

Department of Legislative Assembly
Annual Report 2004 – 05

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Front Cover

The front entrance of Victoria's historic Parliament House

Cover design

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27 October 2005

Mrs Judy Maddigan MP
Speaker of the Legislative Assembly
Parliament House
East Melbourne Vic 3002

Dear Speaker

I have pleasure in forwarding to you the Annual Report for the Department of the Legislative Assembly for the year 2004–05.

Yours sincerely

R W Purdey
Clerk of the Legislative Assembly

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Clerk's Overview

The year commenced with the Victorian Parliament hosting the 35th annual Australian Presiding Officers and Clerks Conference in July. This is a prestigious event and the first time that Victoria had hosted the event since 1986. With over 80 participants, the Conference was an outstanding success which is a tribute to all those that were involved in the planning and arrangements for the event.

My deputy, Marcus Bromley, ended a 35 year career with the Parliament when he resigned on 10 September 2004. Marcus was well respected and held in high regard by members and staff alike. He has been an outstanding contributor to the Parliament of Victoria and will be greatly missed. Upon Marcus' departure, Liz Choat became the new Deputy Clerk.

With Liz being promoted I decided not to fill the Assistant Clerk position on a permanent basis, but rather offered four six-month placements to allow a number of staff to gain experience in that position. There were also a number of other staffing changes that occurred during the year. Jenny Baker commenced a 12-month secondment with the Sentencing Advisory Council and as a consequence Bridget Noonan undertook the role of Acting Manager, Procedure Office. These arrangements also triggered a number of other short term placements and secondments throughout the Department. In addition Kristen Murray, Executive Officer to the Rural and Regional Services and Development Committee, resigned to take up an appointment as Senior Associate to the Chief Justice of the Family Court, and Lilian Topic moved from the Speaker's Office to become the new Executive Officer to that Committee.

The new three department organisational structure that had been foreshadowed last year was implemented and formalised through amendments to the *Parliamentary Officers Act 1975* in December 2004. That Act was later replaced by the *Parliamentary Administration Act 2005* which implemented a modern framework to ensure the good governance of the Parliament of Victoria. The Act outlines the employment arrangements for parliamentary officers and ensures that those arrangements are consistent with modern employment arrangements introduced into the wider public service.

With the change to the three Department structure it has also been agreed that the responsibility for security will be transferred to the new Department of Parliamentary Services. The Serjeant-at-Arms will retain responsibility for security of the Chamber, with all other security functions being transferred to DPS in 2006.

During the year all positions within the Department were translated to the new VPS career structure. This proved to be a mammoth task and one that caused a great deal of anxiety for all concerned. Thankfully that process is now completed and we can all return our focus to our major responsibilities.

A number of reviews were conducted during the year and other initiatives implemented in an effort to improve our workplace and better understand the needs of our staff. Managers participated in a 360 degree feedback process and a corporate climate survey was used to glean the views of staff on a number of workplace issues. Reviews of our

cleaning and attendant services were also completed and the outcomes of those reviews will be implemented during the next year.

The Department has decided to extend its tour program in an effort to raise the profile of the Parliament in the wider community. Currently staff are working on two projects to achieve this objective. One project aims to take the public tour program out to schools and community groups and the intent of the second project is to enable school students to participate a parliamentary role play activity (mock parliament). This is an exciting initiative which staff are embracing with a great deal of enthusiasm.

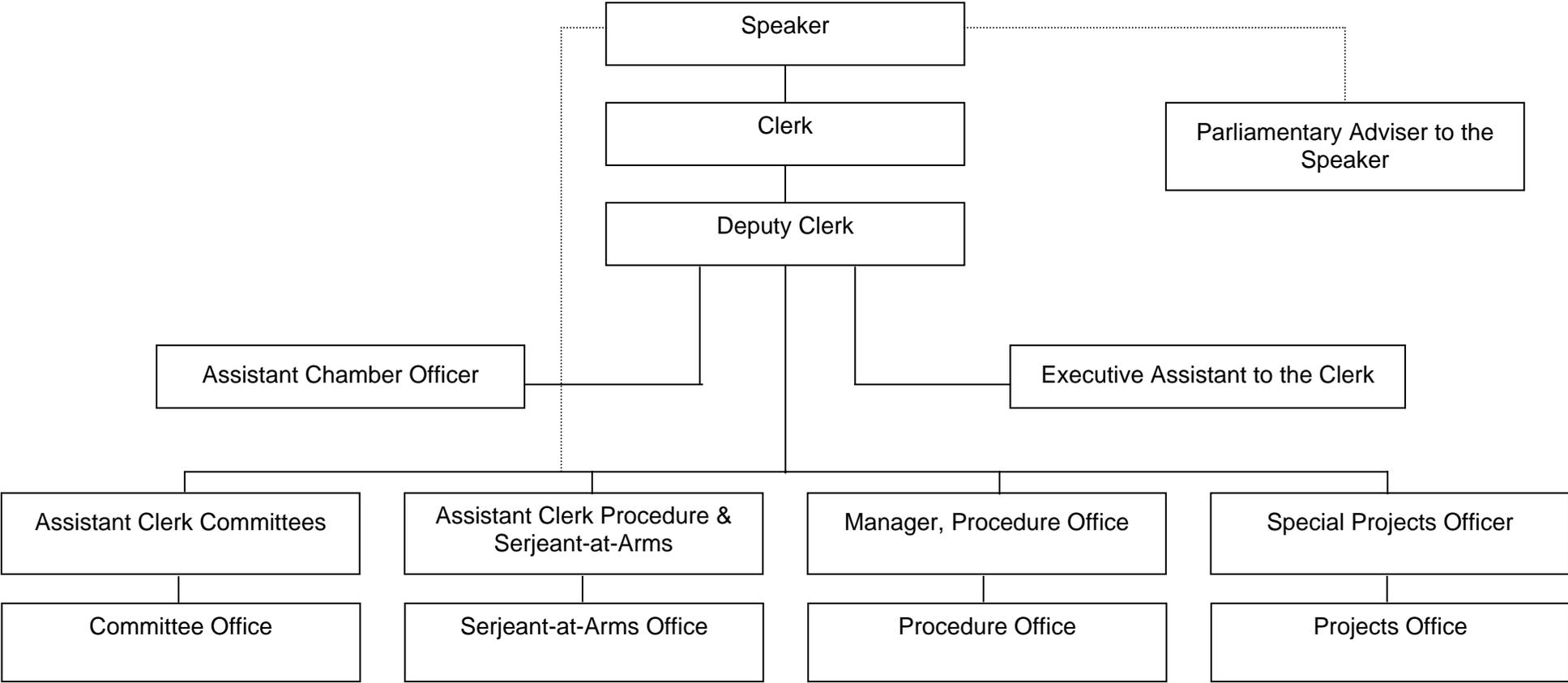
Our parliamentary committee staff have been very busy contributing to and supporting the issuing of over 30 committee reports on a diverse range of subjects throughout the year. In addition the Committee staff have introduced a number of environmentally friendly work practices at their offices at 35 Spring Street. Staff are to be congratulated for their initiative and continuing actions in this area.

As I write this report the Department is busy preparing for the Legislative Assembly's upcoming regional sitting in Geelong. This sitting will take place in Costa Hall at the Deakin University on 17 November 2005 and it will mark the commencement of the Parliament of Victoria's 150th anniversary celebrations.

Finally, I wish to thank all staff for their hard work and continued support throughout the year.

Ray Purdey
Clerk of the Legislative Assembly

Legislative Assembly Organisation Chart



Statement of Corporate Intent

The Parliament of Victoria through its elected representatives is accountable to the Victorian community for the provision and conduct of representative government in the interests of Victorians.

The objective of all of the departments of the Parliament is to deliver apolitical, professional and innovative services to support our elected representatives and the Parliament as an institution.

We will deliver this support through operational business plans which are underpinned by the following values:

Effective Corporate Governance

- Accountability
- Confidentiality
- Impartiality
- Integrity
- Learning Environment

Excellent Service Delivery and Responsiveness

- Services
- Responsiveness
- Teamwork
- Performance Management
- Effective Systems and Techniques

Sustainability with a Focus on the Medium to Long-term View

- Long-term Planning
- Excellent Communication
- Developing our People
- Safeguarding our Physical Infrastructure

Branch Roles

Clerk's Office

The Clerk's Office is responsible for the general management of the Legislative Assembly. This includes the provision of expert policy, procedural and corporate management advice to the Speaker. In addition the Office is responsible for advising ministers and members on matters relating to the operation of the Legislative Assembly and its committees.

