research (AM-8), Executive Officer (AM-6), and Word Processing Operator (AM-2)] be abolished.
- That each committee be supported by a core staff of two, consisting of an Executive Officer (AM-7) as principal advisor and researcher and an Office Manager (AM-3) to provide administrative and basic keyboard support. That Committees should retain the ability to appoint expert research staff and consultants as necessary, depending on the nature of the inquiry and availability of funds.
- That Committees able to demonstrate a need for permanent continuous research positions should have such positions added to their core staff.
- That a Committee Administration Office be established to provide centralised services such as - management of computer network, reception, telephone, mail services and ordering of stores. The Office to be serviced by a staff of five - Committee Office Administrator (AM-6) and four Keyboard Operators (AM-2).

- These recommendations were supported by the Presiding Officers and accepted at a meeting of the Chairman's Panel in December 1992. In addition, the Presiding Officers agreed that due to the on-going nature of their inquiries, the Public Accounts and Estimates Committee would have two Research Officer positions added to its core staff, and the Scrutiny of Acts and Regulations Committee would have an Assistant Executive Officer and a Research Officer added to its core staff. The Law Reform and Scrutiny of Acts and Regulations Committees were also given approval to appoint one additional administrative officer on a share basis. The nine committees are therefore supported by a new staffing structure of 28 effective full time positions.

- The Presiding Officers agreed that all Executive Officer positions would be classified at AM-7 except for the positions attached to the Law Reform and Scrutiny of Acts and Regulations Committees which would be classified at LO-4 due to the nature of the expertise required for those positions.

- The positions of Executive Officer and six of the Office Managers for the Committees were advertised throughout the Public Service and in the Press in January 1993. Appointees to the positions came from existing Parliamentary

Officers, Public Servants and members of the general workforce. Except for existing Parliamentary Officers, all appointments were made on contract for an initial period of twelve months with the possibility of extension for the remainder of the Fifty-Second Parliament.

**Committee Activity
During the year**

- The Standing Orders Committee continued to meet up to the dissolution of the House in August 1992. That Committee released an options paper on "**The Orderly Programming of Business Before the House**" during July 1992, but was unable to complete its inquiry prior to the election. The other standing committees (Privileges Committee and Printing Committee) did not meet during the twelve months to 30 June 1993.
- The former Economic and Budget Review Committee tabled two reports in August 1992. However, the activities of that Committee and the Legal and Constitutional Committee were generally curtailed due to the dissolution of the House.
- The new Joint Investigative Committees commenced their activities in January 1993. Details of the investigations currently being undertaken by each Committee administered by the Legislative Assembly is shown in Table 2.

Table 2

**Committee Investigations
Fifty-second Parliament
1992-93**

Committee	Investigation
Crime Prevention	<ul style="list-style-type: none"> • Personal Safety on the Public Transport System
Economic Development	<ul style="list-style-type: none"> • Victorian Building and Construction Industry - Tender Code of Practice, Planning and Productivity
Public Accounts and Estimates	<ul style="list-style-type: none"> • Departmental Budget Estimates and Outcomes 1992/93 • Private Sector Investment in the Provision of Public Infrastructure • Performance Audit of the Auditor-General
Scrutiny of Acts and Regulations	<ul style="list-style-type: none"> • Scrutiny of Bills introduced into Parliament • Operation of the <i>Subordinate Legislation Act 1962</i> • Review of the <i>Equal Opportunity Act 1984</i> • Review of Subordinate Legislation

**Membership and Staffing
of Parliamentary
Committees**

- The Membership of the Committees administered by the Legislative Assembly appointed during the Fifty-second Parliament and the support staff attached to those committees are shown below:

**Crime Prevention
Committee**

Members:

Hon K Smith - **Chairman**
Hon D Nardella
Mr R Doyle
Mr D Kilgour
Mr H Lupton
Mr G Rowe
Mr R Sercombe
Mrs J Wilson
Hon M Sandon

Staff:

Alan Ogilvie, Executive Officer
Tiffany Tyler, Office Manager
Michael Hayes, Research Officer

