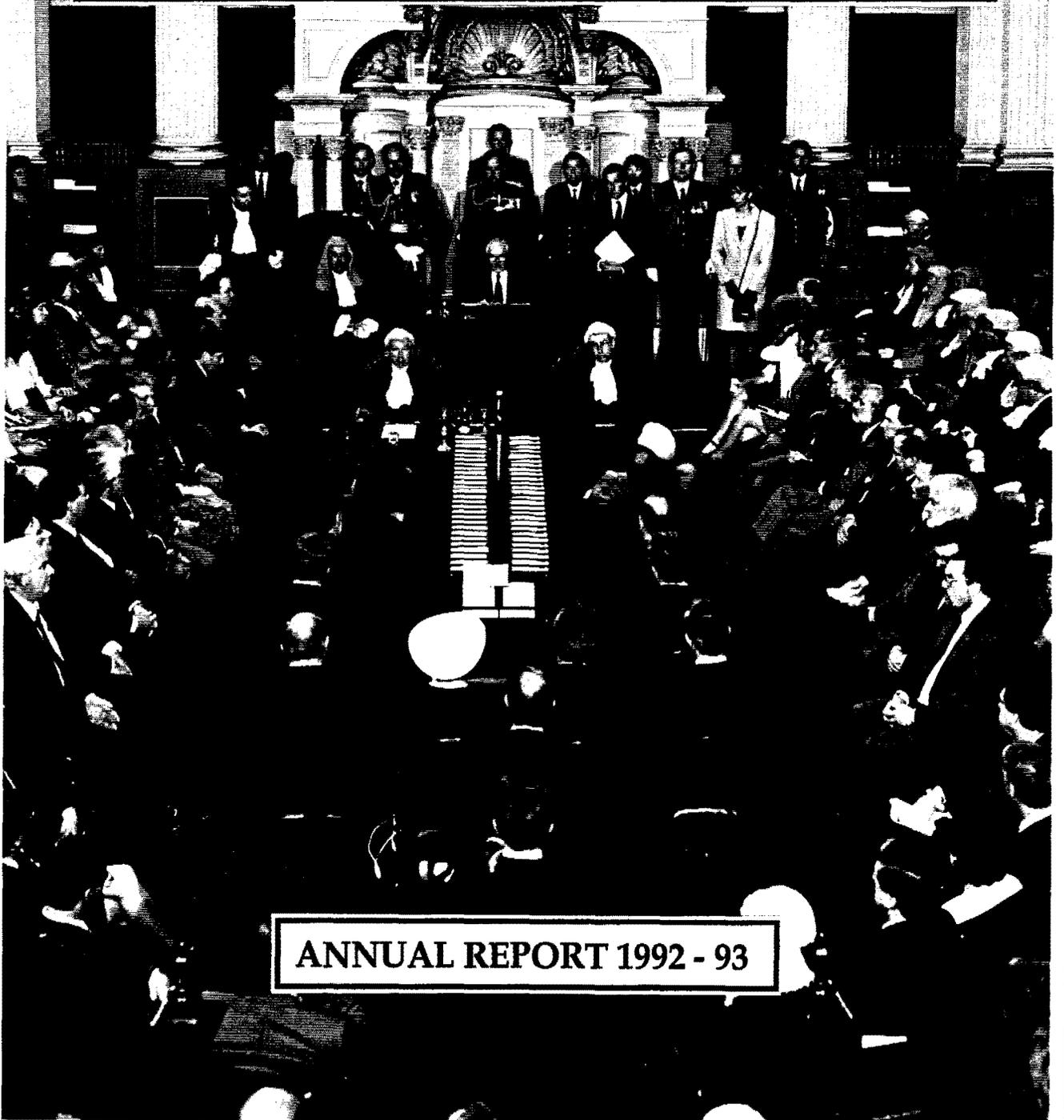




**DEPARTMENT OF THE LEGISLATIVE COUNCIL**



**ANNUAL REPORT 1992 - 93**

Front Cover: Opening of the 52nd Parliament by His Excellency the Governor of Victoria, the Honourable Richard E. McGarvie in the Legislative Council Chamber on 27 October 1992



# LEGISLATIVE COUNCIL

PARLIAMENT HOUSE, MELBOURNE, VIC. 3002

TELEPHONE 651 8911

4 October 1993

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 1993.

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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## 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.

