



**DEPARTMENT OF THE
LEGISLATIVE COUNCIL**

**annual report
1999-2000**

**1 JULY 1999
to
30 JUNE 2000**

© Department of the Legislative Council

Cover photo: Chris Cassar

Annual Report Contact:

Manager, Procedure and Projects Office
Department of the Legislative Council
Parliament of Victoria
Parliament House
Spring Street
Melbourne Vic 3002

Telephone: (03) 9651 8857

Facsimile: (03) 9651 8973

table of contents

ROLE OF THE DEPARTMENT 1

- ◆ MISSION
- ◆ DEPARTMENTAL GOALS
- ◆ ROLE OF THE DEPARTMENT
- ◆ THE YEAR UNDER REVIEW

PROCEDURE AND ADVICE 5

- ◆ DEPARTMENTAL GOAL 1
- ◆ OPENING OF 54TH PARLIAMENT OF VICTORIA
- ◆ SITTINGS OF THE HOUSE
- ◆ OPERATIONAL HIGHLIGHTS
- ◆ ELECTION OF DEPUTY PRESIDENT
- ◆ MEMBERSHIP CHANGES
- ◆ NEW MEMBERS' INDUCTION DAY
- ◆ BRIEFING FOR TEMPORARY CHAIRMEN OF COMMITTEES
- ◆ PROCEDURAL DATABASE
- ◆ PROCEDURAL BULLETINS
- ◆ INTRODUCTION OF SITTING DAY BUSINESS MEETINGS
- ◆ SOCIETY OF CLERKS HALF-YEARLY BULLETIN
- ◆ PRESIDING OFFICERS AND CLERKS CONFERENCE
- ◆ COMMONWEALTH CONFERENCE OF SPEAKERS AND PRESIDING OFFICERS
- ◆ REVIEW OF STANDING ORDERS
- ◆ PRESIDENT'S CHAMBER GUIDE

CLIENT SERVICES 13

- ◆ DEPARTMENTAL GOAL 2
- ◆ ADDRESS-IN-REPLY
- ◆ COMMONWEALTH PARLIAMENTARY ASSOCIATION
- ◆ COMMONWEALTH PARLIAMENTARY CONFERENCE
- ◆ OPERATIONAL HIGHLIGHTS
- ◆ CENTENARY OF FEDERATION ACTIVITIES
- ◆ PARLIAMENTARY PRINTING CONTRACT
- ◆ PAPERS OFFICE PROCEDURE MANUAL

EDUCATION AND COMMUNITY RELATIONS 17

- ◆ DEPARTMENTAL GOAL 3
- ◆ RADIO BROADCAST IN COUNCIL CHAMBER

- ◆ HISTORICAL DEVELOPMENT OF THE PARLIAMENT
- ◆ LEGISLATIVE COUNCIL 150TH ANNIVERSARY
- ◆ OPERATIONAL HIGHLIGHTS
- ◆ BUILDING PARLIAMENT HOUSE, 1855-1930
- ◆ YMCA YOUTH PARLIAMENT
- ◆ STUDENTS' PARLIAMENT
- ◆ OPEN DAY
- ◆ FUNCTIONS
- ◆ OFFICIAL VISITS
- ◆ COUNCIL CHAMBER AND COUNCIL COMMITTEE ROOM
- ◆ QUEEN'S HALL EXHIBITIONS
- ◆ FILMING AT PARLIAMENT HOUSE
- ◆ PARLIAMENTARY RESERVE FUNCTIONS
- ◆ PARLIAMENTARY PUBLICATIONS
- ◆ LEGISLATIVE COUNCIL INFORMATION SHEETS AND BROCHURES

WORKPLACE SECURITY AND MAINTENANCE 25

- ◆ DEPARTMENTAL GOAL 4
- ◆ WORKS
- ◆ OPERATIONAL HIGHLIGHTS
- ◆ BUILDING EMERGENCY AND EVACUATION COMMITTEE
- ◆ FIRE PROTECTION COMMITTEE
- ◆ OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
- ◆ UPGRADE OF SOUND SYSTEM IN COUNCIL CHAMBER
- ◆ UPGRADE OF SOUND SYSTEM IN LEGISLATIVE COUNCIL COMMITTEE ROOM
- ◆ COMMITTEES' COMPUTER NETWORK UPGRADE
- ◆ COMMITTEE OFFICES MAINTENANCE AND WORKS
- ◆ YEAR 2000 PROJECT
- ◆ PARLIAMENTARY PRECINCTS BILL

MANAGEMENT AND ADMINISTRATION31

- ◆ DEPARTMENTAL GOAL 5
- ◆ FINANCE
- ◆ OPERATIONAL HIGHLIGHTS

- ◆ CORPORATE APPROACH TO MANAGEMENT OF THE PARLIAMENT
- ◆ REGISTER OF MEMBERS' INTERESTS
- ◆ CHANGES TO PARLIAMENTARY COMMITTEE SYSTEM
- ◆ ECONOMIC DEVELOPMENT COMMITTEE
- ◆ ENVIRONMENT AND NATURAL RESOURCES COMMITTEE
- ◆ FAMILY AND COMMUNITY DEVELOPMENT COMMITTEE
- ◆ FEDERAL-STATE RELATIONS COMMITTEE
- ◆ LAW REFORM COMMITTEE
- ◆ ROAD SAFETY COMMITTEE
- ◆ JOINT COMMITTEE ADMINISTRATION OFFICE
- ◆ COMMITTEE BUDGET ARRANGEMENTS
- ◆ COMMITTEE EXECUTIVE OFFICERS' SALARY REVIEW
- ◆ CHAIRMAN'S PANEL
- ◆ DEPARTMENT OF THE LEGISLATIVE COUNCIL BUSINESS PLAN
- ◆ ESTABLISHMENT OF PROCEDURE AND PROJECTS OFFICE
- ◆ TONGA PARLIAMENT – TRAINING AND EQUIPMENT NEEDS ANALYSIS
- ◆ INFORMATION TECHNOLOGY
- ◆ GST STEERING COMMITTEE
- ◆ NATIONAL TAX REFORM – BUDGETARY EFFECTS ON DEPARTMENT

HUMAN RESOURCES..... 45

- ◆ DEPARTMENTAL GOAL 6
- ◆ PERFORMANCE MANAGEMENT SYSTEM
- ◆ STAFF SALARIES
- ◆ OPERATIONAL HIGHLIGHTS
- ◆ NEW STAFF COLLECTIVE WORKPLACE AGREEMENTS
- ◆ PARLIAMENT HOUSE CONSULTATIVE COMMITTEE
- ◆ GRIEVANCE REVIEW COMMITTEE
- ◆ STAFF DEVELOPMENT COMMITTEE
- ◆ STAFF TRAINING PROGRAM
- ◆ STAFF MEETINGS
- ◆ RETIREMENT OF CLERK
- ◆ SENIOR STAFF APPOINTMENTS
- ◆ STAFF CHANGES
- ◆ ATTACHMENTS TO OTHER PARLIAMENTS

- ◆ SOCIETY OF CLERKS PROFESSIONAL
DEVELOPMENT SEMINAR

ISSUES IN THE YEAR AHEAD..... 51

APPENDICES 53

- ◆ A ROLE OF LEGISLATIVE COUNCIL STAFF
- ◆ B STAFF EMPLOYED DURING 1999-2000
- ◆ C MEMBERS OF THE LEGISLATIVE COUNCIL,
54TH PARLIAMENT OF VICTORIA
- ◆ D SELECT STATISTICS RELATING TO
SITTINGS OF THE LEGISLATIVE COUNCIL,
1999-2000
- ◆ E STATISTICS RELATING TO COMMITTEES
ADMINISTERED BY THE DEPARTMENT OF
THE LEGISLATIVE COUNCIL
- ◆ F FINANCIAL STATEMENTS, 1999-2000
- ◆ G SUPPLEMENTARY INFORMATION AS AT
30 JUNE 2000
- ◆ H NON-CURRENT PHYSICAL ASSETS
- ◆ I ADMINISTRATION OF ACTS

DEPARTMENT OF THE LEGISLATIVE COUNCIL

REPORT OF THE CLERK OF THE LEGISLATIVE
COUNCIL TO THE HOUSE ON THE OPERATIONS OF
THE DEPARTMENT OF THE LEGISLATIVE COUNCIL
FOR THE PERIOD 1 JULY 1999 TO 30 JUNE 2000

role of the department

MISSION

To provide apolitical, professional, innovative and integrated support services and information to the President, Members of the Legislative Council, and the parliamentary committees for which the Department has administrative responsibility, in the interests of the public of Victoria.

DEPARTMENTAL GOALS

In meeting its Mission, the Department of the Legislative Council is guided by six operational goals. These are:

1. To ensure that the business of the Legislative Council and of parliamentary committees serviced by the Department 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 high quality, timely and cost-effective specialist support and information services for the Legislative Council, Members and the committees serviced by the Department, and to ensure a consistently high level of service to all other clients of the Department.
3. To promote public awareness and understanding of parliamentary democracy and of the role, functions and processes of the Legislative Council, and to encourage participation in parliamentary committee activities.
4. To provide Members and staff of the Legislative Council with a safe and healthy working environment, to ensure the maintenance and security of the Legislative Council and parliamentary committee accommodation, and to assist in the management of Parliament House, the Parliamentary Reserve and the Parliament's historic collections.
5. To ensure that Departmental strategic planning, administration, and financial and technological resource management is efficient and effective and acknowledges proper standards of accountability.
6. To implement fair and equitable staff management practices which develop the skills base of staff in order to achieve corporate, departmental and committee objectives.

ROLE OF THE DEPARTMENT

The Department's main role is to service the Legislative Council and a number of parliamentary committees.

- ◆ This role is carried out by providing apolitical support and assistance to the Parliament in general and, specifically, the Legislative Council, parliamentary committees, and to the President and Members of the

THE YEAR UNDER REVIEW

Major highlights of the year under review include —

- ◆ **The development of the Department's first Business Plan.**
- ◆ **The establishment of the Procedure and Projects Office in the Department.**
- ◆ **The further development of strategies aimed at enhancing the procedural skills of the Department's staff.**
- ◆ **The Opening of the 54th Parliament in the Legislative Council Chamber on 3 November 1999.**
- ◆ **An historic broadcast by the Australian Broadcasting Corporation from the Legislative Council Chamber.**
- ◆ **The retirement of the Clerk of the Parliaments and Clerk of the Legislative Council, Allan Bray, after 35 years service to the Parliament of Victoria.**

Legislative Council in fulfilling their constitutional role and responsibilities as an arm of the legislature of Victoria.