**Economic Development
Committee**

Members:

Hon G Ashman - **Chairman**
Hon G Connard
Hon P Davis
Hon B Mier
Hon P Power
Mr G Ashley
Mr P Batchelor
Mr M Leighton
Mr D Treasure

Staff:

Patricia McLaughlin, Executive Officer
Walter Broussard, Research Officer

**Public Accounts and
Estimates Committee**

Members:

Hon G Weideman - **Chairman**
Hon P Hall
Hon T Theophanous
Hon D White
Mr A Hyams
Mr A Plowman
Mr R Smith
Mr K Thomson
Hon I Baker

Staff:

Craig Burke, Executive Officer
Helena Cyrulo, Office Manager
Dianne Agis, Research Officer

**Scrutiny of Acts and
Regulations Committee**

Members:

Mr V Perton - **Chairman**
Hon L Asher
Hon J Brumby (*From 30.3.93*)
Hon B Skeggs
Dr K Coghill
Hon W Landeryou (*Resigned 10.12.92*)
Mr K Jasper
Mr M Thompson
Mr J Thwaites
Hon T Roper

Staff:

Tanya Coleman, Executive Officer
Helen Roberts, Assistant Executive Officer
Heather Holt, Research Officer
Celia Tikotin, Research Officer
Richard Kings, Administrative Officer

Central Administration

Staff:

Vera Velickovic, Office Administrator
Jennifer Hutchinson, Administrative Officer
Kerryn Pastras, Administrative Officer
Laurel Keith, Administrative Officer

Printing Committee

Members:

Mr Speaker - **Chairman**
Mr A Andrianopoulos
Dr K Coghill
Mr N Maughan
Mr J Richardson
Mr K Wells
Mrs J Wilson

Secretary:

Mark Roberts - Clerk of the Papers

Privileges Committee

Members:

Mr R Cooper
Mr E Micallef
Mr V Perton
Mr P Ryan
Hon A Sheehan
Mr R Smith
Mr K Thomson
Mr J Thwaites
Hon G Weideman

Secretary:

Mark Roberts - Clerk of the Papers

**Standing Orders
Committee**

Members:

Mr Speaker
Dr K Coghill
Mr D Cunningham
Mr K Jasper
Mr G Leigh
Mr J Richardson
Mr G Seitz

Secretary:

Marcus Bromley - Serjeant-at-Arms

Resource Management Office

Stephen Moore	Resource Manager (until 29 January, 1993)
Despina Babbage	Projects/Research Officer (from 2 April 1993)
Stephen Robertson	Resource Officer
Sorrel D'Silva	Administrative Officer (from 31 August, 1992)

Role

The Resource Management Office is responsible for the management of the Department's total resources encompassing both personnel management and, the development, maintenance and review of the Department's manual and computer based information systems, and also provides assistance with a wide range of parliamentary and corporate services.

Activities During the Year

Staff Changes

- The Resource Manager, Stephen Moore applied for a Voluntary Departure Package and resigned his position in January 1993.
- Owing to the resignation of Mr Moore, the responsibilities for Human Resource Management and Secretarial Services were transferred to the Deputy Clerk. Similarly, the responsibility for the Post Office was transferred to the Serjeant-at-Arms.
- As a result of changes in the Joint Investigatory Committees system, Ms Despina Babbage was transferred from the former Economic and Budget Review Committee to the Resource Management Office.
- Miss Sorrel D'Silva, Secretary/Administrative Officer, joined the Resource Management staff in August 1992. Miss D'Silva's position is on a shared basis with the Table Office.

Areas of Responsibility

- The Resource Management Office continued to provide services within the areas of personnel, maintenance of the Department filing system, management of computer and EDP systems and also continued to provide administrative support to the office of the Serjeant-at Arms, Table office and the Papers office.
- As noted in the 1991-92 Annual Report, several computer based information systems were at that stage near completion. However, the full implementation of these systems has been delayed due to staff changes and the loss of expertise in this field.