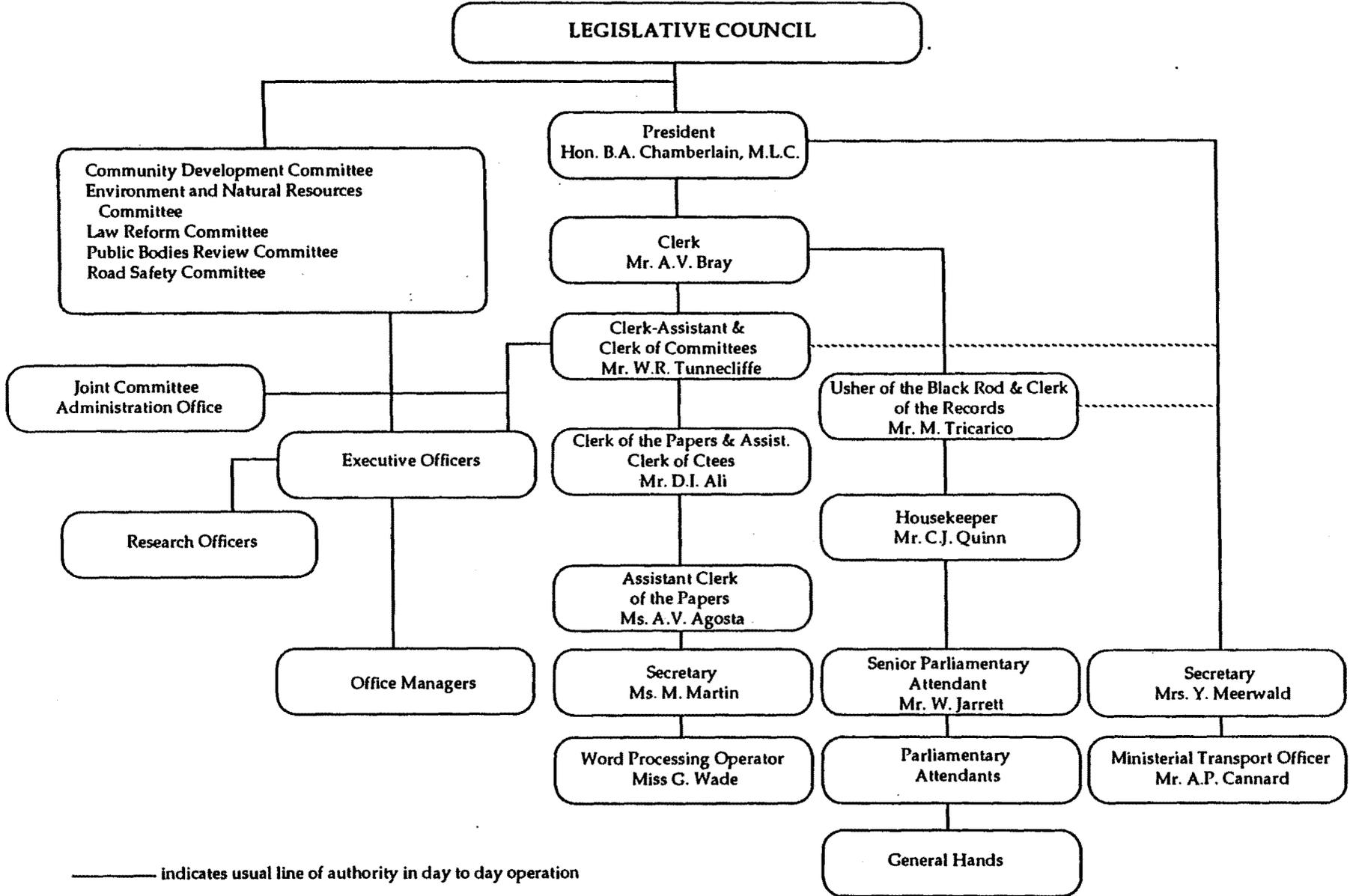
The mission and objectives of the department as they presently stand are as follows:

### **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.

### **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 and 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 most efficiently and effectively managed.
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.
6. To regularly monitor and review the Corporate Plan, together with the operations, functions and organizational structure of the department and effectively manage any changes resulting from such review.



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

## FEATURES OF THE YEAR

1992-93 was an eventful year for the department. The year saw —

- A significant influx of new Members and the election of a new President.
- The conduct of the Opening of the first session of the Fifty-second Parliament — the first opening since 1988.
- A short but particularly arduous Spring sitting period.
- An increase in the number of Joint Investigatory Committees and a restructuring of their support services.
- The introduction of enhanced security measures.
- The retirement of the Council's long serving Housekeeper, Mr. G.J.F. Oliver, P.S.M., B.E.M.

## OPENING OF FIFTY-SECOND PARLIAMENT

The first session of the Fifty-second Parliament was formally opened by His Excellency the Governor, the Honourable Richard E. McGarvie, on Tuesday, 27 October 1992.

On this occasion a Guard of Honour was provided by the Australian Defence Force, accompanied by the Australian Army Band (Melbourne).

As with previous Openings, the Usher of the Black Rod and his staff handled the detailed arrangements for the ceremony.

In excess of 1,000 guests were invited to the Opening ceremony and both the Council Chamber and Queen's Hall were utilized to accommodate them.

Following the ceremony, guests were invited to the Parliamentary Gardens for afternoon tea at which the Melbourne Grammar School Orchestra provided a musical programme.

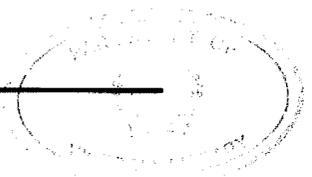
Earlier in the day, the Senior Commissioner appointed by His Excellency the Governor administered the Oath or Affirmation to the Members of the Legislative Council elected at the Periodical Election held on 3 October 1992.

## ELECTION OF NEW PRESIDENT

On 27 October 1992 the Hon. B.A. Chamberlain, M.L.C., was elected as the seventeenth President of the Legislative Council. Mr. Chamberlain succeeded the Hon. A.J. Hunt, A.M., whose term of office ceased on 26 October after a period of four years.

## NEW MEMBERS

The Periodical Election held on 3 October saw the retirement or defeat of fourteen Members, including two former Presidents, (the Hons. A.J. Hunt and R.A. Mackenzie), and the move of one Member to the Legislative Assembly. Accordingly, fifteen Members out of the total of twenty-two Members sworn in on Opening Day were new to the Legislative Council.



A combination of the introduction of a larger than usual number of new Members and a change in Government led to significant changes in the allocation of offices at Parliament House which required considerable effort on the part of the Housekeeper and his staff in implementation. It is to their credit that the transition proceeded very smoothly.

As has been customary over many years, a half day seminar for new Members was conducted prior to Opening Day. Initially, the focus of the seminar was on procedural and protocol matters relevant to the operations of the Council. That was followed by a joint briefing with new Members of the Legislative Assembly on a range of matters of relevance to all Members of the Parliament.

#### SPRING SITTINGS 1992

The Spring Sittings of 1992, although of only four weeks duration, proved to be particularly taxing for staff. During the penultimate week of that period the first sitting on 10 November ran from 2.30 p.m. until 11.48 a.m. the next day — a period of 21 hours 18 minutes. The last sitting of the week commenced at 10.00 a.m. on 13 November and ran until 11.50 a.m. the following day, producing what is thought to be the longest ever sitting of the Council of 25 hours 50 minutes. The intervening days saw the conduct of the President's Dinner on the evening of 11 November and a sitting of 13 hours 30 minutes on 12 November, giving total sitting time that week from the commencement at 2.30 p.m. on Tuesday 10 November until Saturday 14 November of 60 hours 38 minutes.