The Department:

- ◆ provides procedural advice to Members of the Legislative Council;
- ◆ processes legislation;
- ◆ prepares documentation required for sittings of the Legislative Council;
- ◆ prepares records of the proceedings of the Legislative Council;
- ◆ provides procedural and policy advice to parliamentary committees;
- ◆ provides administrative and research assistance to parliamentary committees;
- ◆ provides information relating to the proceedings of the Council;
- ◆ provides operational support to Members of the Legislative Council;
- ◆ promotes public awareness of the role, functions and process of the Legislative Council and the Parliament;
- ◆ co-ordinates parliamentary events, functions and special visits; and
- ◆ provides a secure, safe and healthy workplace.

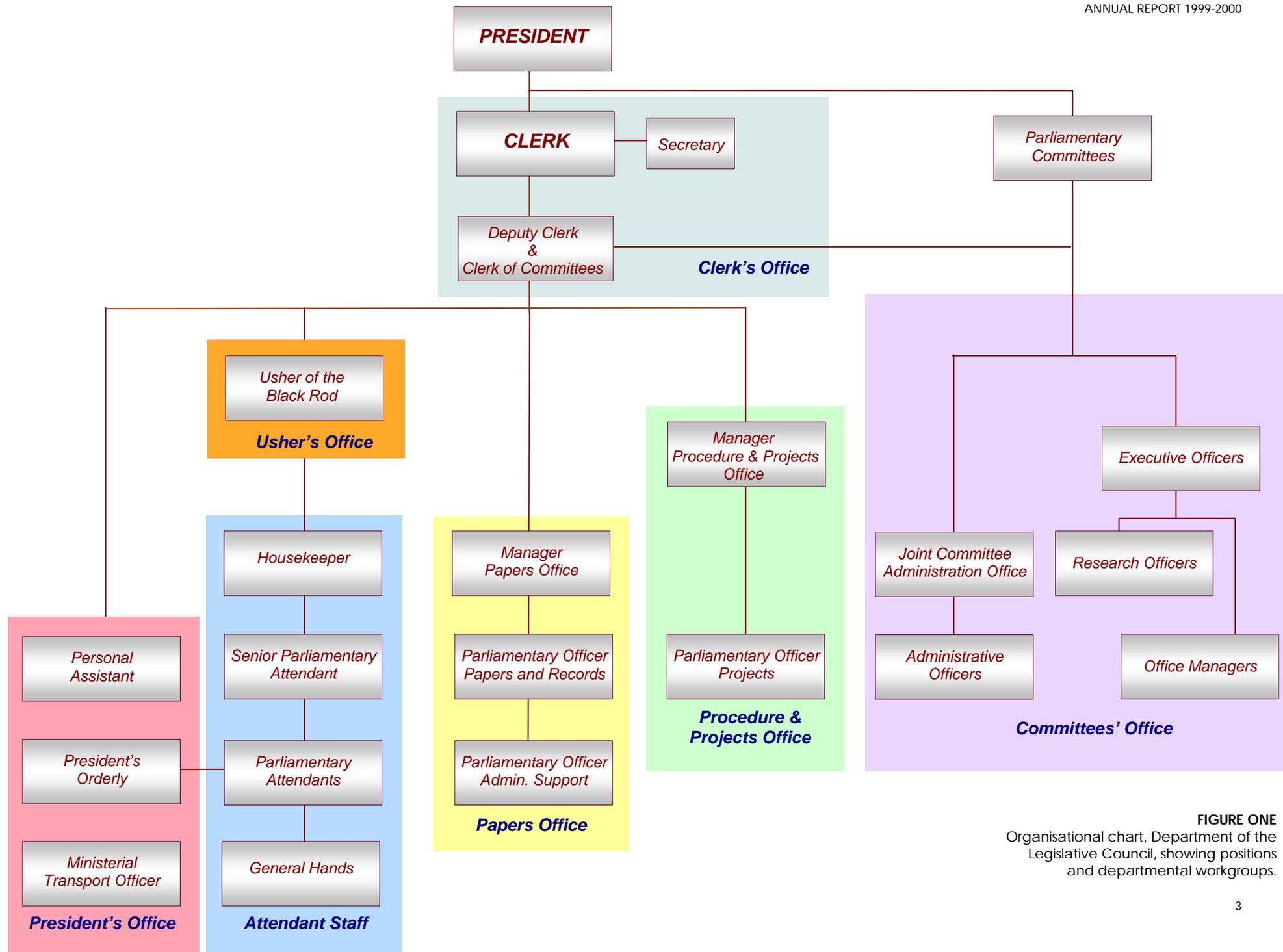


FIGURE ONE
Organisational chart, Department of the Legislative Council, showing positions and departmental workgroups.

DEPARTMENTAL GOAL 1

To ensure that the business of the Legislative Council and of parliamentary committees serviced by the Department 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.

OPENING OF 54TH PARLIAMENT OF VICTORIA

The first Session of the Fifty-Fourth Parliament was formally opened by His Excellency the Governor, the Hon. Sir James Gobbo A.C., on Wednesday, 3 November 1999.

For the first time, elders of the Boonerwung and "Wurendjeri" participated in the ceremony. Following welcome speeches on the Spring Street steps of Parliament House, His Excellency was presented with a small bough as a traditional sign of peace and welcome.

The Australian Defence Force provided a Tri-Service Royal Guard of Honour for the Opening. The 2/10 Mdm. Regt. RAA provided a 19 gun salute.

As with all Openings, the Usher of the Black Rod and his staff managed 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 utilised to accommodate them. Guests seated in Queen's Hall viewed the Ceremony on two large banks of video screens.

SITTINGS OF THE HOUSE

Following the opening of the 54th Parliament, the Legislative Council sat for 13 days, 1 of which involved sitting beyond midnight. It adjourned on 16 December 2000 until a day and hour to be fixed by Mr President.

The House reconvened on 29 February 2000. It adjourned on 2 June 2000 after 21 sitting days. The Council sat beyond midnight on 2 occasions during the Autumn sittings.

Legislative Council sitting patterns for the past ten years are shown in Figures 2, 3 and 4. Appendix D provides detailed sitting data for the past five years.

OPERATIONAL HIGHLIGHTS

- ◆ In 1999-2000 the Legislative Council sat for 34 days. It sat for a total of 230 hours with each sitting averaging 9 hours.
- ◆ Fourteen new Members were elected to the Legislative Council at the periodical election and by-elections held in September 1999.
- ◆ The First Session of the 54th Parliament of Victoria was opened by His Excellency the Governor on 3 November 1999.
- ◆ In March 2000, the Legislative Council's first Procedural Bulletin was published, covering procedural issues from the Spring Sittings of 1999.
- ◆ An induction program for new Members was held in October 1999 which, for the first time, was a full day session.
- ◆ Mr President and the Clerk attended the 30th Conference of Presiding Officers and Clerks held in Fiji in July 1999. In January 2000, Mr President and the Clerk attended the 15th Conference of Commonwealth Speakers and Presiding Officers held in Canberra and Sydney.
- ◆ In May 2000, the former Clerk of the House was engaged to review the Council's Standing Orders and prepare a draft set of new Standing Orders.

At the conclusion of the Ceremony, guests were invited to the Parliamentary Gardens for afternoon tea at which the Blackburn High School Band provided a musical program.

Earlier in the day, the Hon. Justice J.H. Phillips, 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 and By-Elections held on 18 September 1999.

ELECTION OF DEPUTY PRESIDENT

On 4 November 1999, the Hon. B .W. Bishop, M.L.C, was elected Deputy President and Chairman of Committees of the Council. The Hon. B.A. Chamberlain, M.L.C., was not required to be re-elected as President as he was mid-way through his current term as a Member.

MEMBERSHIP CHANGES

Simultaneous with the Periodical Election held on 18 September 1999 were by-elections for the Ballarat, Melbourne and Melbourne North Provinces caused by the resignations mid-way through their terms of the Honourable Robert Knowles, the Honourable Barry Pullen and the Honourable Caroline Hogg. Fourteen of the 25 Members sworn in on Opening Day were new to the Legislative Council.

The names of Members who ceased to hold office and the years in which their service in the Legislative Council commenced are shown in Table 1. Members of the Legislative Council as at 30 June 2000 are listed in Appendix C.

Table 1
Legislative Councillors who ceased to hold office in September 1999

<i>Hon Robert Knowles, MLC</i>	<i>1976</i>
<i>Hon Caroline Hogg, MLC</i>	<i>1982</i>
<i>Hon Barry Pullen, MLC</i>	<i>1982</i>
<i>Hon Richard de Fegely MLC</i>	<i>1985</i>
<i>Hon Jean McLean, MLC</i>	<i>1985</i>
<i>Hon Rosemary Varty, MLC</i>	<i>1985</i>
<i>Hon Louise Asher, MLC</i>	<i>1992</i>
<i>Hon William Hartigan, MLC</i>	<i>1992</i>
<i>Hon Don Nardella, MLC</i>	<i>1992</i>
<i>Hon Pat Power, MLC</i>	<i>1992</i>
<i>Hon Douglas Walpole, MLC</i>	<i>1992</i>
<i>Hon Dr Ronald Wells, MLC</i>	<i>1992</i>
<i>Hon Sue Wilding, MLC</i>	<i>1992</i>
<i>Hon Tayfun Eren, MLC</i>	<i>1996</i>

NEW MEMBERS' INDUCTION DAY

An induction day for new Members was held on 20 October 1999. Following a welcome by the Presiding Officers, Members of each House broke into separate sessions which in the case of the Council focussed on procedural and practical matters relevant to the Department. Topics covered included the roles of the President and Officers of the House, sources of Parliamentary procedure, the role of the Chair in the House and in Committee of the whole, conduct of Members and a typical day in the House including such issues as the passage of a Bill, questions, tabling of papers, the Adjournment debate and the conduct of divisions.

Following this session a joint briefing was held with new Members of the Legislative Assembly on a wide range of matters relevant to all Members of the Parliament. In order to provide a comprehensive briefing to the new Members the induction day ran for a full day for the first time.

A further briefing session for Ministers in the Council was held on 29 October 1999.

BRIEFING FOR TEMPORARY CHAIRMEN OF COMMITTEES

A briefing for the Temporary Chairmen of Committees was conducted on 13 December 1999 followed by a supplementary seminar on 22 March 2000. These sessions, which were conducted by the President, Deputy President and the Clerk, focussed on the features of the Committee stage, the role of the Chair in maintaining order, the role of the Clerks, the order in which a Bill is dealt with, the putting of questions from the Chair and conducting a division.

PROCEDURAL DATABASE

The Legislative Council's procedural database, comprising Mr President's rulings, was updated and refined during the year. The database has a comprehensive search facility and can be used to locate and order information according to individual needs. All relevant data up to the end of 1999 has now been entered. Cross-referencing related to Standing and Sessional Orders, and to other procedural authorities, is continuing. The database will become fully operational during 2000-01 and will continue to be updated regularly.