Separate to the advisory role is the requirement of the Clerk and the Office to record the decisions and proceedings of the Legislative Assembly, and to ensure the passage of legislation is in accordance with legislative and procedural requirements. The Office also coordinates the arrangements for visiting parliamentary delegations.

The Office has some additional responsibilities by virtue of the Assembly Clerk being the Clerk of the Parliaments. These include the presentation of bills to the Governor for royal assent, the maintenance of the *Members of Parliament Register of Interests* and providing secretarial and administrative support to the Clerk whilst acting as the Honorary Secretary of the Commonwealth Parliamentary Association (CPA).

Committee Office

The *Parliamentary Committees Act 2003* sets out the functions and powers of investigatory committees. At the start of each Parliament, the Legislative Assembly and the Legislative Council appoint members to the various committees. Joint investigatory committees are made up of members of both Houses, and are administered by one House or the other. Those administered by the Department of the Legislative Assembly in the present Parliament are:

- Drugs and Crime Prevention Committee
- Family and Community Development Committee
- Public Accounts and Estimates Committee
- Rural and Regional Services and Development Committee
- Scrutiny of Acts and Regulations Committee.

The Assembly has two domestic select committees appointed by resolution for the duration of the Parliament that work on domestic matters or procedures of the House:

- Privileges Committee — to consider issues relating to members' parliamentary rights and immunities and requests for right of reply
- Standing Orders Committee — to review the procedural rules of the House.

The role of the Committee Office includes the coordination, supervision and operation of the parliamentary committees administered by the Legislative Assembly, the briefing of the Speaker on committee operations, the supervision of the Joint Committee Administration Office and committee staff, ensuring compliance with relevant Acts, standing orders, Presiding Officers' directives and accepted practices and procedures, and the evaluation of budget bids, allocating funding and monitoring and authorising committee expenditure.

Serjeant-at-Arms Office

The Serjeant-at-Arms is the Speaker's executive officer and one of the senior permanent officers of the House appointed under the *Parliamentary Officers Act 1975*.¹ The Serjeant's main role is to carry out the instructions of the Speaker and the House, and to look after the security of the Legislative Assembly Chamber.

The Office has a number of functions, including assisting with the arranging and coordinating of ceremonial functions, members' accommodation and travel requirements, and the maintenance of the Legislative Assembly Members List. The duties also include the admittance and control of the public to the Parliament, including Parliament tours, the issue of security and identification passes, providing accreditation for all media representatives operating within Parliament, and the monitoring of public demonstrations.

In addition the Office has responsibility for works and services within the Assembly precincts, the supervision of the Assembly attendants and cleaning staff and, in conjunction with the Usher of the Black Rod, is also responsible for the security and fire protection of the Parliament building and its surrounds, emergency and evacuation procedures, and the supervision of protective service officers stationed at Parliament House.

Procedure Office

The Procedure Office provides administrative and research support to the Chamber and senior officers within the Department. The Office is responsible for answering inquiries from the Department's customers, including members, the media, government departments and the public.

In addition, staff are responsible for the publication and distribution of House documents. This role includes the ordering and proofreading of the various prints of bills, the preparation of Acts of Parliament for royal assent, and the processing of reports submitted for tabling, as well as the archiving of parliamentary documents.

Projects Office

The role of the Projects Office is to undertake research and produce general reference material for the use of parliamentary staff and Presiding Officers on the various authorities, practices and procedures of the Legislative Assembly. The Office also provides a record of important precedents to guide Legislative Assembly staff in the performance of their duties. In addition it undertakes more specific research to provide procedural solutions where precedents are lacking.

¹ On 1 July 2005 the *Parliamentary Officers Act 1975* was repealed and replaced by the *Parliamentary Administration Act 2005*.

Activities Report
Against
Business Plan

Value One: Effective Corporate Governance

Clerk's Office/Procedure Office

Provide accurate and timely record of proceedings:

- Votes and Proceedings
- Notice and Question Papers
- Minute Book
- Consideration in Detail Minute Book
- Bound Volumes

Maintain and update our knowledge management resources incorporating:

- Assembly Information System (AIS)
- LAPRAC
- Clerk's files
- Rulings from the Chair

Provide accurate and timely record of proceedings

The Clerk's office, in conjunction with the Procedure Office, produced accurate records of the proceedings of the Assembly. The records were produced in a timely manner, often under tight timeframes. The records provided include:

- 47 Votes and Proceedings, including the consideration in detail supplement
- 49 Notice Papers
- 41 Question Papers.

The production of the Votes and Proceedings and Chamber Minutes was greatly enhanced by the development and implementation of a precedents management database, discussed elsewhere in this report.

In order to improve access to information about the proceedings in the House on a sitting day, the Assembly continued to produce two less formal documents, Assembly Abridged, and Assembly Statistics. Both documents are intended to give their audience a summary of the business of the House, and in a format that is easily understood by people unfamiliar with the details of parliamentary procedure.

The Procedure Office, under the authority of the Clerk, prepared bound volumes of parliamentary documents during the year, including question and notice papers, and documents ordered to be printed (parliamentary papers). Progress was made on documents to be bound at the end of the 55th Parliament, such as bills and Votes and Proceedings.

Maintain and update our knowledge management systems

Assembly Information System (AIS)

The Procedure Office made significant progress on AIS in 2004–05. AIS was originally planned as a database for rulings from the Chair, and has developed to be a fully

searchable database of rulings, and standing and sessional orders. Based in Lotus Notes, the database produces a web browser view, enabling users to search across rulings. In 2004–05, Procedure Office staff were trained as administrators, so that the database could be updated and maintained easily.

The developers began to respond to user and administrator feedback, with enhancements planned for the second half of 2005. Based on test user feedback, planned improvements include linking standing orders to applicable rulings, and assessing some of the older rulings against the current standing orders. A major proofreading of the database was commenced by Procedure Office staff, to ensure consistency of styles and entries in the database and the hard copy Rulings.

AIS was updated at the end of each sitting period during 2004–05 (based on the updates to Rulings from the Chair). It is expected that enhanced design will be included early in 2005–06, with a view to AIS being fully operational by the end of 2005.

Rulings from the Chair

Rulings from the Chair were reviewed by the Clerk's office and updated twice during the year. The effect of the revised standing orders adopted in the previous reporting period continued to have an effect. The version of Rulings issued at the end of the Spring sitting included more cross references to new terminology, and the chapter on adjournment motions was removed, as it was obsolete. Work is underway to assess the applicability of all existing rulings to parliamentary practice specified under current standing orders.

LAPRAC

A significant contribution was made to the Legislative Assembly Practice Manual over the year. The impact of the new standing orders adopted early in 2004 meant that chapters of LAPRAC needed to be updated and re-issued. In the case of the chapter on legislation, for example, this also involved substantial amounts of rewriting. While a great deal of updating work has been done to reflect the current standing orders, it is expected that some chapters will be fully updated in 2005–06.

While the focus of LAPRAC in the last year has been on updating, progress has also been made on new chapters. Staff have also undertaken research projects to enhance the chapters already issued.

As well as being a useful reference tool, LAPRAC continues to be a method by which Assembly staff can develop their understanding of procedural topics by contributing to the research.

Clerk's files

The Clerk's files were updated throughout the year, and benefited greatly from the upgrade of the Department's document management system, TRIM. Under TRIM, the files are more readily searchable, and easy to find and track.

Clerk's Office

Implement a 360 degree feedback process for all managers in the Assembly

360 degree feedback

The Assembly extended its 360 degree feedback mechanism to all managers in the Assembly in 2004–05, having initiated the process with senior managers in the previous year. External consultants were engaged to manage the feedback process, which consisted of confidential surveys being completed by each participant's staff and peers. The participants' managers also completed a survey. Importantly, each participant completed a self-assessment as well, which enabled four different lots of data to be compared. The surveys sought information on areas such as accountability, achievement focus, communications, confidentiality, impartiality, integrity, and people leadership.

Managers were briefed on the 360 degree feedback process and objectives in February, and the confidential online surveys were rolled out to nominated feedback providers in March. The survey results and comments were collated and a report prepared for each participant, who had the opportunity to discuss the report with a consultant.

In general, the managers found the process to be worthwhile, and the opportunity for self-reflection valuable. Managers were encouraged to think about their own learning and development needs in the context of their 360 degree feedback.