It is a tribute to the resilience and dedication of staff that they continued to serve the House in the usual manner, although it should be added that no one is anxious to break this somewhat dubious record in the future.

#### ESTABLISHMENT OF NEW COMMITTEE SYSTEM

With the passing of the *Parliamentary Committees (Amendment) Act 1992* the five Joint Investigatory Committees which had been in existence since 1982 were abolished and nine new committees were established in their place. Under the terms of the amended Principal Act the nine new Joint Investigatory Committees now comprise seven Joint House Committees and two Specific Purpose Committees as follows:

- Joint House Committees —
  - Community Development Committee
  - Economic Development Committee
  - Environment and Natural Resources Committee
  - Law Reform Committee
  - Public Accounts and Estimates Committee
  - Public Bodies Review Committee
  - Scrutiny of Acts and Regulations Committee
- Specific Purpose Committees —
  - Crime Prevention Committee
  - Road Safety Committee

The functions previously assigned to the Public Bodies Review Committee have been retained whilst those of the Environment and Natural Resources Committee

are similar to those of the former Natural Resources and Environment Committee but with a broader emphasis on environmental issues.

By arrangement with the Department of the Legislative Assembly, this department assumed responsibility for the administration of the Community Development Committee, Environment and Natural Resources Committee, Law Reform Committee, Public Bodies Review Committee and Road Safety Committee. Statistics regarding the activities of these committees during the period under review, together with the former Natural Resources and Environment Committee, Public Bodies Review Committee and Social Development Committee, are included in Appendix G to this report.

#### NEW COMMITTEE STAFFING STRUCTURE

In last year's annual report reference was made to the revised staffing arrangements which had been put into place for the Public Bodies Review Committee in March 1992 and which were seen as a possible model for future support for committees.

Those arrangements were considered to have worked very satisfactorily during 1992 and were partly responsible for the former Presiding Officers requesting the Clerks of Committees to review the existing arrangements with a view to recommending changes to come into effect in the new Parliament.

Following consultation with committee staff the proposed structure was supported by the Clerks and submitted to the Presiding Officers in September 1992.

Those recommendations were subsequently considered and approved by the incoming Presiding Officers and endorsed by the Chairmen of the nine new committees. The main features of the proposed structure are —

- a core staff of two persons for each committee, comprising an Executive Officer and an Office Manager, with additional staff to be provided for the Law Reform, Public Accounts and Estimates, and Scrutiny of Acts and Regulations Committees.
- the abolition of the position of Director of Research which was previously classified at Class AM8 level or above in some cases, and the redesign of the position of Executive Officer to encompass both administrative and research functions.
- the position of Executive Officer is classified at Class AM7, with the exception of those for the Law Reform and Scrutiny of Acts and Regulations Committees which are at Class LO4, and Public Accounts and Estimates which is marginally above Class AM8.
- the position of Office Manager is classified at Class AM3.
- the Scrutiny of Acts and Regulations Committee has an Assistant Executive Officer at Class AM4 and a Research Officer at Class LO2.
- the Law Reform Committee has a part-time Administrative/Research Officer at Class AM4.
- the Public Accounts and Estimates Committee has a Research Officer at Class AM6.



- the creation of a new position of Committee Office Administrator at Class AM6.
- the appointment of four Administrative Officers at Class AM2 (formerly Word Processing Operator positions) under the supervision of the Committee Office Administrator to provide common support services through pooling.

It was decided that the new Committee Administration Office would be the joint responsibility of both Clerks of Committees but, by agreement with the Department of the Legislative Assembly, the position of Committee Office Administrator would be attached to that department. The four remaining AM2 positions were divided between the House departments.

The new structure has resulted in considerable cost savings. Had the previous staffing levels been applied to the nine new committees, salaries for 1993-94 would have totalled \$1,232,083, whereas under the new structure the cost is \$981,670.

Following approval of the new structure there was open competition for all Executive Officer and Office Manager positions. They were advertised within the Parliament, in the Public Service Notices and in the press during January 1993.

The positions of Executive Officer, Office Manager and Research Officer to the Public Accounts and Estimates Committee and the position of Executive Officer to the Crime Prevention Committee were subsequently readvertised. The position of Committee Office Administrator was advertised within the Parliament in March 1993.

The Clerks of Committees were involved in the interview and selection process and, as at 30 June 1993, all appointments to committees administered by the department had been effected.

### SECURITY IMPROVEMENTS

After extensive discussions between the Usher of the Black Rod, the Serjeant-at-Arms and Victoria Police, the former Presiding Officers approved the introduction of Protective Services Officers (PSOs) at Parliament House in September 1992.

The introduction of the PSOs has now provided the Parliament with an enhanced 24 hours security/firewatch service as well as extending after hours public access to Parliament House.

The PSOs have also assumed responsibility for other duties since their introduction, including external patrols of the Parliamentary grounds as well as being in attendance in both Chambers during the sittings of the Houses.

A new security control room and associated facilities was under construction and it was expected that the work would be completed during the first quarter of 1993-94.

### COUNCIL OF AUSTRALIAN GOVERNMENTS (COAG) MEETING

On 8 and 9 June 1993 the Victorian Parliament successfully hosted the meeting of the Council of Australian Governments. The Prime Minister and all State and Territory Premiers and Chief Ministers were in attendance, together with approximately 200 government officials and support staff.

The meeting was held in Room K and in excess of 20 other rooms in the building were utilized to accommodate the various delegations. Although major dislocation occurred, the ready co-operation and assistance provided by all parliamentary staff contributed to its successful staging and much favourable comment was received in relation to their efforts.