PROCEDURAL BULLETINS

A key priority of the Department during 1999-2000 was the development of strategies focussing on the enhancement of the procedural knowledge of the Department's staff. One such strategy is the publication of Procedural Bulletins which will be produced twice yearly at the conclusion of each sitting period.

The Bulletins are a summary of procedural issues that have arisen in the House and which will be incorporated into the Department's procedural database for future reference. To ensure consistency between issues, entries will be grouped under a common set of headings.

The first Legislative Council Procedural Bulletin for the Spring Sittings 1999 was issued in March 2000 and circulated to Members of the Council and to the Clerks of each of the other Houses of Parliament in Australia. The Bulletin for the Autumn Sittings 2000 was being prepared at the conclusion of the year under review.

INTRODUCTION OF SITTING DAY BUSINESS MEETINGS

On 14 December 1999, senior Departmental staff met for the first daily briefing on anticipated activities in the Chamber. The purpose of the meetings is to prepare all staff for issues and concerns that might arise during the course of the sitting day. The briefings are chaired by the Deputy Clerk.

SOCIETY OF CLERKS HALF-YEARLY BULLETIN

Following the establishment of the Australian Chapter of the Society of Clerks-at-the Table in Commonwealth Parliaments, it was decided to produce a half-yearly bulletin containing brief reports from each House in Australia on matters of

procedural and administrative significance to Australian legislatures as well as comments on relevant legal cases and short articles on topical matters. Its primary function is to alert Clerks in other jurisdictions to matters that may be of interest. During the year under review two bulletins were issued, in October 1999 and March 2000, to which the Legislative Council of Victoria made contributions.

PRESIDING OFFICERS AND CLERKS CONFERENCE

The 30th Conference of Presiding Officers and Clerks was held in Fiji during July 1999. The conference was attended by representatives from most Australasian and Pacific Parliaments as well as by advisers from the United Kingdom and the United States of America. The Legislative Council was represented by Mr President and the Clerk. Mr President presented a Paper entitled *Victoria: a Parliamentary Potpourri* and the Clerk presented a Paper entitled *The Conduct of Debate in the House — Some Issues for Consideration*.

COMMONWEALTH CONFERENCE OF SPEAKERS AND PRESIDING OFFICERS

The 15th Conference of Commonwealth Speakers and Presiding Officers was held in Canberra and Sydney in January 2000 and Mr President and the Clerk, together with Presiding Officers and Clerks from each of the other Australian Parliaments, attended as observers. The conference was attended by Presiding Officers from many member Parliaments of the Commonwealth.

REVIEW OF STANDING ORDERS

In May 2000 Mr President and the Clerk engaged the former Clerk of the Legislative Council to undertake a review of the Legislative Council Standing Orders and prepare a draft set of new Standing Orders giving effect to his recommendations.

The review of the Standing Orders will have regard to —

- (a) ensuring that they are expressed in clear and consistent language and in gender neutral language where appropriate;
- (b) eliminating redundant and obsolete Standing Orders;
- (c) incorporating so much of the Sessional Orders and practice of the Council as seems appropriate; and
- (d) modifying the existing Standing Orders to the extent necessary to ensure the more efficient operation of the Council.

The review has been commissioned at this stage in anticipation of the House renewing its reference from 1996 to

the Standing Orders Committee. It is expected that the project will be completed by the end of September 2000.

PRESIDENT'S CHAMBER GUIDE

During the year the opportunity was taken to consolidate the President's Chamber Handbook and the set of Chamber Readers into a new, fully self-contained document. Copies of the new President's Chamber Guide were also prepared for the Deputy President. Each of the Temporary Chairmen of Committees were also provided with a copy. The Guide consolidates into one document a quick reference summary of the rules and practice relating to the conduct of Members, debate, questions, the incorporation of material in *Hansard*, speeches on the Adjournment, urgency motions, reasoned amendments, absolute majorities on the second reading and third readings of Bills and the naming and suspension of Members. The second part of the document is a summary of the most commonly used readers to assist the occupant of the Chair when a question is before the Council.

FIGURE 2
Sitting Days, Legislative Council, 1990-91 to 1999-2000

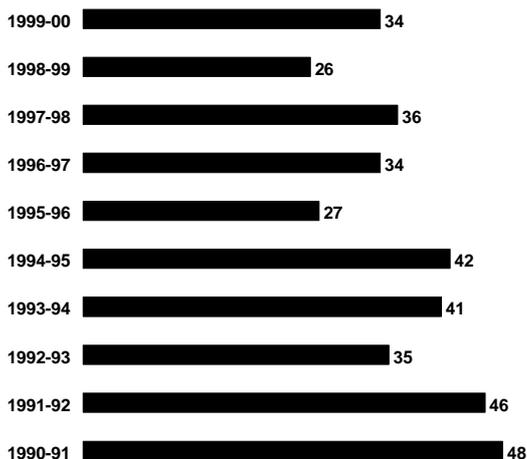


FIGURE 3
Sitting Hours, Legislative Council, 1990-91 to 1999-2000

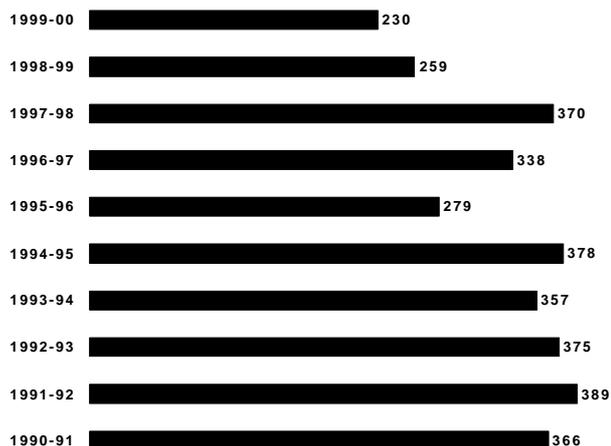


FIGURE 4

Average length of daily sittings (hours), Legislative Council, 1990-91 to 1999-2000

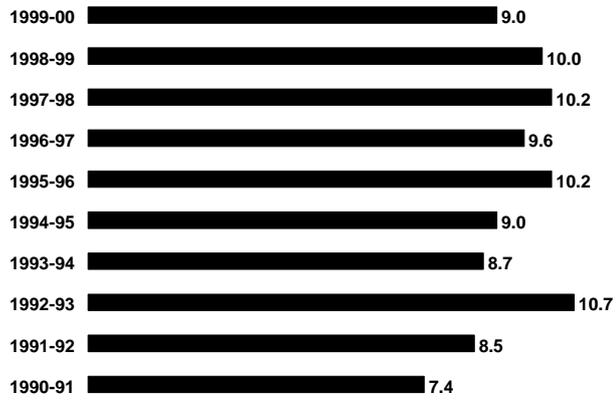
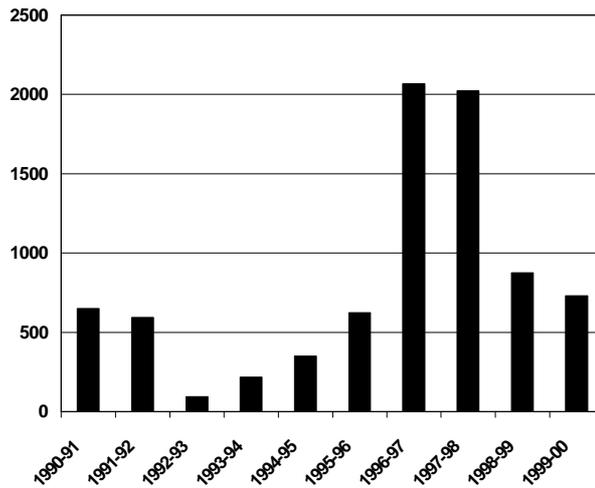


FIGURE 5

Questions on Notice processed by the Department of the Legislative Council, 1990-91 to 1999-2000.



DEPARTMENTAL GOAL 2

To provide high quality, timely and cost-effective specialist support and information services for the Legislative Council, Members and the committees serviced by the Department, and to ensure a consistently high level of service to all other clients of the Department.

ADDRESS-IN- REPLY

On Thursday, 1 June 2000, His Excellency the Governor was presented with the Address-in-Reply adopted on 9 May 2000 by the Legislative Council. Mr President formally presented the Address to His Excellency. Mr President, 36 Members of the Council, the Clerk, the Usher of the Black Rod, and the Manager, Procedure and Projects Office, attended Government House for the ceremony, after which they joined His Excellency for refreshments.

COMMONWEALTH PARLIAMENTARY ASSOCIATION

Following the retirement of the Clerk of the Legislative Council on 3 December 1999, the Clerk of the Legislative Assembly assumed the duties of Honorary Secretary to the Victoria Branch of the Commonwealth Parliamentary Association and that department therefore now provides the support services to the Branch. The Clerk of the Legislative Council was appointed Honorary Assistant Secretary and the Usher of the Black Rod Honorary Treasurer for a two year period.

COMMONWEALTH PARLIAMENTARY CONFERENCE

The 47th Commonwealth Parliamentary Conference will be held in Canberra from 9 to 14 September 2001. However, delegates will be in Melbourne from 4 September for a series of pre-conference tours and other events associated with the conference and the Department of the Legislative Council, in conjunction with the Department of the Legislative Assembly, will be responsible for the necessary arrangements. A Management Group comprising the Presiding Officers and both Clerks will oversee the arrangements and other officers from the Department have been allocated certain duties in relation to the conference. The Usher of the Black Rod, Ray Wright, will act as liaison officer to a group of approximately 45 delegates in conjunction with an officer from the Legislative Assembly, the Manager, Papers Office, Felicity Ryan, will assist in the arrangements for the pre-conference tours, the President's Orderly, Geoff Barnett, will be responsible for accommodation arrangements and the Manager, Procedure and Projects Office, Stephen Redenbach, will have responsibility for the provision of various information brochures and information notes in conjunction with officers from the Commonwealth Parliament.

OPERATIONAL HIGHLIGHTS

- ◆ **The President of the Legislative Council formally presented the Governor with the Address-in-Reply on 1 June 2000.**
- ◆ **The two Houses of the Victorian Parliament held a Joint Sitting on 10 May 2000 to invite the Commonwealth Parliament to meet in Melbourne next year as part of the Centenary of Federation celebrations.**
- ◆ **Ausdoc on Demand Pty Ltd was awarded the new Parliamentary printing contract and commenced work for the Parliament in February 2000.**
- ◆ **Departmental officers commenced preparations for a pre-conference visit by delegates attending the Commonwealth Parliamentary Conference in Canberra in September 2001.**

CENTENARY OF FEDERATION ACTIVITIES

The Parliament of Victoria has been closely involved in planning for the Centenary of Federation activities that will take place in Melbourne in 2001. The Usher of the Black Rod, together with the Serjeant-at-Arms and the Parliamentary Librarian, are members of the Centenary of Federation Victoria parliamentary programming committee responsible for planning events at the Royal Exhibition Building on 9 May 2001 and at Parliament House, Melbourne, on 10 May 2001.