Serjeant-at Arms Office

Conduct review of cleaning services (dependent on implementation of Attendant Review)

Review of parliamentary cleaning services

In 2003, a project commenced to explore the possibility of improving the cleaning services of the parliamentary buildings. This project was borne from a need to review cleaning services currently undertaken by attendants and a variety of cleaners due to the increased workload of the attendant group as a whole.

The review commenced in 2003 is continuing to develop with consultative work undertaken over the past 12 months to identify the various cleaning standards and methods of cleaning used throughout the Parliament. At this stage of the project, consultants have been able to provide a clear vision of the overall standard of cleaning for the Parliament. This overview is being used to benchmark an appropriate development of future works for the project across the Parliament.

The implementation of this project is directly related to the implementation of the outcomes of the Attendant Review.

Value Two: Excellent Service Delivery and Responsiveness

Legislative Assembly

All branches offer accurate and timely advice to members

In conjunction with members of the 150th Anniversary Planning Committee, plan for the 150th Anniversary celebrations

Planning for the 150th Anniversary Celebrations

The Parliament will celebrate its 150th Anniversary on 25 November 2006 and planning for the event is well underway. The planning committee comprising the Clerk of the Legislative Assembly, the Clerk of the Legislative Council and the Presiding Officers met on a number of occasions to discuss the celebrations. The committee finalised the overall plan and sourced funding for a series of events including the travelling exhibition, an open garden, a cartoon exhibition, a petition exhibition and the official celebration. The committee also provided ongoing assistance to the 150th Project Officer in the areas of research, planning and attendant availability.

Hosting Jiangsu delegation

In September 2004, the Parliament hosted a delegation from Jiangsu Province, Victoria's sister state in China. The delegation discussed the successful bilateral relationship over lunch and moved on to parliamentary procedure during a series of productive afternoon meetings. The delegation also found time to visit several points of interest in and around Melbourne.

CPA Education Trust Fund attachment from Solomon Islands and Kiribati

In May 2005, the Parliament hosted a two week training attachment for three beneficiaries of the Commonwealth Parliamentary Association's Education Trust Fund. The group comprised:

- The Hon Job Dudley Tausinga (Member, Solomon Islands National Parliament)
- Ms Clera Pita (Hansard Editor, Solomon Islands National Parliament)
- Ms Terengaiti Ieita (Secretary to Committees, Parliament of Kiribati).

A detailed program was coordinated by the Clerk of the Parliaments. Group members initially met with the Presiding Officers and Department Heads and were given extensive tours of the committee, library and Hansard facilities. During the subsequent sitting week, individuals had the opportunity to explore specific areas of interest. Mr Tausinga met with several Members of Parliament and attended meetings of the House Committee and the Standing Orders Committee. Ms Pita worked closely with Hansard staff, attended the Hansard sub-editors' operations meeting and accompanied reporters in the Assembly Chamber. Ms Ieita met with the Executive Officer of the Public Accounts and Estimates Committee, and the Assistant Clerk Committees, and attended a Standing Orders Committee meeting.

The group also visited some iconic Melbourne attractions including Lygon Street, the Melbourne Zoo and an AFL game at the MCG. During the second week, they travelled to the ABC's Southbank studios and were interviewed live-to-air for Radio National's *In The Loop* program.

Open Day

Over 3,000 eager visitors descended on Parliament House for the annual Open Day on Sunday 19 June 2005. For the first time visitors enjoyed an expanded tour encompassing the length of the building's second floor. Visitors also had the opportunity to explore a host of areas not normally accessible to the public, including the Library and the gardens.

The day also featured an extensive Queen's Hall information display in a new configuration to maximise accessibility. The Assembly and the Council collaborated on a stand entitled 'The Houses at Work' incorporating a popular frequently asked questions presentation. Other stands were run by staff from catering, IT Services, Hansard, the Committees and the Library. Outside bodies with displays included the Auditor-General, the Office of Police Integrity and the Victorian Electoral Commission.

Throughout the day, visitors were entertained by classical, swing and choral arrangements from eight visiting schools. A spectacular choreographed swing band set the scene in the gardens while Kyabram Secondary College performed from the balcony in Queen's Hall. Additional musical ensembles greeted guests on the front steps.

Overall planning was coordinated by the Serjeant-at-Arms Office; the Project Officer from the Legislative Council also worked to ensure the ready availability of showbags, handouts and the participation of external groups.

Hosting work experience students

The Parliament offers a work experience program for secondary students wishing to obtain knowledge and skills associated with parliamentary practice. The program is coordinated by the Clerk of the Parliaments and participants undertake a week's work across a range of parliamentary work units. In 2004–05 students spent time with their local member, attended question time in both Houses and met with Chamber officers and staff. Four participants were accommodated during the year (two during each parliamentary sitting) and all reported positive experiences in feature articles for the *Spring Street News*.

In addition to the weekly placements, several work experience students from the Speaker's electorate office were accommodated for one day in various sections of the Legislative Assembly.

Hosting the Presiding Officers and Clerks Conference

The Parliament successfully hosted the 35th annual Presiding Officers and Clerks Conference at the beginning of the financial year (3–10 July 2004). Over 80 delegates, observers and partners attended from the Commonwealth Parliament, each of the

Australian states and territories, and the South Pacific Parliaments of Cook Islands, Fiji, Nauru, New Zealand, Niue, Papua New Guinea, Samoa, Tonga and Tuvalu.

The proceedings were officially opened by the Hon John Brumby MP and featured presentations in the Assembly Chamber on topics ranging from parliamentary privilege, codes of conduct and parliamentary performance, to parliamentary security and the consideration of bills in committee. Each jurisdiction also reported on unique procedural and legislative developments during the intervening year. Collaborative forums allowed office holders to share knowledge and consider joint challenges. During the conference the Australian Capital Territory Parliament was presented with a mace by the President of the Senate and the Speaker of the Northern Territory Parliament, as a gift from the States, the Commonwealth, the Northern Territory and Norfolk Island.

During the week, an early evening reception was hosted by Governor John Landy at Government House and a closing night dinner was hosted by the Victorian Branch of the Commonwealth Parliamentary Association in Queen's Hall.

Delegates also had the opportunity to tour sites of interest in and around Melbourne including Federation Square, the National Gallery and Werribee Mansion. Members of the South Pacific delegation were also entertained by an AFL match on the opening Saturday.

A CD-ROM incorporating the delegate program, biographies, official papers and the Hansard report of the proceedings was distributed to delegates after the conclusion of the conference.

Planning for the Geelong Regional Sitting

Planning is underway for the Geelong Regional Sitting of the Legislative Assembly on Thursday 17 November 2005. The Serjeant-at-Arms has attended meetings with the City of Greater Geelong and Deakin University to discuss the use of Costa Hall and both parties have expressed their full support for the event. Parliamentary departments have developed plans to ensure operational assistance is in place on the day. The regional sitting will commence with the official launch of 150th Anniversary of Parliament celebrations.

Other activities

YMCA Youth Parliament

The YMCA Youth Parliament was held over three days in the Legislative Assembly and Legislative Council Chambers from 20–22 September 2004. Now in its 19th year, the Parliament attracted 110 students aged between 16 and 25 years from various suburban and regional secondary schools. Participants attended an opening ceremony and received initial training in parliamentary procedure. Bills nominated for debate included a Compulsory DNA Testing of Suspected Rapists Bill, a Drug Testing in the Workplace Bill, an Abortion Bill, a Fast Food Advertising Prohibition Bill and a Compulsory Crime Commission for Victoria Bill. Members of Parliament rotated in the role of Youth Parliament Speaker and a Youth Parliament Governor was elected for the duration of the session.

More than 1,500 young people have participated in the YMCA Victorian Youth Parliament since it began in 1987. Its resounding success has led to four federal Youth Parliaments and the establishment of YMCA Youth Parliaments in all other States and Territories.

Hosting Speaker's Advisor from the ACT Parliament

In April 2005 the Legislative Assembly assisted in hosting the Speaker's Advisor from the ACT Parliament on a successful one-day attachment to the Parliament of Victoria.

Filming at Parliament House

A number of filming assignments were undertaken during the reporting period, with arrangements primarily being coordinated by the Serjeant-at-Arms Office:

- Filming in the Legislative Council Chamber for *Rewind*, ABC TV's history magazine program
- A shoot for Japanese television in conjunction with Tourism Victoria and Tourism Australia
- Filming in the Parliamentary Gardens for ABC TV's *Gardening Australia* program
- Filming for Channel Nine's *Postcards* magazine program.