### COMMONWEALTH PARLIAMENTARY ASSOCIATION

The department continued to service the Victoria Branch of the Association with Mr. A.V. Bray holding office as Honorary Secretary and Mr. M. Tricarico undertaking the duties of Honorary Treasurer.

Activities during the year were mainly centred on the provision of services to recipients of Study Tours as well as other Members travelling abroad. In addition, assistance was provided in relation to the reception of visitors from other Parliaments.

### COMPUTERIZATION PROGRAMME

As indicated in the last annual report, priority was to be given in 1992-93 to the establishment of appropriate databases and statistical information on the joint file server shared by the two House departments to further improve service to Members and the public, and also to eliminate unnecessary duplication.

In this regard, a number of meetings were held during the year. However, due to other priorities and constraints and the resignation of the administrator of the Legislative Assembly computer system, progress on the establishment of the databases has not been as rapid as expected.

Further work is to be undertaken in the new financial year when the department's network is also to be connected to the Hansard network and linked in with databases of the Parliamentary Library. In the meantime, the department has continued the development of a number of databases which mainly relate to the provision of information arising out of the sittings of the House.

There continue to be savings to the department's Parliamentary Printing budget flowing from the production of a number of documents in "camera-ready" form for the Law Printer. These documents include the Notice Papers, Minutes of the Proceedings, Divisions in Committee, Unanswered Questions on Notice, Joint Sitting Minutes and Members' Lists, and also Progress on Committee Investigations and Select Committee Reports.



**STAFF**

**Establishment**

The department's regular staffing establishment as at 30 June 1993 was:

<b>House staff</b>	-	administrative	5
	-	keyboard	3
	-	attendant	9
	-	cleaning	2
	-	transport	1
<b>Committee staff</b>	-	administrative/research	10 full time
			1 part time (2.5 days)
	-	keyboard	1 part time (4 days)
			1 part time (3 days)
		<b>TOTAL</b>	30 full-time 3 part-time

**Staff employed during 1992-93**

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

**Retirement of Housekeeper**

On 31 December 1992, Mr. G.J.F. Oliver, P.S.M., B.E.M., Housekeeper in the Legislative Council since January 1970, retired. George Oliver served the Parliament with distinction for over 41 years, the last 22 of which were as resident Housekeeper.

In appreciation of his dedication, commitment and loyalty to the Parliament, and the Legislative Council in particular, the House unanimously passed the following resolution on 18 November 1992:

*That this House places on record its acknowledgement and appreciation of*

*the valuable services rendered to the Parliament by George James Frederick Oliver, B.E.M., as an Officer of the Parliament since 6 June 1951 and particularly as Housekeeper of the Legislative Council since January 1970.*

Following tributes from the Party Leaders and Mr. President, Mr. Oliver and his wife Pat were accorded the rare distinction of having a presentation made to them on the floor of the House.

It is pleasing to record that in June 1993 Mr. Oliver was awarded the Public Service Medal. That award is not a reward for long service but is given in recognition of outstanding public service.

Mr. Oliver gave excellent service to the Parliament over his long career and I thank him most sincerely for his fine contribution.

### Senior appointment

Mr. C.J. Quinn was chosen to succeed Mr. Oliver as resident Housekeeper and his appointment became effective from 1 January 1993.

### Training and Development

The department continues to recognize the need to implement staff management practices designed to ensure both personal satisfaction and the achievement of its objectives. Its staff are therefore 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 outside organizations.
- In-house training sessions and courses.
- Attendance at relevant seminars and conferences.
- Attachments to other Parliaments.

The department is also cognizant of the Australian Government's Training Guarantee Scheme and an appropriate amount is included in its operating expenses for staff training.

On 6 August and 25 September 1992, Ms. Mary Martin of the Papers Office, participated in training in PageMaker 4 conducted by Connecting Point.

From 10 to 13 May 1993 the Usher of the Black Rod attended a Better Management Techniques Seminar conducted by

Pahlman International, a Swedish Management Group. The course objective was to ensure that managers define their role and areas of responsibility and increase their effectiveness in recruiting, training, planning, human relations, communication and time management.

From 13 to 15 July 1992, Ms Andrea Agosta, Assistant Clerk of the Papers, attended a course offered by the Industry Training Centre at the Box Hill College of TAFE. This course offered a practical training program designed to develop instructional skills for on-the-job training which, in her case, is centered around computer training.

During the year, Mr. David Ali, the Clerk of the Papers, was granted study leave to undertake a course at the University of Melbourne leading to the Graduate Diploma in Government Law.