On 11 February 2000, representatives from the Parliament of Victoria, the Senate and House of Representatives, Centenary of Federation Australia, Centenary of Federation Victoria, and numerous other stakeholders conducted an inspection of Parliament House, the new Museum of Victoria, the Royal Exhibition Building and Federation Square. Activities in Parliament House were hosted by Mr President and Mr Speaker. The Clerk and Usher were members of the inspection party.

Of particular interest is the proposed return of the Federal Parliament to Parliament House, Melbourne, on 10 May 2001. On this day, the Senate will convene in the Legislative Council Chamber and the House of Representatives in the Legislative Assembly Chamber. This will be the first time that the Commonwealth Parliament has met outside Canberra since 1927.

The first step in this historic process occurred on 10 May 2000 when the Council and Assembly met in a Joint Sitting in the Assembly Chamber to consider a resolution to invite the Federal Parliament to meet in Melbourne to commemorate the Commonwealth's first sittings in 1901. Following debate, which was broadcast live to Parliament House, Canberra, and Webcast live to schools throughout Victoria, the following resolution of the Joint Sitting was agreed to:

That this Joint Sitting of the Legislative Council and Legislative Assembly of the Parliament of Victoria invites the President and Members of the Senate and the Speaker and Members of the House of Representatives to convene at the Royal Exhibition Buildings, Carlton, on 9 May 2001, for the joint Commemorative Ceremonial Federation Sitting and Commemoration Ceremony, and at Parliament House, Melbourne, on 10 May 2001, for the Commemorative Federation Sitting of each House of the Commonwealth Parliament and conveys its best wishes for the success of the said meetings that will mark the centenary of the first sittings of the Parliament of the Commonwealth of Australia.

PARLIAMENTARY PRINTING CONTRACT

The Parliamentary printing contract expired on 29 February 2000. Applications for tender were invited on 27 November 1999 and closed at 2 p.m. on 16 December 1999. The contract was awarded to Ausdoc on Demand Pty Ltd which commenced as the Parliamentary printing contractors on 29 February 2000. The contract was continually monitored by the Office of Chief Parliamentary Counsel and officers from the Departments of the Legislative Council, the Legislative Assembly and Parliamentary Debates, who met on a regular basis to discuss printing requirements and concerns. Ausdoc on Demand was also required to submit a monthly report to the Manager of the printing contract, Mr Eamonn Moran, Chief Parliamentary Counsel.

PAPERS OFFICE PROCEDURE MANUAL

Significant progress has been made towards completion of the Papers Office Procedure Manual. A great deal of editing was required, due to many changes that took place in relation to processes and the set-up within the Papers Office. Each member of the Papers Office contributed greatly towards this process. The Manual is due to be completed by end of August 2000.

education and community relations

DEPARTMENTAL GOAL 3

To promote public awareness and understanding of parliamentary democracy and of the role, functions and processes of the Legislative Council, and to encourage participation in parliamentary committee activities.

RADIO BROADCAST IN COUNCIL CHAMBER

On Wednesday, 28 July 1999, ABC Radio host Mr Derek Guille presented his afternoon 3LO magazine program from the Legislative Council Chamber; the broadcast took place between 1.00 pm and 4.00 pm. The theme of the show concerned aspects of the Parliament of Victoria. Legislative Council representatives who were interviewed included Mr President, the Hon. Bruce Chamberlain; Allan Bray, Clerk of the Legislative Council; Matthew Tricarico, Usher of the Black Rod; and Ray Wright, Manager, Procedure and Projects Office. Mr Speaker, the Serjeant-at-Arms, the Parliamentary Librarian and the Manager of the Gardens Unit were also interviewed. The show combined interviews, discussion, music, and descriptive reports from elsewhere in Parliament House and the parliamentary gardens, and was presented before a live audience seated in the Chamber. This historic first broadcast represented a departure both for the Department and for the wider institution in alerting the public to the role and responsibilities of the Parliament.

HISTORICAL DEVELOPMENT OF THE PARLIAMENT

On Thursday, 25 November 1999, Usher of the Black Rod, Ray Wright, was interviewed by Ms Chris Keogh on ABC Radio 3LO. The subject of the interview was the historical development of the Parliament of Victoria. Dr Wright was also interviewed the same day by Mr Ben Knight of ABC Victorian regional stations on the same subject.

LEGISLATIVE COUNCIL 150TH ANNIVERSARY

13 November 2001 marks the 150th anniversary of the opening of Victoria's first Legislative Council. The Council, which existed from 1851 to 1856, made three contributions to Victorian parliamentary democracy: it drafted the Constitution of Victoria; it created the Secret Ballot, first used in elections for the new bicameral Parliament in 1856; and it began construction of Parliament House.

Ray Wright, Usher of the Black Rod, has commenced work on an anniversary book to be published on the 150th anniversary of the opening of the first Legislative Council. Preliminary planning is also underway for an exhibition to be held in Queen's Hall in November 2001 on the contributions and controversies of this first Legislative Council.

OPERATIONAL HIGHLIGHTS

- ◆ A three hour live broadcast by ABC Radio was presented in the Legislative Council Chamber with both Presiding Officers and a number of Parliamentary officers being interviewed.
- ◆ The Department assisted in the organisation and operation of both the YMCA Youth Parliament and the Students' Parliament held in Parliament House.
- ◆ Approximately 4,500 people visited Parliament House at the Open Day held on 26 September 1999.

BUILDING PARLIAMENT HOUSE, 1855-1930

A draft of a summary history of the construction of Parliament House between 1855 and 1930 has been completed by Ray Wright. It is the intention of the Department to publish this account in the forthcoming year.

YMCA YOUTH PARLIAMENT The Thirteenth YMCA Youth Parliament was again staged at Parliament House on 28 and 30 September 1999.

The "Opening Ceremony" was held in the Legislative Council Chamber at which the "Youth Governor", Mr Damien Willoughby, officially declared open the Youth Parliament. Both the Hon. J.G. Kennett, M.P., Premier of Victoria and Mr. J.W. Thwaites, M.P., Deputy Leader of the Opposition, addressed the participants in this ceremony.

The Youth Parliament met in the Legislative Council and the Legislative Assembly Chambers. It was presided over for some of that time by the President of the Legislative Council and the Speaker of the Legislative Assembly in their respective Chambers.

Over the two days young persons forming both a "Government" and "Opposition" debated a series of "Bills" in the Council on issues including the recycling of beverage containers; culling of wildlife in national parks; making the legal age of voting in Victoria 16 years; limitation of class sizes; public hospital funding; free and improved access to metropolitan public transport; compulsory sexual health and drug education for years 9 and 10; the improvement of health and safety standards in brothels; visual image ownership; and the use of euthanasia in Victoria.

The debates were conducted as closely as practicable in accordance with parliamentary procedure and the

proceedings were recorded by *Hansard*. At the conclusion of the event, all of the "Bills" debated were presented to the Hon. Denis Napthine, MP, Minister for Youth and Community Affairs.

Arrangements for the Youth Parliament were handled by the Usher of the Black Rod and the Serjeant-at-Arms who performed the Table duties in conjunction with other parliamentary officers

STUDENTS' PARLIAMENT

On 29 October and 5 November 1999, the Students' Parliament was once again held in the Legislative Council and Legislative Assembly Chambers. A total of 56 schools participated with students ranging from years 7 to 9. The Hons. B.N. Atkinson, A.R. Brideson, M.T. Luckins, M.M. Gould and W.I. Smith acted as the "Presiding Officer" in the Legislative Council and the Usher and other staff performed the Table duties. The debates covered topics such as: the adoption of a new Australian flag; discriminatory wages for junior workers; the obligatory election of one male and one female for every Victorian electoral province; drug cheats at the Olympic Games; Aboriginal reconciliation; politically ignorant people; growing old "gracefully"; and older generation as a community asset.

OPEN DAY

Prior to the Open Day which was held on 26 September 1999, the Usher of the Black Rod spoke with Mr Derek Guille on ABC Radio 3LO to publicise the event. The Parliament building and its environs were subsequently opened to the public with staff from all Parliamentary departments providing support on the day and both Presiding Officers in attendance in their respective Chambers.

The Legislative Council and Assembly Chambers, Queen's Hall, the Library and the Parliamentary Gardens were open to the public and devonshire tea and other refreshments were available for a small charge in the Members' Dining Room and Parliamentary Gardens. The 2/10 Medium Regiment Army Band provided a musical programme in the gardens. Some 4,500 people visited the building on the Open Day.

FUNCTIONS

The Department assisted in providing services for various functions staged in Queen's Hall, including those listed in Table 2.

In addition to those functions, numerous luncheons, dinners, book launches, exhibitions and other events were staged in Queen's Hall and the Legislative Council Committee Room, all of which required some support and a staffing presence from departmental staff.

OFFICIAL VISITS

OFFICIAL DELEGATIONS

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

During the reporting period the Department assisted in arrangements for the reception of the persons and delegations listed in Table 2.

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 coordinated by the Usher of the Black Rod. Table 2 shows callers received in 1999-2000.

OFFICERS FROM OTHER PARLIAMENTS

A visit from the President, Clerk and Usher of the Black Rod from the Senate, and the Speaker, Clerk and Serjeant-at-Arms of the House of Representatives as part of a Centenary of Federation planning inspection took place on 11 February 2000. The Usher and Serjeant from Canberra have made regular visits to Parliament House in the interim period, again associated with planning for Centenary of Federation activities.

Mr Chris Hall, Deputy Chief of Hansard, Parliament of Western Australia, visited the Parliament on 17 November 1999 to examine recent developments in information technology, particularly in relation to the production of Parliamentary documents.

Ms Elizabeth De Wee and Ms Dorothea Fransmann, Assistant Clerks: Parliament Committee Services, Parliament of the Republic of Namibia, undertook a week long attachment with the Victorian Parliament from 16 to 20 August 1999. The visit was part of a month long program in Australia which also included time with the Parliaments of the Commonwealth and New South Wales. It was arranged under the National Democratic Institute for International Affairs' three year USAid program to assist the Parliament of Namibia.

OTHER VISITORS

Other visitors to the Parliament during the year included a representatives and delegations from the Parliaments of Ireland, Jordon, and the People's Republic of China, Bangladesh, Fiji, Solomon Islands, Cook Islands and Tonga. Delegations were also hosted from the Jiangsu Province of China and from the Aitchi Prefecture of Japan.