Gallipoli memorial services

This year the Parliament ran two events to commemorate the 90th anniversary of Gallipoli. In April the Gallipoli to Peacekeeping Commemorative Service for school children was held in the Legislative Assembly Chamber. On ANZAC Day the Turkish sub-branch of the Victorian RSL conducted a commemorative evening service in Queen's Hall to mark the 90th anniversary of ANZAC Day.

Queen's Hall events

The Department also coordinated events during the year which were held in Queen's Hall.

The following launches, receptions and performances were held during the reporting period:

- Launch of Body Image and Eating Disorders Awareness Week
- 150th Anniversary of The University of Melbourne Engineering Foundation
- Reception for Victoria Police members to acknowledge outstanding contributions in response to the Bali tragedy of 2002
- Reception to mark Croatia National Day
- Castan Centre for Human Rights Lecture
- 10th Anniversary of South African Democracy
- Eltham East Primary School Band
- Inaugural Information Technology Forum
- The Metropolitan Ambulance Service Community Hero Awards
- Commemorative Reception to mark the 90th Anniversary of ANZAC Day
- Launch of book *Greeks in Australia*
- Duke of Edinburgh's Gold Award presentation
- Reception to mark Russian National Day.

The following exhibitions and displays were held during the reporting period:

- *Making Tracks* — the 150th Anniversary of Rail in Victoria
- The Geelong Region Alliance's showcase of local produce
- Chinese Artists' Society of Victoria artistic works
- *Nothing on a Plate* — Centenary Celebrations of the International Alliance of Women
- The 6th Annual Waverly Art Competition for local primary schools
- The Anglo-Indian Association's display of historic materials and photographs
- Mildura Region Food and Wine Expo
- Annual Chanukah Lighting Ceremony and placement of Menorah
- Victorian MPs for Tibet — Tibetan Art Exhibition
- Travellers Aid Society of Victoria exhibition
- Timber Communities Australia — Red Gum Timber Display.

Front steps

The following groups, coordinated by the Serjeant-at-Arms Office, used the front steps for various activities, including launches and performances:

- The Australian Signing Choir
- Sri Chinmoy Self-Transcendence Ride
- 86th Anniversary of Armistice/Remembrance Day
- The State Parliament of Victoria Lions Club — World's Biggest Barbeque
- VicHealth's 'Walking School Bus'
- Journey of Healing (formerly know as Sorry Day)
- Oxfam's 'Make Poverty History' campaign.

Clerk's Office

Develop a records management strategy

Develop and streamline business processes:

- Scope and develop specifications for the questions database
- Develop and implement a precedents management database

Records management strategy

In 2000 the Legislative Assembly purchased TRIM Captura, a document management software system, to manage the Department's hardcopy files. Following the Parlynet 2002 upgrade TRIM Captura was found to be incompatible. In 2005, with the assistance of Team IT, the Department upgraded to TRIM Context. Staff undertook refresher and new training and TRIM Context is now operational.

Once the IT side of TRIM was fixed, it was found that many of the records needed to be updated also. Staff have been working hard on updating the information in TRIM. Once TRIM is working effectively within the Department it is envisioned that further information will be added to TRIM records including information about the contents of files.

Parliamentary Administration Bill — information sessions

In April 2005, following the second reading of the Parliamentary Administration Bill, the Clerk ran two briefing sessions for all parliamentary officers to explain clearly the implications of the Bill. The Bill set up a framework of good governance in the administration of the Parliament and repealed the *Parliamentary Officers Act 1975*.

Why the Bill was introduced and what it would do were outlined, with brief explanations of each part of the Bill and the effects on staff. The differences between the Public Administration Bill and the *Parliamentary Officers Act 1975* and the process for passing the Bill through Parliament were also explained. Staff were given an opportunity to ask questions about any areas of concern.

Develop and streamline business processes

Scope and develop specifications for the questions database

The need was identified for an application to support the business processes that manage questions on notice, which are currently handled using manual means. A project to establish a questions database was therefore initiated jointly by the Department of the Legislative Assembly and the Department of the Legislative Council. The current manual means of management are time consuming and inefficient, and require significant resources. It is also very difficult for questions and answers to be traced online and a searchable database would significantly enhance the available information.

A working group of staff from both Houses was formed. Input was sought, and received, from other units within Parliament, including IT, Hansard and the Library, and from Cabinet Secretariat. The working group scoped a database and, with a consultant, wrote a detailed functional specification.

A key feature of the functional specification was to keep the Assembly and Council questions completely separate, but to use the same database.

The functional specification has enabled indicative quotes to be given; the development of the database is now subject to the provision of funding.

Develop and implement a precedents management database

For several years, the Assembly has relied on a series of autotext entries for the production of the Votes and Proceedings and Chamber Minutes. Over time, the system became increasingly unstable and, with the introduction of revised standing orders in 2004, nearly all of the entries became obsolete. Therefore, it was an appropriate time to develop a database for all the precedents needed in documenting the proceedings in the House.

In scoping a database, the Assembly identified some key requirements, including reliability, formatting, user-friendliness, and the ability for Assembly staff to update and maintain the database. As various staff contribute to the production of documents, the system needed to be straightforward to use, while also covering the complexity of the entries.

A database was developed, and was operational by the first sitting week of the Spring sitting period. Based in Microsoft Access, it contains hundreds of precedents, which are extracted into the relevant document, in a standardised format. A ‘building blocks’ approach was taken. Rather than document each possible procedural precedent, the database is populated with ‘chunks’ of entries, so that staff can build the appropriate entry to reflect the proceedings in the House.

Committees

Research and draft reports and papers

Enhance the public use of the internet for committee inquiries

Develop the committee internet site content management system

Establish and monitor a policy for liaising with contact officers in government departments

Develop and streamline business processes:

- Scope and develop specifications for the committees corporate database
- Scope and develop new template for committee reports

Content editing system

Although this system is developed and waiting to be tested, it is still to be rolled-out to the committees. A number of discussions have taken place in the reporting period and it is hoped that the system will be rolled-out and office managers trained in early 2005–06. This system will enable committees to update their websites as inquiries progress. This will also enable the public to be kept better informed and up-to-date about the committees’ work.

Contact officers in government departments

Formal arrangements were put in place to try and assist the committees in obtaining information and evidence from government departments, including inviting them to put in a formal submission in relation to a particular inquiry.

Mapping business processes at committees

Following the completion of business process mapping throughout other parliamentary departments, a number of committee business processes were also mapped.

The mapping and review of each process was undertaken in consultation with key committee staff in the form of workshops held onsite. This included staff from the Family and Community Development Committee, Outer Suburban/Interface Services and Development Committee, Public Accounts and Estimates Committee and the Joint Committee Administration Office. They met with external facilitators from December 2004 to February 2005 and contributed a substantial amount of time and effort in assisting with the business process mapping initiative.

The Assistant Clerks Committees selected nine administrative practices at the committees which formed the business process mapping review, as follows:

- Arrangements for general public hearings and briefings
- Arrangements for deliberative meetings
- Booking meeting rooms and Hansard transcribers
- Travel arrangements for international/interstate/intrastate visits
- Budget estimates/outcomes
- Adoption of committee reports and subsequent printing and tabling
- Staff recruitment
- Purchase of office requisites and equipment
- Accounts verification.

Having identified and process mapped many of the commonly performed administrative tasks undertaken at the committees will make the process easier for committee staff to follow, in particular for new executive officers and office managers who manage most of the administrative tasks. The business process mapping will link in with the existing and very comprehensive committee procedures manual.

Activities of committees

Drugs and Crime Prevention Committee

Community acknowledgement

The Committee's work is regularly acknowledged in academic and national policy documents. In addition the Chair has been invited to speak at the following conferences and work shops:

- 'Thinking Drinking' a national conference hosted by the Australian Drug Foundation, February 2004.
- Koori Alcohol and Drug Network meeting, March 2004.
- 2004 Rural Victorian Alcohol and Drugs Summit, August 2004.
- Research Forum on Party Drugs — organised by the Premier's Drug Advisory Council, August 2004. The purpose of the forum was to respond to a recommendation in the Committee's Report into Amphetamines and Party Drugs suggesting that a research program and agenda be developed to address amphetamine and 'party drug' misuse by developing an agenda.
- Alcohol and Drug research symposium Work in Progress: Perspectives on Partnerships, organised by Turning Point Alcohol and Drug Centre, August 2004.