### Clerks-Assistant (Committees) Seminar

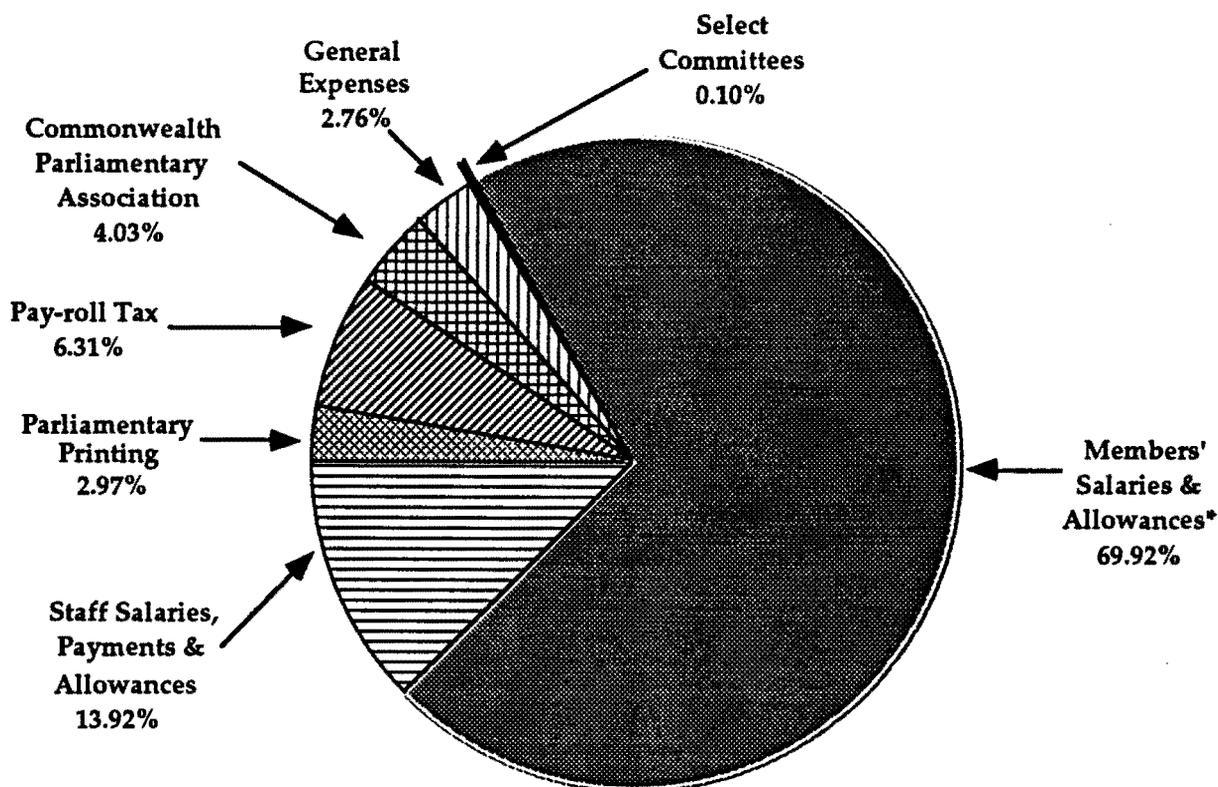
On 5 April 1993 the Clerk of Committees attended a seminar held in Adelaide for Clerks with management responsibility for Parliamentary Committees and, together with the Clerk of Committees in the Legislative Assembly, presented a paper on the new committee staffing structure in Victoria. The paper aroused a considerable amount of interest from the participants who represented all Parliaments in Australia with the exception of the Northern Territory legislature.

Other papers presented which were of particular interest dealt with the impact of secretaries on committee performance, the measurement of staff performance and the New South Wales Legislation Committees.

**FINANCIAL STATEMENT AND STATISTICAL INFORMATION**

The financial statement for the year 1992-93 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 1992-93**



\*Excluding Ministers.

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

Statistics in relation to sittings of the House 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

In addition to the major changes in the administration of the five committees dealt with earlier in this report, the department also provides secretarial support for the Printing and Standing Orders Committees, for any Select Committees established by the Council and, in rotation with the Department of the Legislative Assembly, for any Joint Select Committees which may be appointed.

### Joint Select Committee on the Parliament of Victoria

The Joint Select Committee on the Parliament of Victoria, which was appointed in 1991, did not meet during the period under review. It ceased to exist upon the dissolution of the Legislative Assembly on 14 August 1992.

### Select Committee on Government Appointments

On 13 November 1991 the Legislative Council resolved to appoint a select committee of five Members to enquire into and report upon all matters relating to the appointment, employment and termination of employees of or consultants to all Victorian government departments, authorities or agencies with particular emphasis on the practices operating in the Public Transport Corporation, Ministry of Transport and Ministry of Education.

The Usher of the Black Rod was delegated to act as the Committee's Secretary and his office provided secretarial support.

The Committee was particularly active during the period from December 1991 to February 1992 and between May and July 1992 when numerous deliberative meetings, in camera hearings and public hearings were held.

During the inquiry, the Committee held in excess of 40 deliberative meetings and conducted 27 days of public hearings at which evidence was taken from 48 witnesses, some of whom appeared on more than one occasion, resulting in over 2,000 pages of evidence being taken.

As indicated last year, the Committee tabled its First and Second Interim Reports on 17 March and 7 April 1992, respectively. Its Third and final report was tabled on 12 August 1992.

### Standing Orders Committee

During the year the Standing Orders Committee met to consider three matters referred to it by the Council. Those matters — answers to questions on notice, the appointment of a joint printing committee and the form of petition — were the subject of a report tabled on 6 April 1993.

### 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 Chairmen's Panel met on five occasions, including once with the Minister



for Finance, with the main issues considered being the new committee staffing structure and committee budgets.

### **Visit of Queensland Parliamentary Committee for Electoral and Administrative Review**

On 29 and 30 April 1993 the Queensland Parliamentary Committee for Electoral and Administrative Review visited Melbourne to gather information about the Victorian committee system from relevant Members and staff. The Clerks of Committees organized the programme for this committee which is investigating the establishment of a Parliamentary Committee system in Queensland following the recommendations of the Electoral and Administrative Review Commission.

During the visit, the committee met with both Presiding Officers, all Committee Chairmen, the Clerks of Committees and Committee Executive Officers, and visited the Committee offices at Nauru House.

### **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 1992-93, 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.

The committee met on five occasions during the year and made one recommendation to the Permanent Heads dealing with the involvement of Members of Parliament in staff appointments.

## **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 did not meet during the year under review.

## **Steering Committee on Information Technology Project**

This Steering Committee comprising the permanent heads of the Parliamentary departments met during the year to discuss a range of matters embracing completion of phase 1 of the Information Technology Project, the remaining phases and areas of common concern to the departments.

## **Joint Technological Change Standing Committee**

The Clerk-Assistant is the department's representative on this Committee and is presently its Chairman. It was established following the signing of the Technological Change Agreement between the Parliamentary Departments, the State Public Services Federation Victoria and the Australian Journalists Association. The main role of the committee, which consists of both management and union representatives, is to ensure that there is

appropriate consultation with staff on technological change and on its implementation and operation. As a matter of practice members of staff requiring information or having queries concerning technological change are encouraged to seek the advice of committee members.