• During the year, the Resource Management Office purchased and installed two Uninterrupted Power Supply (UPS) units with the aim of ensuring that the Department's File Server and Systems Administration computers do not fail due to power fluctuations or failure.

Resource Manager (from 29 January 1993)
Projects/Research Officer (from 2 April 1993)
Resource Officer Administrative Officer (from 31 August 1993)

The Resource Management Office is responsible for the management of the Department's total resources encompassing both personnel management and the development, maintenance and review of the Department's manual and computer based information systems, and also provides assistance with a wide range of parliamentary and corporate services.

Role

Activities During the Year

The Resource Manager, Stephen Moore applied for a Voluntary Departure Package and resigned his position in January 1993.

Staff Changes

As a result of changes in the Joint Investigatory Committee system, Ms Deanna Ebbage was transferred from the former Economic and Budget Review Committee to the Resource Management Office.

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Areas of Responsibility

The Resource Management Office continued to provide services within the areas of personnel, maintenance of the Department filing system, management of computer and BDP systems and also continued to provide administrative support to the office of the Sergeant-at-Arms, Table Office and the Yapers Office.

As noted in the 1991-92 Annual Report, several computer based information systems were at the stage of completion. However, the full implementation of these systems has been delayed due to staff changes and the loss of expertise in this field.

Secretarial Services

Margaret Moy	Administrative Officer to the Speaker of the Legislative Assembly, Supervisor, Secretarial Services
Marylynn Barnes	Administrative Officer (Part time)
Jean Green	Administrative Officer (Part time)
Pamela Hansson	Administrative Officer
Muriel O'Gorman	Administrative Officer

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 offices of the Legislative Assembly. It also provides secretarial assistance to the Speaker of the Legislative Assembly and President of the Legislative Council whenever their secretaries are absent.

Activities During the Year

- The number of Members of Parliament using the service has increased significantly since the October 1992 election.
- Following the loss of the Resource Manager position, responsibility for Secretarial Services was transferred to the Deputy Clerk of the Legislative Assembly.

**THE PARLIAMENTARY YEAR
IN SUMMARY (As at 30/6/93)**

The Parliament resumed on 11 August 1992 for the Spring Sitting. The 51st Parliament was dissolved on 14 August 1992 with the election being set for 3 October 1992. Following the election, the 52nd Parliament met for the first time (Spring Sitting) on 27 October 1992 and adjourned on 14 November 1992 for the Christmas recess. The Autumn Sitting began on 9 March 1993 and concluded on 20 May 1993. Statistics relating to sittings of the Legislative Assembly and its proceedings are set out below:

HOUSE SITTINGS			
<u>1992-93</u>			
	<u>Spring</u>	<u>Autumn</u>	<u>Total</u>
Sitting weeks	4	9	13
Sitting days	14	29	43
Average duration of daily sitting (Hours)	11hrs 50m	12hrs 4m	11hrs 57m
Sittings after midnight	7	14	21
<u>1991-92</u>			
	<u>Spring</u>	<u>Autumn</u>	<u>Total</u>
Sitting weeks	10	9	19
Sitting days	28	26	54
Average duration of daily sitting (Hours)	8hrs 36m	10hrs 12 m	9hr 24m
Sittings after midnight	3	8	11
BUSINESS OF THE HOUSE			
		<u>1992/93</u>	<u>1991/92</u>
Bills - Introduced in the Assembly		98	96
- No. amended in the Assembly		23	35
- Passed both Houses		99	96
- Second reading reasoned amendment -			
- agreed to		-	-
- negatived		13	2
- Guillotined		41	3
Divisions -			
House		213	25
- Committee		36	9
Private Members - Bills introduced		-	-
Questions - On Notice		25	751
- Without Notice		348	444
Petitions presented		130	135
Reports presented pursuant to Statute		428	504
Reports presented by Parliamentary Committees		20	34
Days on which -			
Grievances were debated		4	4
Private Members' motions debated		4	12
Adjournment Motions pursuant to S.O. 26		4	2

STAFF REPORT — FISCAL YEAR 1992-93

Following the change in the Joint Investigatory Committee structure, the Legislative Assembly has responsibility for the following committee personnel - Crime Prevention (CPC), Economic Development (EDC), Public Accounts and Estimates (PAEC) and Scrutiny of Acts and Regulations (SARC). The Joint Committee Office (JCO) is administered jointly by the Legislative Council and the Legislative Assembly.