TABLE 2

Provision of services, Legislative Council, 1999-2000

FUNCTIONS, 1999-2000

- ◆ Reception to mark retirement of Mr Ches Baragwanath.
- ◆ Welcome for Mr Neal Davis, incoming Director of DFAT.
- ◆ Reception to welcome Archbishop Peter Watson, newly appointed Anglican Archbishop of Melbourne.
- ◆ Reception to mark the 20th Anniversary of the Sister State Relationship between Jiangsu Province and Victoria.
- ◆ Luncheon in honour of the British High Commissioner, Sir Alastair and Lady Goodlad.
- ◆ Luncheon in honour of the New Zealand House of Representatives Social Affairs Committee.
- ◆ Australasian Debating Championships Grand Final.
- ◆ International Conference on Land Tenure and Cadastral Infrastructure for Sustainable Development reception.
- ◆ Federation of Australian-Americans Association Conference reception.
- ◆ "25 Years of SBS" reception.
- ◆ International Grand Prioral Meeting of the Military and Hospitaller Order of St Lazarus of Jerusalem reception.
- ◆ Launch of the Sir Robert Menzies Lecture Trust.
- ◆ Mental Health Week.
- ◆ VCE Achiever Award presentations.
- ◆ Stroke Week.
- ◆ Australian Unity Friendly Society Australia Day breakfast.
- ◆ "Nestle Write Around Australia" project.
- ◆ Republic Referendum Address.
- ◆ Victorian Multicultural Commission Small Grants Program.
- ◆ Australian Red Cross Poster Competition.
- ◆ Youth and Family Services Redevelopment Launch.
- ◆ Victorian Community History Awards.
- ◆ Sovereign Order of St John of Jerusalem Dinner.

DISTINGUISHED VISITORS AND OFFICIAL DELEGATIONS, 1999-2000

- ◆ H E Mr Mefleh Al-Rhimi, Deputy Speaker of the House of Representatives, and delegation from the Parliament of Jordan.
- ◆ Mr Seamus Pattison TD, Speaker of the Dail Eireann and delegation from the Parliament of Ireland.
- ◆ Mr Jose Alexandre "Xanana" Gusmao, President of the National Council of Timor Resistance.
- ◆ Vice-Chairperson Mr Koichi Shibata and delegation from the Aichi Prefectural Assembly.
- ◆ H E Mr Ji Yunshi, Governor of Jiangsu Province, People's Republic of China.
- ◆ Mr Wang Zhaogou, Head of the United Front Department and Vice Chairman of the National Committee of the Chinese People's Political Consultative Conference and delegation.
- ◆ Mr Zhou Guangzhao, Vice Chairman of the Standing Committee of the National People's Congress and delegation.
- ◆ H E Mr Jiang Yongrong, Vice-Governor of Jiangsu Province, People's Republic of China, and delegation.
- ◆ Mr Amir Khosru Chowdhury, MP, Parliament of Bangladesh.
- ◆ Mr Seniteli Wainiu, Officer of the Parliament of Fiji.
- ◆ Ms Miranda Chiu, Deputy Director of Administration, Government Secretariat, Hong Kong.
- ◆ CPA Study Tour delegates from the Cook Islands, Fiji, Tonga and the Solomon Islands.
- ◆ Committee Staff from the Parliament of the Republic of Namibia.
- ◆ Members of the New Zealand House Of Representatives Social Affairs Committee.
- ◆ Members of the New South Wales Legislative Assembly Standing Ethics Committee.

OFFICIAL CALLS, 1999-2000

- ◆ Ambassador of Korea.
- ◆ High Commissioner for Mauritius.
- ◆ Ambassador of Ecuador.
- ◆ Ambassador of Hungary.
- ◆ High Commissioner for Canada.
- ◆ Ambassador of Israel.
- ◆ Ambassador of Denmark.
- ◆ Ambassador of the Czech Republic.
- ◆ High Commissioner for Republic of Fiji Islands.
- ◆ Ambassador of Lebanon.
- ◆ Ambassador of Indonesia.
- ◆ Ambassador of Vietnam.
- ◆ Ambassador of Columbia.

COUNCIL COMMITTEE ROOM USERS, 1999-2000
(EXCLUDING VICTORIAN USERS)

- ◆ Senate Standing Committee for the Scrutiny of Bills.
- ◆ Senate Rural and Regional Affairs and Transport Committee.
- ◆ House of Representatives Standing Committee on Communications, Transport and the Arts — Inquiry into Radio Racing Services.
- ◆ Senate Select Committee on Superannuation and Financial Services.
- ◆ Joint Standing Committee on Foreign Affairs, Defence and Trade.
- ◆ Public Land Council of Victoria.
- ◆ East Yarra Rotary Club.
- ◆ "Growing Victoria Together" summit.
- ◆ Melbourne Scots.
- ◆ Public Interest Law Clearing House

COUNCIL CHAMBER AND COUNCIL COMMITTEE ROOM

Under policy determined by Mr. President, the Department deals with requests for the use of the Council Chamber and the Legislative Council Committee Room. Co-ordination of arrangements for those venues and their servicing is handled by the attendant staff under the direction of the Usher of the Black Rod. In the year under review, the Council Chamber was used for the Students' Parliament and the "Growing Victoria Together" Summit.

Use of the Legislative Council Committee Room 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) are listed in Table 2.

QUEEN'S HALL EXHIBITIONS In conjunction with the Legislative Assembly, the Department of the Legislative Council assisted in the mounting and management of various exhibitions in Queen's Hall. These included:

- ◆ 1999 Primary School LOTE Promotion Awards
- ◆ Department of Human Services "Housing Week" Awards
- ◆ Victoria Law Foundation exhibit
- ◆ Jenni Mitchell Portrait Exhibition
- ◆ Korean War — "50 Years Later"
- ◆ World Vision Australia exhibit.

FILMING AT PARLIAMENT HOUSE

In conjunction with the Legislative Assembly, the Department of the Legislative Council assisted with the preparation of a number of film productions and live broadcasts from Parliament House. These included:

- ◆ ABC Television: "Federation"
- ◆ "Australians at War" documentary
- ◆ Live Broadcast: 2000-2001 Victorian Budget
- ◆ Joint Sitting: Centenary of Federation
- ◆ Joint Sitting: Aboriginal Reconciliation Week
- ◆ Channel 7 "Sportsworld": interview with The Hon. J.M. Madden, MLC
- ◆ AFL Films "Just AFL": interview with The Hon. J.M. Madden, MLC.

PARLIAMENTARY RESERVE FUNCTIONS

In conjunction with the Legislative Assembly, the Department of the Legislative Council assisted with various events and functions that were held on the Spring Street steps to Parliament House, or on the Parliamentary Reserve. These included:

- ◆ Victorian Aboriginal Justice Agreement
- ◆ 110th Anniversary celebrations of the Funeral Industry of Victoria
- ◆ Caravan Industry Australia display
- ◆ Welcome Home Reception for Victorian InterFET soldiers
- ◆ World 500cc Motorcross Grand Prix Launch
- ◆ Welcome Reception for Mr Pat Farmer (Centenary of Federation Promotion)
- ◆ Launch of "Green and Gold Socks in Schools" promotion.

PARLIAMENTARY PUBLICATIONS

The Department is responsible for the preparation and circulation of a number of parliamentary publications.

MEMBERS' GUIDE

Following the change of Government in September 1999, a new Members' Guide was prepared by the Manager of the Procedure and Projects Office. The Guide was published in March 2000.

For the first time, the Guide was also placed on Parlynet. Any upgrades of the Guide are now placed directly on Parlynet so that Members, electorate officers and parliamentary personnel have the most up-to-date information available. The Department acknowledges the work undertaken by the Department of the Parliamentary Library in publishing the Guide on Parlynet.

VICTORIAN GOVERNMENT DIRECTORY

The Department co-ordinated the updating of the Parliament of Victoria's entries for the 2000-01 Victorian Government Directory.

NOTICE PAPERS, MINUTES OF PROCEEDINGS AND DIVISIONS IN COMMITTEE

These publications are directly related to sittings of the House. In 1999-2000 the following publications were issued

Notice Papers (daily).....	35
Minutes (weekly).....	15
Divisions in Committee	2
Unanswered Questions on Notice.....	6

LIST OF MEMBERS

In the reporting period, a list of Members of the Legislative Council was issued in February 2000.

PROGRESS ON INVESTIGATIONS

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

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. Minutes and Bills volumes for 1998-1999 were finalised in the reporting period.

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 enhancing the level of service provided by the staff of the Department.

LEGISLATIVE COUNCIL INFORMATION SHEETS AND BROCHURES

The Department began publishing a series of information sheets for distribution amongst staff and visitors to Parliament. The information sheets cover topics related to the Legislative Council and its history, office-holders, rules and procedures. Research, writing and production of these sheets was a significant part of the activities of the recently created Procedure and Projects Office. This Office was also involved in the production of several brochures including a Members' photo guide and a Chamber seating plan.

workplace security and maintenance

DEPARTMENTAL GOAL 4

To provide Members and staff of the Legislative Council with a safe and healthy working environment, to ensure the maintenance and security of the Legislative Council and parliamentary committee accommodation, and to assist in the management of Parliament House, the Parliamentary Reserve and the Parliament's historic collections.

WORKS

Parliament Wide

Since late 1999, and in conjunction with the Serjeant-at-Arms, the Parliamentary Engineer and the Head Gardener, the Usher of the Black Rod has been investigating the replacement of the northern perimeter fence. The age and poor condition of the fence combined with security problems caused by trespassers scaling the fence (particularly on weekends) necessitate its replacement. Consultation with Heritage Victoria and with the Melbourne City Council, which manages the property adjacent to the parliamentary reserve, has been extensive. Simultaneously, FPPV architects have been commissioned to prepare a report on appropriate fencing types so that a replacement fence will be both secure and meet appropriate aesthetic standards. A heritage photographic record has also been commissioned. Heritage Victoria approval for the project has now been granted. It is anticipated that a final recommendation will be made to the Presiding Officers in Spring 2000 after which replacement of the fence will occur.

Security and safety considerations at the Albert Street entrance to the parliamentary reserve also necessitate the replacement of the existing gate. Again, the Serjeant-at-Arms, Usher of the Black Rod, and representatives from the Department of Parliamentary Services have been closely involved in furthering this project. Heritage Victoria approval for the project was granted in June 2000 and it is anticipated that the new gate will be installed shortly.

The boom gate which allows vehicles to exit the parliamentary reserve to Macarthur Street was relocated in June 2000. The work was required in order to ensure that vehicles leaving the reserve neither block pedestrian traffic nor force the boom gate to stay aloft on those occasions when it was not possible to drive directly onto Macarthur Street. The relocation is now complete and has proved effective.