The Manager of the Information Technology Unit at Parliament House now attends all meetings of the committee to advise on the progress of the Information Technology Project. During the year under review the committee met on two occasions.

## **Occupational Health and Safety Committee**

The Usher of the Black Rod is the Department's management representative on this committee and Mr. W.R. McKenzie is the employee representative.

The Usher of the Black Rod was appointed Chairman of the committee on 6 September 1991 and completed his term on 4 September 1992.

The committee held six 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 ensure the health and safety of employees at work. Issues raised and discussed by the committee included smoking in the workplace, asbestos in some parts of the building, cleanliness of the chilled water dispenser and emergency procedures.



## Building Emergency and Evacuation Committee

In August 1989, a Building Emergency and Evacuation Committee was formally established to deal with emergency situations arising at Parliament House.

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).

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 practices during each year.

During the period under review those drills were carried out at approximately 6 monthly intervals. Limited funding prevented more extensive training of the Building Emergency Staff. Through the Fire Protection Committee (see below), the committee purchased two-way radios and other ancillary equipment for certain of its members to improve fire and evacuation procedures and also enhance security arrangements.

### Fire Protection Committee

In May 1991 a 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 the committee made further substantial progress on the installation of emergency lighting, external security lighting, exit signs, smoke detectors, the automatic fire detection system and the sprinkler system, and on the improvement of egress from the attic level of the building.

"You are here" plans have now been completed and are expected to be installed early in 1993-94.

## ACTIVITIES EXTENDING BEYOND HOUSE AND COMMITTEE SERVICES

### Parliament Week

The sixth Parliament Week was conducted from 21 to 25 September 1992 to coincide with the school holiday period. Its aims were again three-fold:

- \* 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 five 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 sixth 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 22 and 23 September. It was presided over for most of the time by the President of the Legislative Council or the Speaker of the Legislative Assembly. Over the two days young persons forming both a "Government" and "Opposition" debated a series of "Bills" on issues such as the abolition of unsworn statements, State youth housing scheme, driver licensing education, youth agenda, non-compulsory voting rights and compulsory drug testing in secondary schools. 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 Caroline Hogg, M.L.C., then Minister for Ethnic, Municipal and Community 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 — a useful staff training exercise in itself.

### Open Day

On Saturday, 6 March 1993 the Parliament again held its annual "Open Day" as part of the 1993 Moomba Festival. Staff from all Parliamentary departments provided support on the day.

Both Chambers, Queen's Hall and the Library were open to the public and Devonshire tea and other light refreshments were again provided to the public for a small charge. In excess of 1,000 visitors were in attendance.

### Functions - Queen's Hall

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

- \* Melbourne Cup Carnival Reception.
- \* Reception to welcome visitors to the Australian International Air Show and Aerospace Expo.
- \* Reception to meet delegates attending the Maritime Technology Conference.
- \* Reception to welcome delegates attending the Rotary International 84th Annual Convention.

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

### Official Delegations

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

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

- Parliament of Malaysia
- Parliament of the Ukraine
- Parliament of Brazil
- Henan Province, China
- Study Group on Land Titling, Thailand.

### 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:

- Consul-General of Romania
- High Commissioner for Kenya
- Head of Delegation, Commission of the European Communities
- Ambassador of Thailand
- Ambassador of Mexico
- Ambassador of Vietnam
- High Commissioner for Nigeria
- Ambassador of Switzerland
- Ambassador of Norway
- Ambassador of Israel
- Ambassador of Portugal
- High Commissioner for Brunei

### Other visitors

On 17 February 1993, Mr. Shun-ichi Hata, of the Fukuoka Prefectural Assembly in Japan, visited the Parliament and held discussions with officers of both Houses including the Clerk-Assistant of the Legislative Council.

Four members of the Queensland Parliamentary Service Commission, as part of its review into the functions of Hansard in the Queensland Parliament, visited Melbourne on 14 April 1993 and held discussions with the Presiding Officers, both Clerks, the Chief Reporter and the Manager of the Information Technology Unit at Parliament House.

### 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. In the year under review, the Council Chamber was used for the George Higinbotham Centenary Conference and the sixth 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.
- \* Parliament of Australia Joint Select Committee on Certain Aspects of the Operation and Interpretation of the Family Law Act.
- \* Commonwealth of Australia Joint Committee of Public Accounts.

- \* House of Representatives Standing Committee on Transport, Communications and Infrastructure.
- \* Senate Select Committee on Subscription Television Broadcasting Services.
- \* Australia-Japan Business Cooperation Committee.
- \* Senate Standing Committee on Environment, Recreation and the Arts.
- \* Parliament of Australia Joint Committee on Corporations and Securities.
- \* House of Representatives Standing Committee on Banking, Finance and Public Administration.
- \* Parliament of Australia Joint Committee on Foreign Affairs, Defence and Trade.
- \* Parliament of Australia Joint Committee on the National Crime Authority.
- \* Parliament of Australia Joint Standing Committee on Migration Regulations.
- \* Public Land Council of Victoria.
- \* Senate Committee of Privileges.
- \* Tasmanian Select Committee on Video Gaming Machines Extension Beyond Casinos.
- \* Senate Standing Committee on Legal and Constitutional Affairs.
- \* Senate Select Committee on the Functions, Powers and Operation of the Australian Loan Council.

- \* Victorian Ski Association.
- \* House of Representatives Standing Committee on Community Affairs.

## PUBLICATIONS

The department is responsible for the preparation and circulation of a number of Parliamentary publications. The major items and issues during 1992-93 are as follows:

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

These publications are directly related to the sittings of the House. During the year under review thirty-six editions of the daily Notice Paper, thirteen editions of the weekly Minutes and eight reports of Divisions in Committee were produced. Three editions of 'Unanswered Questions on Notice' were also produced.