The Department's liability, including the various committees described above, in respect of annual leave and long service leave is set out below -

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		502,836
Total	544,779	649	363	4,479	9,993	2,598	562,861

As at 30 June 1992: -

	Assembly	EBRC	LCC	Total Liabilities
	\$	\$	\$	\$
Annual Leave	44,674	5,305	6,025	56,004
Long Service Leave	504,742	30,949	14,539	550,230
Total	549,416	36,254	20,564	606,234

During 1992-93, there were 28 staff changes compared with 22 in 1991-92. The reasons for the changes are outlined below with the 1991-92 figures for comparison:

	1992-93	1991-92
• Appointments	11	5
• Resignations (including contract expiring)	5	3
• Retirement on account of ill-health	-	-
• Secondment	2	4
• Transfer or promotion	8	9
• Retirement	-	1
• Voluntary Departure	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 1993:

Years of Service	Departmental		Committees	
	Males	Females	Males	Females
Over 40	-	-	-	-
31 — 40	5	1	-	-
26 — 30	-	-	-	-
21 — 25	2	-	-	-
16 — 20	6	2	-	-
11 — 15	6	1	-	1
6 — 10	4	4	-	3
1 — 5	5	5	1	1
Less than 1	2	-	1	6
Total	30	13	2	11

STAFF ALTERATIONS

Appointment:

Departmental

- Gigliotti, Michael - Parliamentary Attendant Gr I (*Temporary*)
- Johnson, Graeme - Parliamentary Attendant Gr I
- Newell, Geoffrey - Ministerial Transport Officer

Committees

- Agis, Dianne - Research Officer (PAEC)
- Burke, Craig - Executive Officer (PAEC)
- Coleman, Tanya - Executive Officer (SARC)
- Cyrulo, Helena - Office Manager (PAEC)
- Heather Holt - Research Officer (SARC)
- Kings, Richard - Office Manager (SARC)
- McLaughlin, Patricia - Executive Officer (EDC)
- Ogilvie, Alan - Executive Officer (CPC)
- Tyler, Tiffany - Office Manager (CPC)

Resignation:

- Moore, Stephen - Second Assistant Clerk (Resource Manager)
- McLeod, Iris - Assistant Committee Secretary (EBRC)

Secondment from Public Service:

- Burke, Craig - Senior Research Officer (EBRC)

Transfer or Promotion:

- Babbage, Despina - Administrative Officer, AM-6 (Projects Officer)
- D'Silva, Sorrel - Administrative Officer, AM-2 (*Table Office/Resource Management Office*)
- Jarrett, Bill - Chief Doorkeeper (*Legislative Council*)
- McCullough, Richard - Parliamentary Attendant, Gr. III
- Smith, Mark - Speaker's Orderly, Gr. III
- Taylor, Noel - Ministerial Transport Officer
- Velickovic, Vera - Committee Office Administrator, AM-6
- Venosta, Paul - Reader and Clerk of the Record, AM-5

Officer Completing Term of Contract

- Blake, Ann - Director of Research, (LCC)
- Connelly, John - Speaker's Executive Assistant
- Dyrenfurth, Eric - Assistant Director of Research (Estimates), (EBRC)
- Holt Heather - Research Officer (LCC)
- Roberts, Sebastian - Senior Research Officer (EBRC)
- Walker, Victoria - Senior Research Officer (EBRC)

FINANCE

Salary estimates were based on the staff establishment as at 1 July 1992. As a result of budgetary pressures, the Department reduced its staffing establishment by 3. The salary budget was reduced by \$63,873. A further two positions were relinquished under the Voluntary Departure Package offered by the Government. The VDPs will result in a further saving of \$83,000 in a full financial year, \$37,000 of which was as a result of the change in committee structure and the subsequent staffing changes.