Overseas evidence seeking trip

Members of the Drugs and Crime Prevention Committee and the Executive Officer travelled to Britain and Europe on an overseas study tour in July 2004 investigating issues relating to the Committee's inquiries into Strategies to Reduce the Harmful Consumption of Alcohol and Violence Associated with Motor Vehicle Violence.

The Committee visited key international organisations, government agencies, members of Parliament, community organisations and experts in London, Brussels, Paris, Lyon, Lisbon, Rome, Vienna and Stockholm to discuss matters pertinent to both inquiries. The meetings provided the opportunity for the Committee to gain first-hand knowledge of

international strategies used in reducing harmful alcohol consumption and be informed on the prevalence and causes of road violence in different countries and cultures, as well as on the current research and programs being developed to limit the effect of this phenomenon. The Committee met with 125 people from 53 organisations and 77 departments. The Committee has found that the information obtained during this trip has been an invaluable resource for the writing of the inquiries' final reports and for assisting in formulating recommendations for future policy directions.

Round table with alcohol industry representatives, December 2004

The Committee held a round table with key representatives from the alcohol industry. The Committee believed that by bringing together these representatives at one time, the Committee would have the opportunity to canvass and discuss issues that related to the various players within the industry.

The round table was most successful:

- It provided an opportunity for the Committee to have broad consultation.
- Committee members gained an excellent insight into the varying debates, tensions, competing interests and issues to be addressed by the terms of reference.
- It provided an opportunity for various industry groups to address issues and provide possible solutions or recommendations to the Committee.
- It identified areas that the Committee had not considered for examination.

Youth Forum held June 2005

The Committee was keen to speak to young people in regards to the issues raised in the terms of reference for the Inquiry into Harmful Alcohol Consumption. With the assistance of YacVic, 18 Year 12 legal studies students from a rural Catholic college and an inner urban state secondary school attended the Forum at Parliament House on 20 June 2005. Prior to the Forum students were circulated with a list of questions that the Committee wanted to discuss with them.

Discussion was lively and provided interesting insights into young people's drinking patterns and thoughts about harmful alcohol consumption. The students and teachers commented that they found the Forum to be an extremely educative experience. Students had studied the role of parliamentary committees in their legal studies classes and found it to be interesting to part of the Committee's evidence collecting process. At the conclusion of the Forum students met informally with members and participated in a tour of the Parliament.

Family and Community Development Committee

Although the Committee worked on a number of inquiries in 2004–05, the one which received the most publicity and finally the most recognition was the Inquiry into Body Image and its Effects on Young People in Victoria. During the course of the Inquiry the Committee talked with many young people across the State. The bravery of those participants who had suffered eating disorders and the candour with which they and their families discussed the severe difficulties they surmounted contributed significantly to the recommendations and findings of the final report.

Public Accounts and Estimates Committee

The Committee has continued to effectively and successfully manage a very busy workload. During 2004–05 the Committee tabled six reports and commissioned the report of the independent auditor on the performance audit of the Victorian Auditor-General and the Victorian Auditor-General's Office.

In order to complete the inquiries and finalise the reports the Committee and its sub-committees held a total of 59 meetings and hearings:

- 247 witnesses gave evidence for the inquiries into the 2004–05 budget estimates; services for people with intellectual disabilities; Victorian rural ambulance services; and corporate governance in the Victorian public sector.
- The 2004–05 budget estimates were subjected to 55 hours of scrutiny by the Committee at public hearings held with the Premier, each minister and the Presiding Officers during May and June.
- The Committee made a total of 390 recommendations for change.
- The Government provided responses to the recommendations contained in three reports: the *Report on the 2004–05 Budget Estimates*; *Report on the Review of the Auditor-General's performance audit report on Services for people with an intellectual disability*; and *Report on the Review of the Auditor-General's Special Report No 51 — Victorian Rural Ambulance Services: Fulfilling a vital community need*. Of the 241 recommendations in those reports, the Government accepted, accepted in part, or accepted in principle, 187 or 78 per cent.

Members continued to promote the work of the Committee by attending conferences and providing briefings to interstate and international visitors. In July 2004, the Chair gave a paper on Public-Private Partnerships at the National Conference of Parliamentary Environment and Public Works Committees. In February 2005, the Chair, Deputy Chair and the Executive Officer attended the Australasian Council of Public Accounts Committees' conference in Brisbane and the Chair gave a paper on Public-Private Partnerships.

The Chair of the Committee briefed government representatives from:

- St Lucia
- China
- Indonesia
- Kiribati.

The Committee met with representatives of the:

- South Australian Finance and Expenditure Committee
- New South Wales Public Accounts Committee
- New South Wales Public Bodies Committee.

The Executive Officer also briefed two overseas academics on the work of the Committee.

In conjunction with Department of Treasury and Finance, the Committee organised a Budget Briefing for Members of Parliament and their electorate office staff in May 2005.

Use of the Committee web site has steadily increased. The number of visitor sessions over the 2004–05 financial year increased from 4,104 for the period July to September to almost 7,957 in the April to June quarter.

Rural and Regional Services and Development Committee

The Rural and Regional Services and Development Committee experienced a very full year of activities for 2004–05, working on three distinct inquiries.

A major focus of the Committee for that period was finalising research and report writing for both the Inquiry into Country Football and the Inquiry into the Cause of Fatality and Injury on Victorian Farms. A number of drafts of the Country Football report were presented to Committee members in late 2004 with that report being finalised and tabled in December.

The research program for the Inquiry into the Cause of Fatality and Injury on Victorian Farms was also in full swing by that time, with chapters being presented to the Committee in early 2005 and report writing being finalised in 2005, with a view to the report being tabled in July or August during the next reporting period.

The Committee also conducted extensive research and consultations for its Inquiry into Regional Telecommunications Infrastructure for Business, with members attending a conference on this subject, and hearings taking place in regional Victoria and Melbourne.

During early 2005 the Committee also received approval to conduct an overseas visit to Canada, the United Kingdom and Sweden, for its Inquiry into Regional Telecommunications Infrastructure for Business. Comprehensive research, planning, organisation and preparation of briefing materials for that visit took place during early 2005 with the Committee due to travel in July and August during the next reporting period.

The Committee conducted two meetings informally via teleconference during this time and determined it to be a very usefulness technology particularly for the purposes of a committee of rural and regional representatives.

Scrutiny of Acts and Regulations Committee

Victorian Electronic (E) Democracy Inquiry

This inquiry was originally referred to the Committee in the previous Parliament but remained incomplete at the time of the dissolution of the 54th Parliament in November 2002. At the commencement of the present Parliament the inquiry was again referred to the Committee.

In mid-2004 the Committee engaged a consultant to assist the Committee's work. The terms of reference of the inquiry were wide ranging and included policy issues concerning electronic voting, web standards and accessibility, web casting of

Parliament, and initiatives that foster citizen participation in government by the use of electronic media.

In August 2004 Members of the Committee, the consultant and the Executive Officer travelled to the United States and Canada on a fact finding mission. The Committee tabled a report on this mission in November 2004 and in the same month released a discussion paper. The Committee held public hearings in February 2005 and tabled a final report in May 2005 containing 90 recommendations including a number relevant to the Parliament concerning website accessibility, webcasting of Parliament, electronic chamber voting and online petitions.

Equal Opportunity Inquiry

In furtherance of the Scrutiny of Acts and Regulations Committee's inquiry under s 207 of the *Equal Opportunity Act 1995* (review of Victorian laws that may discriminate) Members of the Committee visited New Zealand and Canberra to hold interviews with a number of key government personnel and organisations involved in equal opportunity and human rights policy. In December 2004 the Committee released a Progress Report which summarised submissions made to the Committee. This was followed in June 2005 with the tabling of the Committee's Interim Report including interim recommendations concerning the Acts identified that were alleged to discriminate against persons. The final phases of this complex inquiry will be public hearings in July 2005 and the tabling of a final report in September 2005.

Committee's Annual Reports

As in previous years the Committee continues to table annual reports on its work involving the scrutiny of legislation. These reports are the *Committee Annual Review* which principally summarises the Committee's scrutiny of bills and the *Annual Review (Regulations)* which gives a useful report of the Committee's scrutiny of statutory rules including assessments concerning the performance of government agencies in undertaking regulatory impact assessments.