- **List of Members**

The list of Members is produced according to the extent of changes since the last issue. During 1992-93 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 sum-

mary of ministerial responses to reports of those Committees. During the period under review seven editions of Progress on Investigations were produced and circulated. No Ministerial responses were produced during the year owing to the dissolution of the Legislative Assembly and the subsequent appointment of the new committees.

- **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 1992-93 three summaries were prepared and tabled in both Houses. A cumulative summary of returns as at 30 September 1992 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 are currently in preparation for publication later in 1993. It is proposed that the Bill volume for the 1988-92 Session will also be completed later in 1993.

- **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

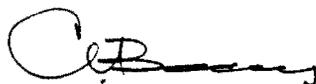
**THE YEAR AHEAD**

The coming year is expected to see a consolidation of measures introduced in 1992-93 with a view to enhancing our effectiveness, including the Committee support structure and security arrangements.

It is also intended that careful steps be taken to improve efficiency and ensure that good value is obtained from the investment of scarce funding in the Parliament. However, by comparison with similar Parliaments the Victorian Parliament is "leanly" staffed and it is important that we do not lose sight of this fact, just as we should have regard to the fact that the Victorian Parliament is a bicameral Parliament whose individual components must be safeguarded.

**APPRECIATION**

As the department enters the new financial year it is again opportune to reflect on the sustained level of service given by its staff to those they are responsible for serving. I am most appreciative of their efforts in maintaining our high standards and thank them for their contribution.



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 administered 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.

**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 arrangements for the servicing of the Joint Investigatory Committees of the Parliament were substantially reorganized during the year under review. Each committee under the administration of the department, 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**

**DEPARTMENT OF THE LEGISLATIVE COUNCIL**

**STAFF EMPLOYED DURING 1992-93**

<b>OFFICER</b>	<b>POSITION HOUSE</b>	<b>REMARKS</b>
A.V. BRAY	Clerk of the Parliaments and Clerk of the Legislative Council	
W.R. TUNNECLIFFE	Clerk-Assistant and Clerk of Committees	
M. TRICARICO	Usher of the Black Rod and Clerk of the Records	
D.I. ALI	Clerk of the Papers and Assistant Clerk of Committees	
A.V. AGOSTA	Assistant Clerk of the Papers	
M. MARTIN	Administrative Officer (Clerk's Secretary)	
Y.F. MEERWALD	Administrative Officer (President's Secretary)	
G.P. WADE	Administrative Officer	
G.J.F. OLIVER	Housekeeper	Until 31 December 1992
C.J. QUINN	Housekeeper	From 1 January 1993. Previously Senior Parliamentary Attendant
W. JARRETT	Senior Parliamentary Attendant	From 5 March 1993. Previously Parliamentary Attendant, Grade III, Legislative Assembly.

W.R. McKENZIE	Parliamentary Attendant, Grade III	
R.L. BOWMAN	Parliamentary Attendant, Grade III	
A.J.C. RYAN	Parliamentary Attendant, Grade III (Acting)	
S. PASTRAS	Parliamentary Attendant, Grade II (Acting)	
G.W. MILLS	Parliamentary Attendant, Grade I	
M. STUBBINGS	Parliamentary Attendant, Grade 1	Permanent appointment from 14 September 1992.
B. ROMEO	General Hand	
P. ANASTASIOU	General Hand	
A.P. CANNARD	Ministerial Transport Officer	On secondment from Department of the Premier and Cabinet from 13 December 1992
R.S.S. CONNOR	Ministerial Transport Officer	On secondment from Department of the Premier and Cabinet until 3 October 1992
J.V. STANTON	Ministerial Transport Officer	On secondment from Department of the Premier and Cabinet from 1 November 1992 until 12 December 1992

### NATURAL RESOURCES AND ENVIRONMENT COMMITTEE

V. VELICKOVIC	Executive Officer	Until 21 March 1993. Seconded to Legislative Assembly from 22 March 1993
B.S. NEWELL	Director of Research	Until 11 September 1992
R.M. MacMAHON	Administrative Officer	Until 28 February 1993

### PUBLIC BODIES REVIEW COMMITTEE

B.G. AITKEN	Executive Officer	
M. DAVENPORT	Administrative Officer	From 20 July 1992 until 21 August 1992
L.M. KILKENNY	Administrative Officer	Until 25 September 1992
I. MAYER	Administrative Officer	From 20 July 1992 until 21 August 1992
L. POULIER	Administrative Officer	From 19 April 1993 until 30 June 1993
A.L. SARGENT	Office Manager	From 19 April 1993

### SOCIAL DEVELOPMENT COMMITTEE

G.H. WESTCOTT	Executive Officer	Until 10 February 1993
K.B. WHITE	Director of Research	Until 22 July 1992
J. HENDTLASS	Research Officer	Until 2 October 1992 and from 7 December 1992 until 28 February 1993
L.J. GROGAN	Administrative Officer	Until 3 March 1993
L. FONSECA	Administrative Officer	Until 31 December 1992

### COMMUNITY DEVELOPMENT COMMITTEE

J. HENDTLASS	Executive Officer	From 1 March 1993
S.A. MORTIMER	Office Manager	From 19 April 1993 until 18 June 1993

### ENVIRONMENT AND NATURAL RESOURCES COMMITTEE

R. WRIGHT	Executive Officer	From 22 March 1993
T.J. DOEG	Research Officer	From 7 June 1993
B.E. McELVOGUE	Office Manager	From 30 April 1993

### LAW REFORM COMMITTEE

S.A. GLACKEN	Executive Officer	From 1 March 1993
J. KLINGENDER	Research Officer	From 15 March 1993 until 30 June 1993
R.M. MacMAHON	Office Manager	From 1 March 1993