Various problems with the CCTV system, albeit of a minor nature, have not allowed final commissioning of the system to occur. Investigations have also take place in order to ascertain whether it is possible to install a new CCTV in order to observe the northern Spring Street gate, an entrance point associated with trespass on weekends.

OPERATIONAL HIGHLIGHTS

- ◆ **The Usher of the Black Rod participated in various inter-departmental maintenance projects, including plans for the replacement of the northern perimeter fence and the Albert Street gate.**
- ◆ **Several areas within the Department underwent major refurbishments, including the Clerk's office, the Level Three Office at Parliament House and the parliamentary committees' office accommodation at 35 Spring Street.**
- ◆ **The sound system in the Legislative Council Chamber was upgraded between July and September 1999.**
- ◆ **There was a major upgrade of the parliamentary committees' computer network.**

Investigation of a new master key system has been initiated with a view to providing rationalisation and modernisation of the Parliament of Victoria's master key system. It is anticipated that tenders will soon be called both to identify a new lock and key suitable for the building, and to install the new system.

Department of the Legislative Council

Commencing in April 2000, the Clerk's Office was refurbished. Poor quality and unusable shelving and surface space was replaced, and better provision made for computer access and use. The work has enhanced the aesthetic impact of the Clerk's Office while also providing a more efficient work environment.

In June 2000, works commenced on the refurbishment of the Level Three Office. These works involved major repainting, carpet laying, electrical and air conditioning works, and the replacement of all fixtures in the office. While some minor issues have to be rectified, the work has been largely completed and Legislative Council personnel have returned to the office. As with the Clerk's Office, the works have provided a modern, more efficient and significantly more effective work environment for Legislative Council staff.

Preliminary work has commenced on identifying a suitable design for the upgrading of Mr President's kitchenette and for the refurbishment of the President's Orderly's work area. It is anticipated that work will progress in the next financial year.

BUILDING EMERGENCY AND EVACUATION COMMITTEE

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

The Committee has control over the building emergency staff, which comprises 18 fire wardens, 10 door wardens, five staff with first aid training and two plant operators. An important aspect of its operation is the conduct of fire drills, regular testing of emergency/evacuation equipment and the training of staff in the use of fire combatting equipment by the Metropolitan Fire Brigade.

Two emergency fire evacuation drills were conducted in 1999-2000. The first was planned while the latter, in June 2000, was not. While the latter was caused by a minor electrical fault, it provided an unplanned opportunity to test fire evacuation systems at Parliament House. It is gratifying to note that all evacuation systems proceeded very smoothly and Parliament House staff evacuated the building efficiently and expeditiously.

FIRE PROTECTION COMMITTEE

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

The Committee comprises staff from the Legislative Council, Legislative Assembly and Parliamentary Services departments. This Department's representatives on this Committee are the Usher of the Black Rod and the Housekeeper.

Following extensive works in the 1999-2000 period, outstanding works to be completed include the installation of smoke isolation doors in various staircases within the building and modification of the existing exit doors.

Considerable technical challenges associated with mechanisms to clamp open doors, to prevent smoke spread and to seal areas need to be overcome.

In June 2000, the Fire Protection Committee commissioned Meinhardt (Vic) Pty Ltd to develop a fire model for Parliament House. A fire model is a computer simulation of the origin and diffusion of smoke throughout the building in the event of an outbreak of fire. Using the computer simulations that result, it is then possible to plan the most efficient smoke compartmentation procedures. It is

anticipated that the results of the fire modelling will enable smoke compartmentation works to commence in 2001.

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

The Usher of the Black Rod, Ray Wright, is the Department's management representative on this committee. Peter Anastasiou is the employee representative. Felicity Ryan is the first aid officers' representative.

The Committee held one meeting during the year, its main aim being to facilitate co-operation between the Parliamentary departments and their employees in developing and implementing measures designed to protect the health and safety of employees at work. The Committee considered issues such as continued first-aid and upgrade training for staff, the purchase of a portable defibrillator and other first aid equipment, and emergency procedures and disaster plans.

UPGRADE OF SOUND SYSTEM IN COUNCIL CHAMBER

Between July and September 1999, the sound system in the Legislative Council Chamber was upgraded. The new system is designed to provide high-quality digital audio recording for the Department of Parliamentary Debates: it is not a sound reinforcement system. The new system, which was fully operational by November 1999, provided a steerable microphone on the centre table, four microphones mounted on the Upper Gallery railing, microphones for Mr President and the Chairman of Committees, facilities for the hearing impaired and an upgraded rebroadcast system.

UPGRADE OF SOUND SYSTEM IN LEGISLATIVE COUNCIL COMMITTEE ROOM

Following the upgrading of equipment in the Legislative Council Committee Room in 1997-98, additional sound reinforcement was added to the microphone system in 2000. This ensures that all present in the room can hear clearly.

COMMITTEES' COMPUTER NETWORK UPGRADE

During the 53rd Parliament major planning commenced to develop a strategy for the upgrade of the parliamentary committees' computer network. The majority of these initiatives have been introduced during the 54th Parliament.

The focus of the upgrade strategy was to ensure that the parliamentary committees had a system capable of running the soon-to-be-introduced Whole of State Government-Desktop. Following extensive research and evaluation, Compaq Pentium 111 computers were purchased and installed to every committee staff desktop. This desktop upgrade has provided users with a system that offers exceptional power to enable more complex computer work to be carried out without system failure.

Committee network communications upgrades were also necessary due to the failed laser link and the outdated and deteriorating network hub. The hub was replaced with Baystack network switches increasing the potential data transfer network speed from 10Mb to 100 Mb.

After extensive research and focus group meetings, a Microwave Communications Link solution was selected to replace the failed laser link. Installation and service agreements are in the final stages of implementation.

With the number of committee reports steadily on the rise, it was also necessary for the committees to upgrade the file server which can be easily upgraded if future demand requires.

COMMITTEE OFFICES MAINTENANCE AND WORKS

During the reporting period, a number of major office refurbishments and alterations were undertaken in the committee offices at 35 Spring Street. Included amongst these were:

- ◆ re-painting of the majority of offices and workstations and all meeting rooms;
- ◆ installation of CCTV security system which is linked to security arrangements at Parliament House; and
- ◆ fire protection upgrade and preparation of a fire and emergency evacuation booklet.

In December 1999, the future location of the parliamentary committees was finalised following the signing of a six year lease on behalf of the Parliament. This ensured that the committees remained at their present location.

YEAR 2000 PROJECT

In last year's Annual Report, the extensive planning taken in preparing for the Year 2000 technology change was reported. It is pleasing to be able to report that the Department of the Legislative Council experienced no difficulties with computers and other equipment as a result of any Y2K "bug".

PARLIAMENTARY PRECINCTS BILL

As reported in last year's Annual Report, the Presiding Officers had written to the then Premier seeking his support for the drafting of a Parliamentary Precincts Bill that would clarify the parliamentary precinct area, the rights, privileges and authority of the Parliament of Victoria in dealing with issues of security, access, freedom of movement, Police powers and the accepted democratic right of citizens to demonstrate.

Progress on the draft bill was significantly delayed due to the change of Government. It was not until June 2000 that a copy of drafting instructions for a new Parliamentary Precincts Bill were made available. It is now expected that the Bill will be introduced into the Parliament in the Spring 2000 sitting period.

The clarification of powers has become a matter of some urgency, particularly the matter of the powers conferred on the Presiding Officers and their relative authority compared with that of the Victoria Police. The meeting of the Federal Parliament in Parliament House, Melbourne, in May 2000 requires that lines of authority and hierarchy be stated in law so that ambiguities between the various Australian law enforcement bodies can be resolved.

The Surveyor-General of Victoria has been asked to provide a new plan of the eastern boundary of the parliamentary reserve in order to resolve questions associated with the placement of the boundary. It is anticipated that the plan will be made available soon.

management and administration

DEPARTMENTAL GOAL 5

To ensure that Departmental strategic planning, administration, and financial and technological resource management is efficient and effective and acknowledges proper standards of accountability.

FINANCE

Funding for the Legislative Council is provided in two ways — via special appropriations and the annual Parliament Appropriation Act. In addition, unspent appropriations may be carried forward to the following year, subject to certain conditions, with the approval of the Treasurer.

Special appropriations cover the payment of Members' salaries and allowances pursuant to the *Parliamentary Salaries and Superannuation Act 1968* where whatever is required to be paid by way of prescribed salary, allowances and superannuation contributions is automatically appropriated. They also cover the costs of committees paid under the *Parliamentary Committees Act 1968* following approval of budgets by the Presiding Officers and the fixed appropriation for the Council paid under the *Constitution Act 1975*.

The *Appropriation (Parliament 1999/2000) Act 1999* provided funds for the Legislative Council on two bases — provision of outputs and additions to the net asset base. The appropriation for the provision of outputs covers the expenses of Departments of the Parliament incurred in the delivery and purchase of outputs and the appropriation for additions to the net asset base, which was included in the Legislative Council's budget for the first time in 1999-2000, is for a net increase in the capital base of departments.

The Department's funds for the provision of outputs cover salaries and overtime, operating expenses, subsidiary expenses associated with the employment of personnel including both Members and staff (i.e., payroll tax, superannuation levy, WorkCover levy), expenses of select committees, parliamentary printing and an advance to the President to meet urgent and unforeseen expenditure of the Legislative Council.

OPERATIONAL HIGHLIGHTS

- ◆ **As part of the Parliamentary committee system's restructure for the 54th Parliament, the Economic Development Committee became a Committee of the Legislative Council.**
- ◆ **The four Parliamentary committees for which the Department is responsible during the 54th Parliament commenced ten new inquiries and continued work on another two with reissued/revised terms of reference.**
- ◆ **Consultants were engaged to conduct an independent review of the salaries of all Committee Executive Officers.**
- ◆ **An organisational restructure in the Department saw the establishment of the Procedure and Projects Office.**
- ◆ **The Department produced its first Business Plan outlining its goals, objectives and strategic priorities for the year.**

The 1999/2000 Act again provided funds for each Parliamentary department, as well as the Auditor-General, rather than on a "global" one-line basis as was the case with the remainder of the public sector. The Department continues to support this approach which is in the best interests of the Legislative Council because it ensures that the Legislative Council's annual budget is guaranteed by law.

For budgeting purposes the "Legislative Council" is treated as an output group which is required to meet certain performance targets in delivering outputs in return for the Department's budget resources. These outputs which are grouped on a quantity, quality and timeliness basis in the budget documents represent a summary of the Department's main functions in relation to the sittings of the House, together with the expected number of committee meetings and some education and public relations related activities. Some of these measures and targets were revised in the 1999-2000 Budget Papers to more accurately summarise the major outputs of the Department.