The Department's recurrent expenditure on general expense items was \$204,441 against a budgeted amount of \$188,000. The additional amount of \$16,441 was obtained from savings in other areas and was spent on urgently needed computer cabling to enable all Parliamentary departments to be networked.

An additional amount of \$18,304 had to be found to cover the Assembly's share of the cost of the Parliamentary Delegation (Mr T. Norris - Deputy Speaker) to China and Japan. The Department was concerned that approval for the delegation was given and that commitments were made without any funds having been budgeted. Accordingly, the Department sought written authorisation of the then Premier and approval of funds from the then Minister for Finance before any expenditure was incurred by the Department. Both were received and expenditure was then committed. It was with some concern that the Department later learned that the promised additional funds would not be made available.

The Department has been concerned for some years about the effect on its budget of the continued 1.5 per cent productivity savings and the annual percentage saving that has to be made on budget. These savings are calculated on the whole Parliamentary budget but have to be found from less than 15 per cent of the total budget. Members' salaries, Members' travel and Members' Electorate Service Entitlement allowances remain virtually untouched. To meet the targeted productivity and financial savings, the Department has had to reduce an already small staff to what is now regarded as the absolute minimum. The maintenance of the level of service - not to mention the increasing demand for additional services and information that is being sought and which the Department believes it should provide more easily - is placing unsustainable pressures on departmental offices and staff. This is becoming increasingly difficult to absorb when certain areas of Parliamentary expenditure are not required to provide their proportionate share of savings and expenditure cuts.