Statute Law Revision Bill

During the course of the year the Committee considered a statute law revision bill. Typically this type of omnibus bill is introduced every second or third year and seeks to make minor amendments to many unrelated Acts. Statute law revision bills also serve a useful purpose in removing from the statute books a vast array of redundant or spent legislation. For some years now it has been the custom for a House of the Parliament to refer such bills to the Scrutiny of Acts and Regulations Committee for investigation and report. The 2004 bill sought, amongst other things, to correct typographical, grammatical and other minor amendments to some 26 Acts. A schedule to the bill also sought to repeal over 200 unnecessary Acts. The Committee received evidence from the Chief Parliamentary Counsel and the Deputy Chief Parliamentary Counsel concerning the appropriateness of the contents of the bill and a report was tabled in February 2005.

Use of the Committee website

The Committee continues to maintain a detailed and regularly updated website carrying all of the Committee's work including discussion papers, reports, reviews, Alert Digests and progress on Committee investigations.

Other technologies employed by the Committee

As part of the inquiry into Victorian Electronic Democracy, an inquiry-specific web portal (www.victorianedemocracy.info/) was established which contained the terms of reference, inquiry timetable, publications, Hansard transcripts, submissions and an electronic discussion list.

Other new technologies utilised by the Committee during this inquiry included blogging by handheld devices and video conferencing.

Joint Committee Administration Office

The work of JCAO during the year can be described as being relatively smooth. There was a number of notably busy periods in which it seemed that all 11 Committees requested JCAO assistance at the same time, whilst at other times work requests were relatively quiet. Much of JCAO's work reflects the business of the committees.

First aid, fire protection, emergency evacuation and occupational health and safety

Committee staff are grateful to the committee first aid officers all of whom, at various stages during the year, provided first aid services. Fortunately, all first aid matters were of a minor nature. The first aid facilities are constantly being assessed by the first aid staff to ensure they meet the needs and expectations of those who work for, and visit, the parliamentary committees.

The appointment of new emergency evacuation wardens necessitated their attendance at the MFB fire awareness training course. This provided those staff with very real examples of fire training and was instrumental in bringing their readiness up to speed.

Environmental awareness and waste management

During the year a small group of interested committee staff was formed to examine ways to further reduce waste and increase environmental awareness at the committee offices.

Committee administration is already well focused on minimising waste. Additional initiatives included:

- All photocopiers and printers having the duplex option as the default setting, thereby minimizing paper use.
- The leasing of energy star rated photocopiers.
- The purchase of bokashi buckets which allow for the recycling of food and other vegetable matter.
- The purchase of appropriate recycled paper for printers and photocopiers.
- Evaluating the possibility of having an efficiency audit of the committees' lighting and other power usage.
- Contacting building management to install water saver shower roses and water valves for the toilets and basins at the Committee offices thereby reducing water usage.
- Requesting building management to install additional bike racks and other amenities for bicycle users.

Archiving

A visit of committee office managers to the Public Record Office in North Melbourne was arranged. Whilst there, committee staff were given a very comprehensive behind the scenes tour. A reciprocal visit by staff of the PRO for a tour of Parliament and its archives was held in April. This included a tour of the Parliamentary Library and its valuable collection and a tour of the Legislative Council and Legislative Assembly Chambers and House archive collections.

Serjeant-at-Arms Office

In conjunction with the Usher and the Education Officer, supply relevant education services and fulfil community relations obligations by:

- Developing a survey and sampling methodology for visitors
- Providing high quality, accurate and relevant tours
- Encouraging well-informed and professional tour guides

Parliamentary Information Talks and Parliament Role Play Projects

One of the outcomes of the Attendant Review of 2004 was recognition of the vast amount of parliamentary knowledge within the attendant group that could be better used to raise the profile of the Parliament in the wider community. Consequently, the Clerk approved two projects specifically designed to develop the concept of expanding the spread of parliamentary information. Small teams of senior attendants, with guidance from procedural managers, are undertaking both projects. Both projects are expected to have developed their programs to an initial test and evaluate stage by 2006, with a potential full implementation later in 2006.

The first project is the Parliamentary Information Talks Project. This project's initial aim is to identify the core messages for the Parliament and develop ways to deliver those messages to the parliamentary tours program and secondly, to develop ways to take the identified parliamentary message out to community groups, schools and areas not familiar with the Parliament or able to easily visit the Parliament.

The second project is the Parliamentary Role Play Project. This project is designed to identify ways to educate small groups, principally school groups, on the workings and processes of the Parliament as an institution. The project focuses on having the attendees actively participate in a scripted situation of a sitting parliament. For example, participating students will take the role of the Speaker, Premier, and an Opposition Leader and using scripts, the students enact various situations occurring in the Parliament. The project is a very 'hands on', with a process of 'learning by doing'.

Both projects are being developed with the aim of being able to deliver the parliamentary messages away from the Parliament, such as in schools and to community groups.

Procedure Office

Develop and streamline business processes by participating in the 'Connect' program

Connect program

Representatives from the Assembly and Council continued to participate in the Connect program, sponsored by the Department of Premier and Cabinet, during the year. The project, as it impacts on Parliament, relates to the provision online of bills and detailed information about the status of bills as they are considered by both Houses. The Assembly and Council gave feedback on functional specifications, to ensure they accurately captured the legislative process, including amendments.

At the same time, the Parliament put forward a number of suggested improvements to the provision of legislative information online — such as easier ways to access up-to-date status of bills — and discussed those suggestions with developers. While the Assembly's involvement in the Connect project diminished in the second half of the year, Parliament also began planning for a document management system to manage the publication of House documents.

Value Three: Sustainability with a Focus on the Medium to Long-term View

Legislative Assembly

Implement outcomes of Attendant Review

Identify and address the OH&S issues associated with working for the Parliament

Develop and implement a staff satisfaction survey

Implement the new career structure

Attendant Review

The Parliament Attendant Review was completed in 2004. The review identified several work areas whereby the attendant work group as a whole was able to make a significant contribution to the Parliament with the skills already existing, and ones that could be investigated and developed. Two immediate outcomes have been the establishment of two project teams, both working towards developing better ways of getting the Parliament's message out to the wider community.

In addition to the projects currently underway, the attendants' uniform will be undergoing a 'face lift'. New 'corporate look' uniforms will be introduced for all attendant staff in 2005, providing a fresh change to the initial customer service welcome to the Parliament.

The Review also provided valuable information about the potential direction and capability of the attendant group. To this end, the attendants have been actively developing new and interesting ways of expanding the professionalism of the attendant position in their various work areas. Their efforts are continually providing fresh ideas to assist the Parliament in its customer service growth and will continue to be foremost in the ongoing development of the collective attendant workgroup.

Identify and address the OH&S issues associated with working for Parliament

In early 2005 a Working Hours Committee was formed to address the occupational health and safety (OH&S) issues associated with working for Parliament. An initial working paper on OH&S was formulated and the Committee met in May to discuss the findings.

An options paper is currently in development and the Committee hopes to report back in the first half of the new financial year. Consideration is being given to changes which would result in some modification to staff finishing times.

Develop and implement a staff satisfaction survey

At the end of 2004, the Legislative Assembly undertook a corporate climate survey to gauge the views of staff on a number of workplace issues. The survey was confidential

and was designed to ensure all staff members had the opportunity to comment on departmental issues. Feedback was provided to the Department in February 2005 by external facilitators who conducted the survey.

The results were generally positive. Consultations with staff are ongoing and managers are currently conducting follow-up meetings to discuss the issues raised. A number of proposals have been received that aim to improve upon areas of concern identified in the survey and further post-survey discussions will continue early in the next reporting year.

Implementation of new career structure

A new Victorian Public Sector career structure was introduced by an Australian Industrial Relations Commission Order in October 2003. Following a ballot of parliamentary officers in 2004, the new structure was adopted and subsequently implemented at Parliament during 2004–05.

The implementation entailed a considerable amount of work for all staff involved in a short timescale. All position descriptions were reviewed, classification assessments were carried out using the specified grade level descriptors, and overgrade reviews were conducted.

As a consequence of the changes, a new performance, development and progression system was initiated by the Human Resources Unit, following consultation with staff in all departments. Assembly staff have developed individual work plans using the new system, which aims to support and encourage employees in achieving their work and career objectives while improving organisational performance.

Refinements to the performance management system are anticipated over the forthcoming year as its operation in practice is assessed.

ANZACATT 6th Professional Development Seminar for parliamentary officers

The annual professional development seminar of the Australian and New Zealand Association of Clerks-at-the Table is a very valuable source of procedural training for parliamentary officers and a means of networking with parliamentary colleagues throughout the region.