The sources of the Council's budget for 1999-2000 were —

<i>Special Appropriations</i>	
◆ Members' salaries and allowances	\$4,587,000
◆ Parliamentary Contributory Superannuation Fund	\$2,697,000
◆ Clerk and expenses of the Legislative Council	\$100,000
◆ Clerk of the Parliaments	\$1,000
◆ Auditor-General's Office Audit	\$5,000
<i>Parliament Appropriation Bill</i>	
◆ Provision of outputs	\$2,049,000
◆ Additions to the net asset base	\$50,000
<i>Carryover of unexpended funds from 1998-99</i>	\$58,000
<i>Special Appropriations – Committees</i>	
◆ Council's share	\$1,932,000

The Council's share of the total special appropriations of \$3,931,000 for the Joint Investigatory Committees is for the four committees serviced by the Department.

The detailed figures for 1999-2000 for both the Department and the committees appear in the financial statement in Appendix F to this report and a breakdown of expenditure for the Legislative Council on a percentage basis is depicted in the chart below.

FIGURE 6

Total Expenditure, Members and Departmental Expenditure, 1999-2000. N= \$9,404,711 (Source: Appendix F).

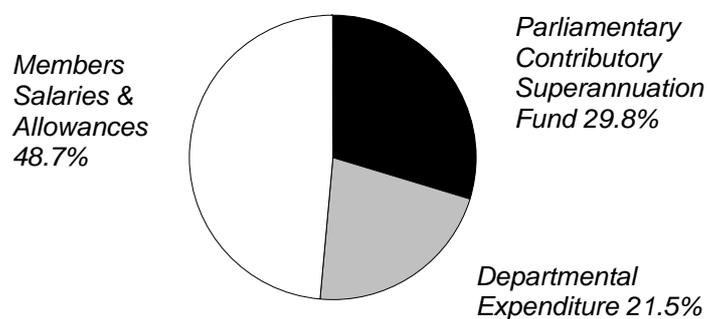
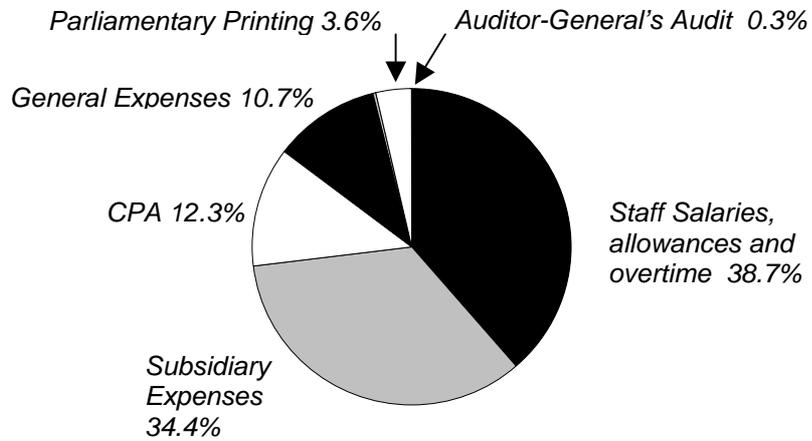


FIGURE 7

Expenditure (%), Department of the Legislative Council, 1999-2000. N= \$2,019,842 (Source: Appendix F).



CORPORATE APPROACH TO MANAGEMENT OF THE PARLIAMENT

The Constitution of Victoria provides for the sovereignty and operational autonomy of the Legislative Council and the Legislative Assembly but, subject to this one qualification, the Department readily acknowledges the need to manage the Parliament in a uniform and consistent manner. This is particularly important given that five separate departments are responsible in some ways for the Parliament's management.

During the year regular meetings of the Presiding Officers and the Department Heads were held and the Department considers that it is important that this practice continue on a regular basis.

REGISTER OF MEMBERS' INTERESTS

Pursuant to the *Members of Parliament (Register of Interests) Act 1978*, Members are required to provide details of their interests. This information is required from new Members upon their election to Parliament (i.e. Primary Return) and from all existing Members by 29 August each year (i.e. Ordinary Return). Members may also lodge variations to their interests at any time during the year. This information is contained in a register which is maintained by the Clerk of the Parliaments. Upon the retirement of the Clerk of the Parliaments and the Clerk of the Legislative Council on 3 December 1999, the Clerk of the Legislative Assembly was appointed Clerk of the Parliaments. However, by arrangement between the Houses it was decided that the Department of the Legislative Council would continue to maintain the Register of Members' Interests on behalf of the Clerk of the Parliaments.

During 1999-2000 a Summary of Returns for the return period 1998-99 and a Summary of a Variation notified between 27 May and 30 September 1999 was prepared and tabled on 4 November 1999. A Cumulative Summary of Returns as at 30 September 1999 was also tabled on 4 November 1999. A Summary of Primary Returns (i.e., Returns submitted by Members elected at the General Election on 18 September 1999) and a Summary of Variations notified between 1 October and 15 December 1999 was tabled on 16 December 1999. A further Summary of Primary Returns and Variations notified between 16 December 1999 and 31 May 2000 was tabled on 1 June 2000 .

Ordinary Return forms will be sent to all Members of the Parliament on 3 July 2000 and a summary of those returns, together with a Cumulative Summary as at 30 September 2000, will be tabled during the Spring Sitings.

CHANGES TO PARLIAMENTARY COMMITTEE SYSTEM

During the 53rd Parliament the Department was responsible for the administration of five joint investigatory committees — the Environment and Natural Resources Committee, the Family and Community Development Committee, the Federal-State Relations Committee, the Law Reform Committee, and the Road Safety Committee. These committees lapsed upon the dissolution of the Legislative Assembly on 24 August 1999.

Following the State election, negotiations occurred between the Government and the Opposition concerning the future structure of the Parliamentary Committee system for the remainder of the 54th Parliament. After agreement was reached, the Parliament passed the *Parliamentary Committees (Amendment) Act 1999* in December 1999.

As a result, the number of Joint Investigatory Committees was reduced from nine to seven. The Federal-State Relations Committee was not reappointed and the Economic Development Committee was established as a Select Committee of the Legislative Council with a maximum membership of seven Members appointed for the term of the 54th Parliament. Many of the functions and powers of the Committee remain the same as before the changes, although it cannot report on matters which are properly the functions of the Public Accounts and Estimates Committee as defined in the Act. A peculiar change to the Act relating to the Economic Development Committee is that once the current Legislative Assembly expires or is dissolved the Committee will revert to being a Joint Investigatory Committee. By arrangement with the Legislative Assembly, this Department assumed responsibility for the administration of the Economic Development Committee and the Assembly assumed responsibility for the administration of the Family and Community Development Committee.

In the 54th Parliament the Department is therefore responsible for the Economic Development, Environment and Natural Resources, Law Reform and Road Safety Committees.

ECONOMIC DEVELOPMENT COMMITTEE

Early in the reporting period the Economic Development Committee's activities were restricted due to the dissolution and the delay in issuing committees with new terms of reference for the 54th Parliament.

Although the Committee reformed in December 1999 as a Committee of the Legislative Council, it has essentially operated in the same manner as the joint committees, sharing the same statutory powers; however, its seven members are all Members of the Legislative Council.

The new Committee conducted its first meeting on 16 December 1999 when the Honourable Neil Lucas was elected Chairman and the Honourable Theo Theophanous was elected Deputy Chairman. The Committee's Executive Officer and Office Manager were re-appointed for the term of the 54th Parliament.

The Committee received two inquiries from the Governor-in-Council in February 2000. These were:

- ◆ The Impact of the Goods and Services Tax in Victoria (to be tabled on the first sitting day of the Spring Session 2000); and
- ◆ The Impact of Structural Changes in the Victorian Economy (to be tabled on the first sitting day of the Spring Session 2001).

In March 2000 the Committee received two further inquiries by resolution of the Legislative Council. These were:

- ◆ The Incidence of Youth Unemployment in Victoria and Options for Promoting Employment Growth Over the Coming Decade (to be tabled by 31 December 2001); and
- ◆ Export Opportunities for Victorian Rural Industries (to be tabled by 31 December 2001).

The Inquiry into the Impact of the Goods and Services Tax was the main work of the Committee in the year ending 30 June 2000.

ENVIRONMENT AND NATURAL RESOURCES COMMITTEE

The membership of the Environment and Natural Resources Committee underwent significant change during 1999-2000. An entirely new Committee was appointed for the 54th Parliament including, for the first time, an independent Member. The Chairman since 1992, Mr David Perrin, was replaced by Mr George Seitz.

The Inquiry into the Contribution of Older Motor Vehicles to Air Pollution, which had been postponed with the exception of preliminary background work, lapsed on the dissolution of the Legislative Assembly. The terms of reference of this Inquiry were not re-issued to the Committee of the 54th Parliament.

The Committee of the 53rd Parliament prepared a draft report and recommendations regarding its Inquiry into the Utilisation of Victorian Native Flora and Fauna; however, the final report had not been adopted when the Parliament was dissolved. After receiving re-issued terms of reference and reviewing the previous Committee's work, the Committee of the 54th Parliament adopted a report for tabling, which occurred in the Legislative Council on 1 June 2000.

The Inquiry on Native Flora and Fauna received 74 submissions and interviewed 24 witnesses. The Inquiry covered utilisation activities ranging from kangaroo harvesting and emu farming to wildflowers and ecotourism. The Committee found that there is great potential for Victoria's native plants and animals to be used in a sustainable manner. Three sectors --wildflower and bushfood production, nature-based ecotourism and closed system aquaculture -- were considered to have particular potential to meet Ecologically Sustainable Development (ESD) objectives. The report included suggestions and recommendations to assist the development of these three sectors.

In March 2000 the Committee resolved to commence an Inquiry into the Control of Ovine Johne's Disease in Victoria. Ovine Johne's Disease (OJD) is an incurable and ultimately fatal disease of sheep. It is a very emotive issue and is perhaps one of the most important issues currently facing Victorian sheep producers.

The Committee published a discussion paper in April 2000 to foster and assist interested persons preparing submissions on OJD (of which there were over 100 by the end of June 2000). The Committee considered it very important to undertake hearings in the rural areas affected by the disease control program and visited a number of representative farms to gain first hand understanding of the farmer's context. Over 90 witnesses gave evidence to the Committee. The Inquiry and, in particular, the country hearings have received a very high level of coverage in country and regional press and radio.

On 20 June 2000 the Committee announced the commencement of two further inquiries into Fisheries Management across Victoria and the Sustainable Management of the Victorian Abalone and Rock Lobster Fisheries.