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

BUDGET ALLOCATION

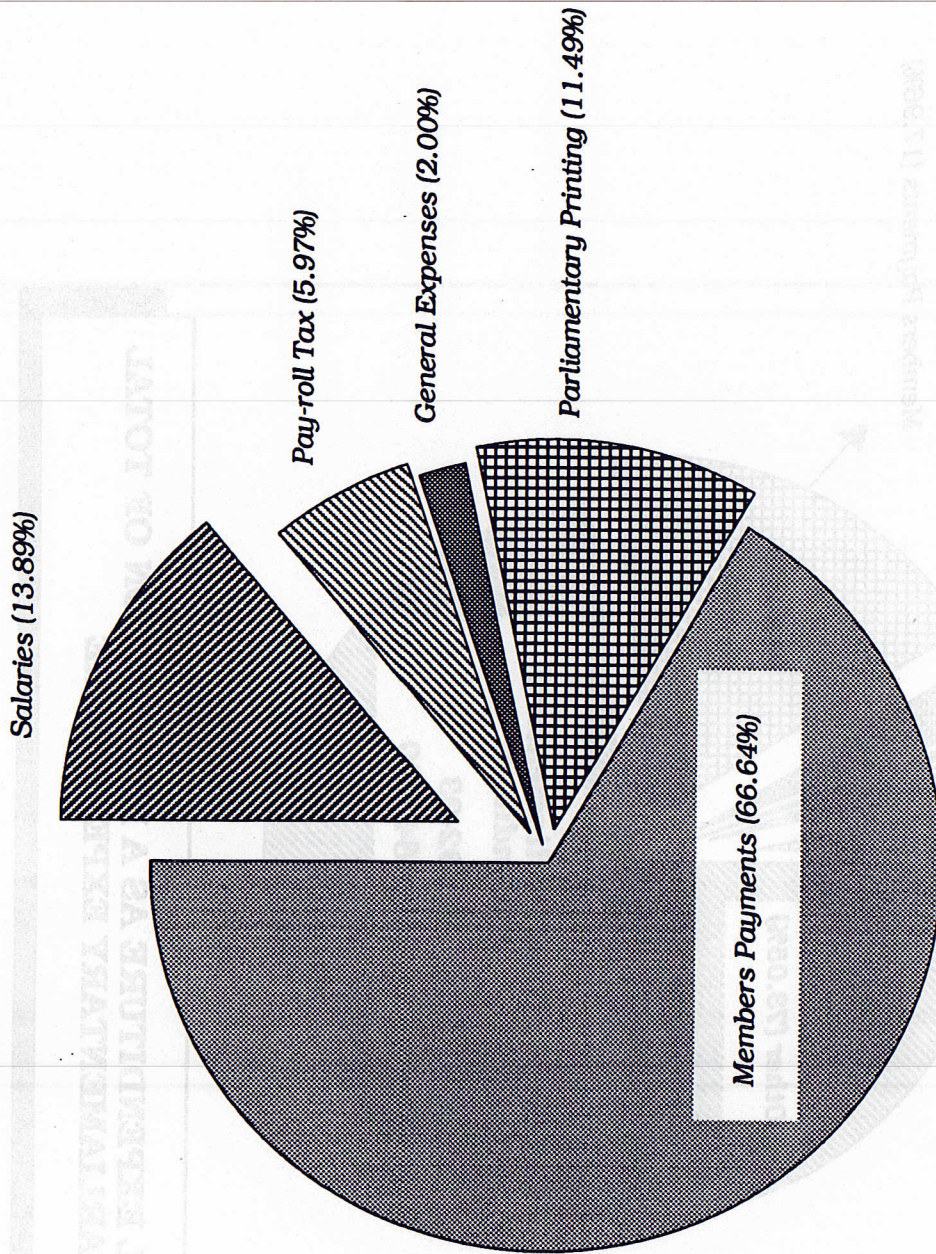
<u>Item</u>	<u>1992-93</u>		<u>1991-92</u>
	<u>Budget</u>	<u>Expenditure</u>	<u>Expenditure</u>
	\$	\$	\$
DEPARTMENTAL			
Salaries - Staff	1,346,799	1,282,926	1,299,347
Overtime	119,000	135,095	106,040
Long Service Leave	-	-	99,650
	<u>1,465,799</u>	<u>1,418,021</u>	<u>1,505,037</u>
Clerk of the Parliaments Allowance	-	-	655
Pay-roll Tax	626,255	609,931	618,657
	<u>626,255</u>	<u>609,931</u>	<u>619,312</u>
General Expenses	188,000	204,441	176,874
Parliamentary Delegation to Japan/China (Mr T Norris, Deputy Speaker)	-	18,304	-
# Parliamentary Printing	1,027,275	1,172,946	946,133
Select Committees	25,000	-	5,903
Total Departmental Operating Expenses	<u>3,332,329</u>	<u>3,423,643</u>	<u>3,247,356</u>
ASSEMBLY MEMBERS			
* Salaries and Allowances	7,189,692	6,803,424	7,392,541
Total	<u>10,467,345</u>	<u>10,227,067</u>	<u>11,306,225</u>
@ COMMITTEES - JOINT INVESTIGATORY			
Economic & Budget Review	181,100	185,554	403,318
Legal & Constitutional	142,000	142,777	257,107
Natural Resources & Environment	105,100	112,250	140,513
Public Bodies Review	101,900	97,776	214,841
Social Development	146,000	140,790	227,241
Community Development	83,235	36,587	
Crime Prevention	96,377	53,545	
Economic Development	94,400	44,378	
Environment & Natural Resources	114,784	48,985	
Law Reform	174,217	70,769	
Public Accounts & Estimates	73,170	51,574	
Public Bodies Review	133,532	56,119	
Road Safety	95,000	66,155	
Scrutiny of Acts & Regulations	151,474	109,879	
Joint Committee Office Administration	335,446	272,168	
Total Committees	<u>2,027,735</u>	<u>1,489,306</u>	<u>1,243,020</u>

Parliamentary Printing figures represent Legislative Assembly component only.