Two officers attended the 2005 conference which was held in Wellington. Issues covered were wide-ranging and of practical benefit to delegates; matters such as parliamentary privilege, staffing models for committees and parliamentary ethics were discussed.

The Deputy Clerk presented a workshop at the conference entitled 'Preparation for Life at the Table'. As research for the workshop, all Australian clerks were asked to complete a survey on issues such as practical tips for new table officers, skills needed as clerks and methods of training adopted in their Chambers. A detailed analysis of the survey responses was prepared by a parliamentary officer from New Zealand; this prompted a great deal of discussion in the workshop. A number of recommendations

were made for consideration of clerks, particularly relating to training and development of potential and new table officers.

SAA Commonwealth Conference and attachments

In July 2004, the Serjeant-at-Arms attended the Commonwealth Serjeant-at-Arms conference at the House of Commons, UK. The theme for the conference was security in the modern world with respect to the Parliament. Forty-two Serjeant representatives from across the Commonwealth attended the conference. This breadth of experience and diversity provided an extremely interesting flavour to the proceedings and discussion groups and presentations focussed on real life situations rather than textbook readings. The conference successfully developed professional relationships and a large network of like focussed professionals.

Prior to the Serjeant's conference, an attachment to the Welsh National Assembly and the House of Commons provided a very thoughtful view of the differences between the different styles of the Westminster system of democracy. Both attachments were extremely interesting and much was gained from being able to observe and discuss various situations and procedures with parliamentary colleagues.

Serjeant-at-Arms Office

Develop the Parliamentary knowledge of the Attendant Group

Relocate and refurbish various offices:

- Opposition offices relocated to 157 Spring Street
- Premier relocated
- Relocate security to main building
- Establish new correspondence box
- Refurbish the post office

Attendant knowledge development

The knowledge development program was established in late 2004 to assist the Assembly attendants increase and update their knowledge of Parliament. The attendant staff have a wide variety of knowledge and experience and this program was designed to build on that for their work with tours and general public inquiries.

The attendant staff have played an active role in identifying relevant topics of interest. Topics covered include the Parliament's website, the Council Chamber, three tiers of government, how a law is made and how amendments work. A variety of parliamentary staff have assisted with the program and presented at various sessions. Eight topics are planned for each year, with each session being conducted three times to ensure that all attendants can participate.

Refurbishment works

In 2004–05, the Assembly commenced a variety of refurbishment works that had been in planning from the previous year. Plans are in place for the Opposition staff to move to 157 Spring Street in the second half of 2005, allowing for the continued planning for the conversion of those rooms into a Premier's suite. Renovation works will be commencing late in 2005 and are expected to be finished mid-2006.

Work on the relocation of the Parliament's secure entry point has also proceeded over the past 12 months. After the relocation of the various offices to the new wing in 2006, this project will start and is expected to be completed by the end of 2006.

Refit work on the Assembly Correspondence Box was placed on hold in 2005 because of the developments associated with the relocation of the Opposition staff. Planning is now underway to identify the flow-on effects of the Opposition's move on the role and location of the Correspondence Box.

The Post Office was refitted to accommodate new workplace designs and to assist with OH&S standards for printing and photocopying. The project was completed in mid-2005 and has successfully provided the Parliament with a modernised work area for all postal duties.

The Attendant Review, combined with a security review, identified a need to restructure the methods used for mail and parcels to be checked prior to entry into the main building. A project commenced in 2005 to establish an external mail sorting area. The redevelopment of the parliamentary stables gave an ideal opportunity for this project to be incorporated into its design. In 2005, the stables started a refit program and in early 2006, it is planned that a new mail sorting room will be located external to the Parliament. This facility will offer an improved level of ongoing protection for the Parliament.

The Chamber refurbishment project identified a need to redesign better lines of sight for the public galleries. This project remains in the planning stages and is expected to be further developed in 2005–06 in an effort to remedy the current situation before the end of 2006.

The Protective Services Officers' rear post offices were refitted in 2005. This project provided better change rooms areas, rest areas and utilities to the Protective Services staff located at the Parliament. The project was completed with the assistance of the Protective Services Unit and has greatly improved the conditions in the area.

Appendices

Appendix 1

Staff Listing as at 30 June 2005

Clerk's Office

Ray Purdey	Clerk of the Legislative Assembly and Clerk of the Parliaments
Liz Choat	Deputy Clerk
Anne Sargent	Acting Assistant Clerk Committees
Shanthi Wickramasurya	Executive Assistant to the Clerk

Serjeant-at-Arms Office

Gavin Bourke	Assistant Clerk Procedure & Serjeant-at-Arms
Kate Murray	Acting Assistant Chamber Officer
Helen Dorian	Personal Assistant to the Serjeant-at-Arms

Attendant Staff

Warren Smith	Principal Attendant
Mark Smith	Deputy Principal Attendant
Michael Gigliotti	Post Office Attendant
Baron Campbell-Tennant	Attendant Level 2
Ray Davis	Attendant Level 2
Trevor Day	Attendant Level 2
Craig Foster	Attendant Level 2
Richard McCullough	Attendant Level 2
David Robertson	Attendant Level 2
Jeremy Walsh	Personal Assistant to the Speaker
Tony Favier	Attendant Level 1
Michael Gruschel	Attendant Level 1
Catherine Higgins	Attendant Level 1
Martin Hylton-Smith	Attendant Level 1
Leigh Pride	Attendant Level 1
Zdenka Zumr	Attendant Level 1

Cleaning Staff

Herta Zimmerman	Cleaner
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Projects Office

Neville Holt	Special Projects Officer
Andrew Crook	Research Officer (VPS Graduate Recruit)

Speaker's Office

Beth Klein	Parliamentary Adviser to the Speaker
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Procedure Office

Bridget Noonan	Acting Manager
<i>Papers Section</i>	
Robert McDonald	Parliamentary Officer
Michael Britton	Customer Service Officer
<i>Table Section</i>	
Charlene Kenny	Parliamentary Officer
Sorrel D'Silva	Administrative Officer

Committee Office

Drugs and Crime Prevention

Sandy Cook	Executive Officer
Peter Johnston	Research Officer
Chantel Churchus	Acting Office Manager & Acting Research Officer
Michelle Summerhill	Office Manager

Family and Community Development

Paul Bourke	Executive Officer
Iona Annett	Research Officer
Lara Howe	Office Manager

Public Accounts and Estimates

Michele Cornwell	Executive Officer
Jennifer Nathan	Assistant Executive Officer
Ian Claessen	Research Officer
Pek Toh	Research Officer
Karen Taylor	Office Manager

Scrutiny of Acts and Regulations

Andrew Homer	Executive Officer
Simon Dinsbergs	Assistant Executive Officer
Helen Mason	Legal Adviser (Regulations)
Sonya Caruana	Office Manager

Rural and Regional Services and Development

Lilian Topic	Executive Officer
Vaughn Koops	Research Officer
Josephine Dichiera	Acting Office Manager

Joint Committee Administration Office

Mark Roberts	Manager
Muriel O'Gorman	Administrative Officer
Laurel Keith	Administrative Officer

Appendix 2

Core Operation Key Performance Indicators

Output/Deliverable	Target	Actual
Member satisfaction with accuracy and timeliness of advice	80%	80%
Procedural references updated	2 times per annum	2
Constitutional, parliamentary and statutory requirements met	100%	100%
Bills and amendments processed accurately through all relevant stages	100%	100%
Parliamentary documents available one day after sitting day	98%	99%
House documents tabled within guidelines	90%	95%
Security audit requirements met	2 audits conducted per annum	2
Visitor satisfaction with service quality in relation to tours of Parliament	80%	80%
Inquiry reports tabled*	10 per annum	40
Discussion/issues papers published*	5 per annum	5
Committee members satisfied with accuracy and timelines of procedural administrative advice*	80%	80%
Committee reports produced in compliance with statutory requirements*	100%	100%
Committee reports tabled within stipulated deadlines*	100%	100%

* Includes outputs of joint investigatory committees administered by the Legislative Council

Appendix 3

Legislative Assembly Expenditure Statement

	2004–2005		2003–2004
	Budget \$	Expenditure \$	Expenditure \$
Departmental			
Salaries, Overtime and Allowances	1,898,000	1,740,209	1,424,208
Pay-roll Tax	1,247,000	1,315,479	1,198,647
Employee Superannuation Contributions	161,000	156,473	160,188
Long Service Leave	105,000	98,969	(6,398)
WorkCover	229,500	174,909	201,631
General Expenses	626,500	478,481	736,459
Parliamentary Printing	571,000	531,961	471,771
Other Operating Expenses	17,500	25,145	10,000
Total Department Operating Expenses	<u>4,855,500</u>	<u>4,521,626</u>	<u>4,196,506</u>
Assembly Members			
Salaries and Allowances*	8,820,000	8,320,103	8,120,211
Members Travel and Subsistence	3,340,000	2,343,978	2,301,556
Parliamentary Super Fund	10,333,000	10,333,333	10,333,333
Total Members Salaries and Superannuation	<u>22,493,000</u>	<u>20,997,414</u>	<u>20,755,100</u>

* *Excluding Ministers*

Note

This information is provided for the benefit of Members. A complete set of Financial Statements of the Parliament of Victoria is provided in the Department of Parliamentary Services Annual Report for 2004–05.