### ROAD SAFETY COMMITTEE

G.H. WESTCOTT	Executive Officer	From 11 February 1993
L.J. GROGAN	Office Manager	From 4 March 1993



### JOINT COMMITTEE OFFICE ADMINISTRATION

L. FONSECA	Administrative Officer	From 1 January 1993
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**APPENDIX C**

**FINANCIAL STATEMENTS 1992-93**

**LEGISLATIVE COUNCIL**

<b>1991-92 Actual</b>	<b>EXPENDITURE</b>	<b>1992-93 Budget</b>	<b>1992-93 Actual</b>
	<b>ADMINISTRATIVE SERVICES</b>		
644,083	Salaries and allowances	673,237	643,164
44,622	Overtime	54,000	51,989
12,579	Long service leave	31,000	30,536
353,091	Pay-roll tax	349,799	329,038
92,323	General expenses	109,163	143,669
<b>1,146,698</b>		<b>1,217,199</b>	<b>1,198,396</b>
164,827	<b>PARLIAMENTARY PRINTING</b>	180,104	154,728
208,350	<b>COMMONWEALTH PARLIAMENTARY ASSOCIATION</b>	210,000	210,000
4,042,953	<b>MEMBERS SALARIES AND ALLOWANCES</b>	3,907,494	3,646,100
14,765	<b>EXPENSES OF SELECT COMMITTEES</b>	25,000	5,207
<b>5,577,593</b>	<b>TOTAL EXPENDITURE</b>	<b>5,539,797</b>	<b>5,214,431</b>

**JOINT INVESTIGATORY COMMITTEES**

1991-92 Actual	EXPENDITURE	1992-93 Budget	1992-93 Actual
	<b>1 July to 31 December 1992</b>		
403,318	Economic and Budget Review Committee	181,100	185,554
257,107	Legal and Constitutional Committee	142,000	142,777
140,513	Natural Resources and Environment Committee	105,100	112,250
214,841	Public Bodies Review Committee	101,900	97,776
277,241	Social Development Committee	146,000	140,790
	<b>1 January to 30 June 1993</b>		
	Community Development Committee	83,235	36,587
	Crime Prevention Committee	96,377	53,545
	Economic Development Committee	94,400	44,378
	Environment and Natural Resources Committee	114,784	48,985
	Law Reform Committee	174,217	70,769
	Public Accounts and Estimates Committee	73,170	51,574
	Public Bodies Review Committee	133,532	56,119
	Road Safety Committee	95,000	66,155
	Scrutiny of Acts and Regulations Committee	151,474	109,879
	Joint Committee Administration Office	335,446	272,168
<b>1,293,020</b>	<b>TOTAL EXPENDITURE</b>	<b>2,027,735</b>	<b>1,489,306</b>

**NOTES:**

1. Committees administered by the Department of the Legislative Council - Natural Resources and Environment; Public Bodies Review; Social Development; Community Development; Environment and Natural Resources; Law Reform and Road Safety.
2. Committees administered by the Department of the Legislative Assembly - Economic and Budget Review; Legal and Constitutional; 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 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 Appropriations.
4. From 1 July to 31 December 1992 the Nauru House rental payments were equally apportioned to each committee. However, as from 1 January 1993 such payments have been made from the Joint Committee Administration Office budget

**APPENDIX D**

**SUPPLEMENTARY INFORMATION AS AT 30 JUNE 1993**

**General Stores on Hand**

As at 30 June 1993 the Papers Office had the following stores on hand which were valued at cost:

Letterhead paper	\$20,145
Envelopes	\$10,505

**Creditors**

As at 30 June 1993, the department had outstanding employee benefits including:

Annual Leave	\$57,959
Long Service Leave	\$274,894

**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 machines, printers, scanner and file servers.

**APPENDIX F**

**SELECTED STATISTICS RELATING TO THE SITTINGS OF THE  
LEGISLATIVE COUNCIL**

	1988-89	1989-90	1990-91	1991-92	1992-93
Number of days House met	31	42	48	46	35
Number of hours House met	278.54	363.56	366.32	389.42	374.54
Average number of hours per sitting	9.00	8.40	7.38	8.47	10.70
<b>Bills dealt with-</b>					
Initiated in L.C.	7	29	29	27	14
Initiated in L.A.	85	62	94	86	91
Passed without amendment	48	36	50	45	87
Passed with amendments	40	44	49	56	15
Defeated	1	1	9	5	0
Lapsed	9	0	0	0	0
Withdrawn	0	3	3	2	0
Ruled out of Order	0	1	1	1	0
Sets of amendments circulated	60	72	74	85	33
Questions on notice processed	106	379	651	595	95
Petitions tabled	19	23	28	27	23
<b>Papers tabled -</b>					
Annual reports	204	346	564	491	379
Statutory Rules (incl. attachments)	1556	658	601	471	755
Planning schemes/amendments	488	846	746	811	743
Proclamations	82	75	75	67	55
Other (including special reports, Parliamentary Committee reports etc)	111	123	115	145	112

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**

**1992-93 STATISTICS RELATING TO COMMITTEES ADMINISTERED BY THE  
DEPARTMENT OF THE LEGISLATIVE COUNCIL**

	NREC	SDC	CDC	ENRC	LRC	PBRC	RSC
Number of deliberative meetings —							
• Full committee	1	4	12	12	8	16	18
• Sub committee	2	1	-	6	12	1	1
Number of public hearings —							
• Full committee	-	1	1	2	-	2	1
• Sub committee	1	1	-	2	8	-	-
Number of visits/inspections —							
• Full committee	-	-	1	1	2	12	3
• Sub committee	3	-	-	-	1	-	1
Number of reports presented	-	-	-	-	1	-	1
Number of discussion papers produced	-	-	-	-	-	-	-

**KEY TO COMMITTEE:**

NREC	—	Natural Resources and Environment Committee
SDC	—	Social Development 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*