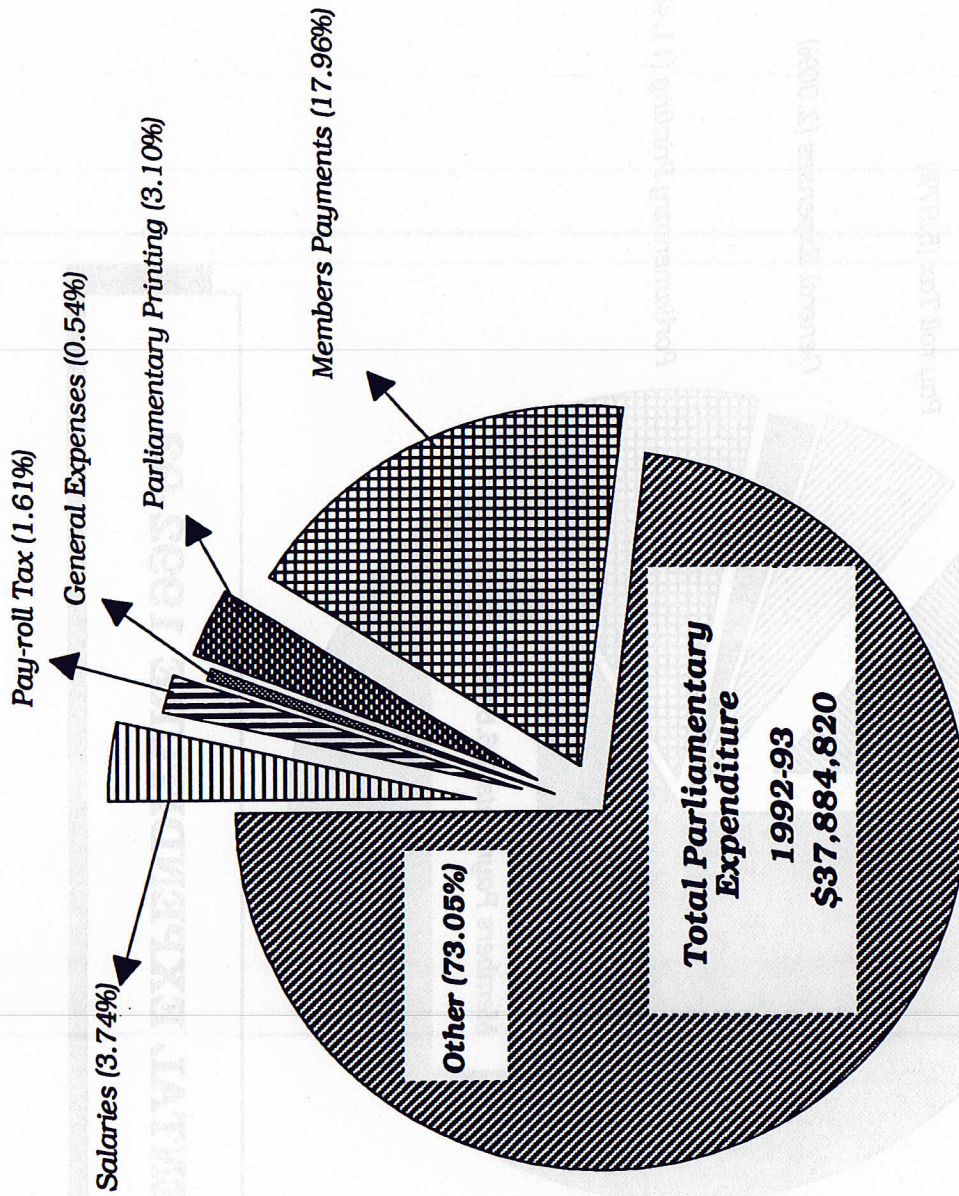
* Excluding Ministers

@ Financial figures are for all joint investigatory committees and show the adjusted budget/expenditure figures for the original five and the newly appointed nine committees.

Note: - The 1992-93 Joint Investigatory Committee budget figures are the amounts approved by the Presiding Officers after consultation with the Committee Chairmen and the Minister for Finance. The total amount of \$2,027,735 represents a saving of \$22,965 on the amount appropriated in the Special Appropriation.



DEPARTMENTAL EXPENDITURE 1992-93



DEPARTMENTAL EXPENDITURE AS A PROPORTION OF TOTAL PARLIAMENTARY EXPENDITURE