Appendix 3 (cont)

Joint Investigatory Committees Expenditure Statement

Committee	2004–2005		2003–2004
	Budget \$	Expenditure \$	Expenditure \$
Drugs and Crime Prevention	474,100	447,283	466,470
Economic Development	409,400	316,510	191,668
Education and Training	376,800	371,941	406,024
Environment and Natural Resources	410,900	353,571	260,541
Family and Community Development	372,700	321,406	227,421
Law Reform	478,900	406,847	329,604
Outer Suburban/Interface Services and Development	278,800	252,536	248,587
Public Accounts and Estimates	727,500	681,490	730,070
Road Safety	330,000	336,155	338,241
Rural and Regional Services and Development	264,200	270,497	298,415
Scrutiny of Acts and Regulations	475,900	452,046	411,581
Joint Committee Administration Office	962,800	810,135	850,160

Notes

1. Committees administered by the Legislative Assembly:
 - Drugs and Crime Prevention
 - Family and Community Development
 - Public Accounts and Estimates
 - Rural and Regional Services and Development
 - Scrutiny of Acts and Regulations
2. Committees administered by the Legislative Council:
 - Economic Development
 - Education and Training
 - Environment and Natural Resources
 - Law Reform
 - Outer Suburban/Interface Services and Development
 - Road Safety
3. Both House Departments jointly administer the Joint Committee Administration Office. Its budget includes the rental payments for the Committee Offices at 35 Spring Street, Melbourne.
4. This information is provided for the benefit of Members. A complete set of Financial Statements of the Parliament of Victoria is provided in the Department of Parliamentary Services Annual Report for 2004–05.

Appendix 4

Committee Statistics

Committee	Drugs and Crime Prevention	Family and Community Development	Public Accounts and Estimates	Rural and Regional Services and Development	Scrutiny of Acts and Regulations
Full Committee Meetings	16	29	50	26	17
Sub-Committee Meetings	2	0	9	5	13
Public Hearings	8	4	21	4	3
Inspections*	14	0	0	3	20
Reports Tabled	2	1	6	1	21
Discussion Papers	1	0	0	0	1

* Inspections were conducted either intrastate, interstate or overseas.

Appendix 5

Committee Discussion Papers and Reports (Committees under the Administration of the Legislative Assembly)

Drugs and Crime Prevention Committee

Discussion Paper

Inquiry into Strategies to reduce harmful Alcohol Consumption

Reports

Inquiry into Violence Associated with Motor Vehicle Use

Report on Overseas Evidence Seeking Trip

Family and Community Development Committee

Report

Inquiry on the Impact on the Victorian Community and Public Hospitals of the Diminishing Access to After Hours and Bulk Billing General Practitioners

Public Accounts and Estimates Committee

Reports

Report on the 2004–05 Budget Estimates

Report on the 2003–04 Budget Outcomes

Report on the Review of the Auditor General's Special Report No 51 — Victorian Rural Ambulance Services: Fulfilling a vital community need

Report on the review of the Auditor General's performance audit report on Services for people with an intellectual disability

Corporate governance in the Victorian Public Sector

2003–04 Annual Report

Rural and Regional Services and Development Committee

Report

Inquiry into Country Football

Scrutiny of Acts and Regulations Committee

Discussion Paper

Victorian Electronic Democracy

Reports

Review of Redundant and Unclear Legislation, Report concerning the *Maintenance Act 1965*, *Marriage Act 1958* and the *Perpetuities and Accumulations Act 1968*

Victorian Electronic Democracy — Report on the Evidence Obtained in North America

Discrimination in the Law, Progress Report: Summary of Submissions, Statutory Compliance Defences and Human Rights Protections

Report on the Statute Law Revision Bill

Annual Review 2004

Victorian Electronic Democracy, Final Report

Annual Review 2004, Regulations 2004

Discrimination in the Law — Inquiry under s 207 of the *Equal Opportunity Act 1995*, Interim Report

Alert Digest Nos 6–11 of 2004

Alert Digest Nos 1–7 of 2005

Appendix 6

Business Statistics

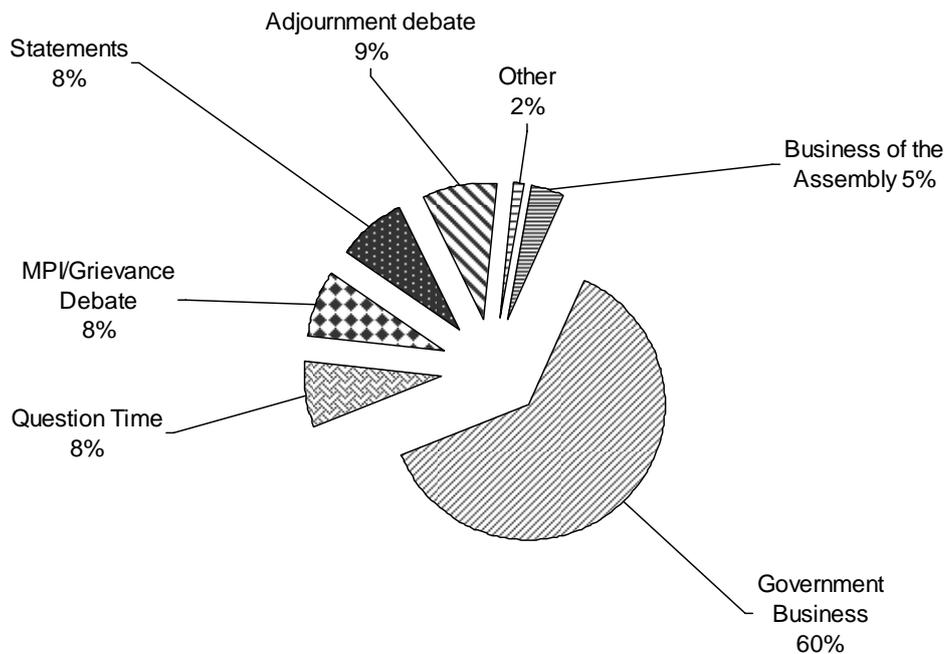
Assembly Business Statistics		2004-05	2003-04	2002-03
House related documents produced		204	191	145
Reports presented by Command		5	2	3
Annual reports presented		356	405	359
Reports tabled by leave		15	10	11
Other documents tabled		1060	923	802
Messages presented		197	187	150
Reports presented by parliamentary committees		42	31	24
Questions	On Notice	420	640	369
	Without Notice	480	430	338
Bills	Introduced in the Assembly	112	101	102
	Amended in the Assembly	17	16	20
	Passed both Houses	100	106	74
	Reasoned amendments moved	12	13	5
Divisions	House	75	50	30
	Committee ¹	0	16	11
Petitions presented		339	218	90
Days on which grievances were debated		6	5	5
General business notices of motion		757	479	144
Matters of public importance		10	8	5
Statements by members		974	846	561
Pages of bills proofread		5,549	4,781	3,102
Sitting days		47	44	36
Hours including meal breaks		461:19	453:31	400:18

¹ Under new standing orders effective 29 March 2004, the Committee stage was replaced with consideration in detail. As consideration in detail is a proceeding in the House, divisions during consideration in detail are recorded under divisions in the House.

Appendix 7

Business Conducted in the Assembly

A breakdown of the time spent on different types of business



Note:

- Other business includes condolences and personal explanations.
- Business of the Assembly includes presentation of petitions and tabling of reports.
- No general business was debated during the period 2004–05.

Appendix 8

Disclosures Made Under the *Whistleblowers Protection Act 2001*

For the period 1 July 2004 to 30 June 2005 — no disclosures were made.