FAMILY AND COMMUNITY DEVELOPMENT COMMITTEE

In the period from 1 July 1999 until 24 August 1999, the Family and Community Development Committee continued with its Inquiry into the Effects of Television and Multimedia on Children and Families in Victoria. The Report on this Inquiry had not been tabled at the time of dissolution. The Committee came under the administrative responsibility of the Department of the Legislative Assembly in the 54th Parliament

FEDERAL-STATE RELATIONS COMMITTEE

The Federal-State Relations Committee continued work on its ongoing Inquiry into overlap and duplication of roles and responsibilities between the Commonwealth and the State; and areas of responsibility for which the Commonwealth should have an enhanced role for the benefit of Federation. The Report on this Inquiry had not been tabled when the Legislative Assembly was dissolved .

LAW REFORM COMMITTEE In March 2000 the Committee commenced two inquiries:

- ◆ Review of Legal Services in Regional and Rural Victoria; and
- ◆ Review of the *Theatres Act 1958*.

Between April and June 2000 the Committee conducted eight public hearings related to the Review of Legal Services. These hearings occurred in Melbourne, Ballarat, Wodonga, Portland, Warrnambool and Geelong. The Committee also met with relevant agencies in Sydney in May 2000 regarding this Review.

The Committee attended a number of conferences in the course of the year. During the 53rd Parliament, the Committee attended the:

- ◆ Seventh Australian and Pacific Conference on Delegated Legislation and Fourth Australasian and Pacific Conference on the Scrutiny of Bills – Sydney, July 1999;
- ◆ Law Via the Internet Conference – Sydney, July 1999; and
- ◆ Justice Delivery – Meeting New Challenges: 17th Annual Conference of the Australian Institute of Judicial Administration – Adelaide, August 1999.

In the 54th Parliament the Committee attended:

- ◆ The Australian Law Reform Agencies Conference – Perth, April 2000; and
- ◆ Managing Justice: The Way Ahead for Civil Disputes - Sydney, May 2000.

ROAD SAFETY COMMITTEE For the duration of the 53rd Parliament during 1999-2000, the Road Safety Committee continued its deliberations on the Inquiry into Vehicle Roadworthiness. The Inquiry comprised four terms of reference which required the Committee to determine the extent to which vehicle defects were involved in crashes, and if the existing roadworthiness system could be improved. The Committee was also asked to examine if an alternative system could operate in lieu of periodic testing and its costs and benefits. Seventy-three submissions were received. The Inquiry lapsed upon dissolution of the Legislative Assembly in August 1999.

Following the opening of the 54th Parliament, the incoming Committee held its first meeting on 16 December 1999 with 7 instead of 9 members. The Governor in Council on 22 February 2000, and the Legislative Assembly on 14 March 2000, referred the Inquiry into Roadworthiness back to the Committee under revised terms of reference. The Committee was required to examine the existing roadworthiness system and if any alternative system could improve roadworthiness having regard to the cost benefit to the community and road safety outcomes. The Inquiry received 103 submissions. The Committee also resolved to consider the submissions received in the 53rd Parliament, making a total of 176 submissions.

To obtain information on schemes in other States and jurisdictions, the Committee visited New South Wales and Queensland on 18 and 19 April 2000.

Public Hearings were held at Parliament House, Melbourne to receive evidence on 15 and 16 May 2000.

A second Inquiry was received from the Legislative Council on 1 March 2000 into Rural Road Safety and Infrastructure. The Committee is to examine the needs for road and bridge construction and maintenance initiatives in rural Victoria, in particular, infrastructure projects that improve road safety and best meet community needs.

The Committee has commenced a series of meetings with municipalities in rural Victoria where each has had the opportunity to make an opening submission. The Committee has currently met with twenty rural municipalities.

The Committee was also represented at the following conferences:

- ◆ National Pedestrian Summit – Sydney, 1999;

- ◆ Road Safety Research, Policing and Education Conference – Canberra, November 1999; and
- ◆ Motor Accidents Authority of NSW Young Drivers Seminar – Sydney, March 2000.

JOINT COMMITTEE ADMINISTRATION OFFICE

During the year the Joint Committee Administration Office (JCAO) experienced a considerable number of staff changes. Following the resignation of the Manager in July 1999, Muriel O’Gorman became Acting Manager until December when the position was filled by Mark Roberts, formerly of the Legislative Assembly Procedure Office. The delay in advertising the position was a result of the general election and uncertainty regarding the appointment of the parliamentary committees. The staff of the parliamentary committees would like to acknowledge and thank Muriel for the time and effort she contributed as Acting Manager.

JCAO was fortunate to form an alliance with Stott’s Business College during 1999-2000 to assist with the need to find short term replacements for staff on leave or appointed/seconded to other Committees. JCAO was provided with a series of Stott’s students who were completing their Advanced Certificate of Business Administration. Not only did those students gain valuable hands-on work experience in office administration but, importantly for Parliament and the taxpayer, employment of these staff was considerably cheaper than arrangements with employment agencies.

COMMITTEE BUDGET ARRANGEMENTS

The total budget for the Joint Investigative Committees in 1999-2000 was \$3.931 million provided by way of Special Appropriations and compares with total expenditure of \$2.960 million. In 1998-99, \$4.157 million was allocated to the Committees. The main reason for the reduced budget funds in 1999-2000 was rental savings of \$271,000 arising from the move by the Committees from Nauru House to 35 Spring Street.

Under-expenditure in 1999-2000 was largely due to the inactivity of Committees in the period between the dissolution and the re-appointment of the Committees after legislative changes were made to the *Parliamentary Committees Act 1968* on 14 December 1999. Another reason for the under-expenditure was the non-appointment of the Federal-State Relations Committee in the 54th Parliament.

The total of \$3.931 million included \$200,000 to be allocated by the Presiding Officers for new inquiries received during the year. This initiative was agreed to by the Treasurer following representations by the Presiding Officers during 1997-98. During 1999-2000, Mr. President approved new

inquiry budgets of \$46,000 for the Economic Development Committee to commence its new four inquiries.

The 2000-2001 Budget Papers provided for a Special Appropriation of \$3.783 million for the Joint Investigatory Committees. All committees' estimates were substantially reduced to meet the total budget figure.

COMMITTEE EXECUTIVE OFFICERS' SALARY REVIEW

Following representation by some Parliamentary Committee Chairmen, the Presiding Officers agreed to engage a firm of consultants to conduct an independent review of the salary level of Committee Executive Officers in recognition of the changes in the work value of those officers.

Unlike a previous review undertaken by the Office of the Public Service Commissioner in 1998 (the recommendations of which were never acted upon), the Presiding Officers decided that all Committee Executive Officers should be included in the review.

Following a tender process, The Hay Group was subsequently engaged to undertake the review. The eight Executive Officers, their Chairmen, Presiding Officers, Clerks of Committees and their respective interstate counterparts were either interviewed and/or consulted during the review.

The Consultant's final report was expected to be completed in July 2000.

CHAIRMAN'S PANEL

The *Parliamentary Committees Act 1968* provides for a committee consisting of the Presiding Officers and the Chairmen of the Joint Investigatory Committees and the Chairman of the Economic Development Committee 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. The Chairmen's Panel did not meet during the reporting period.

DEPARTMENT OF THE LEGISLATIVE COUNCIL BUSINESS PLAN

Following the adoption of the Corporate Plan for the Parliamentary Departments, work began in April 1999 on the adoption of a Business Plan for the Department. A project team comprising the Clerk-Assistant, Usher of the Black Rod and Senior Parliamentary Officer, prepared an initial draft which was circulated to staff for comment in August 1999. Several staff in the Department took advantage of the opportunity to provide feedback and many constructive suggestions were made which improved the initial draft. The Plan was finalised and circulated to staff on 10 December 1999.

The Department's Business Plan is a comprehensive document which outlines the Department's goals, objectives and strategic priorities for 1999-2000 for each of its seven work groups. Some priorities are of an ongoing nature and others are specific for the year in question. Performance measures have been set for each activity outlined in the Plan and, to ensure the Plan's effectiveness, these targets are reviewed at the end of each quarter by the Department's senior management group and priorities are then set for the next three months.

In May 2000 work began on updating the Business Plan for 2000-2001 and staff in each of the Department's work groups were invited to make suggestions. On 13 June 2000 a copy of the draft Plan for the new financial year was circulated to staff and is expected to be signed off early in July.

ESTABLISHMENT OF PROCEDURE AND PROJECTS OFFICE

The principal organisational restructure within the Department during 1999-2000 involved the establishment of the Procedure and Projects Office to provide procedural, research, writing and managerial support to the Legislative Council, Mr President, and senior officers of the Department. The Office's ongoing responsibilities include maintenance and expansion of the Department's procedural database and the production of a range of publications including information sheets, public relations brochures, the Procedural Bulletin and the Annual Report. The Office is staffed by a Manager who was appointed in March 2000, and a Project Officer.

TONGA PARLIAMENT – TRAINING AND EQUIPMENT NEEDS ANALYSIS

At the request of the CPA Education Trust Fund Trustees the Clerk visited the Parliament of Tonga in February 2000 to undertake a training and equipment needs analysis. The purposes of the visit were:

- ◆ To assess whether new computers provided to the Parliament in November 1999 had been installed and were operating efficiently;
- ◆ To follow up on a previous training and equipment needs survey conducted by Mr John Pollock, former Deputy Clerk of the Legislative Assembly of the Northern Territory in September 1997; in particular, whether the needs identified then should be reconsidered or rearranged in terms of priority;
- ◆ To carry out computer and procedural training for the staff of the Parliament; and
- ◆ To assess the needs for specific *Hansard* training and advice in document production.

During his visit the Clerk held discussions with Ms Fatai Pale, the Clerk of the Parliament of Tonga, various staff of the Parliament and the High Commissioner for Australia in Tonga. The arrangements for the visit were coordinated by the High Commission in conjunction with the Parliamentary Relations Office in the Federal Parliament.

Upon his return the Clerk submitted a report to the Trustees in which he made recommendations for the purchase of a high speed, heavy-duty photocopier, a laptop computer for the Clerk and recording/transcribing equipment for the Hansard operators. His report also listed some issues for consideration which largely centred on the training of new staff appointed to the Parliament in Tonga, the provision of reference materials for a library in the Parliament and the provision of sound equipment in the Chamber in Tonga should a new Parliament building be constructed in the future.

INFORMATION TECHNOLOGY

During the year an analysis of computer hardware requirements within the Department was undertaken which identified the need for a number of upgrades.

The printers situated in the Legislative Council Chamber, the Clerk's Office and in the 3rd Floor office were replaced with new models. The fax machines situated in the Papers Office and in the 3rd Floor office, as well as the President's computer, were also replaced.

During the year discussions took place regarding storage of electronic files, particularly in regard to archiving many of the House document computer records. A CD Read-Writer was purchased and installed to enable the Department to meet the requirements of electronic archiving, which is a Legislative Council Business Plan priority for the Papers Office in the next financial year.

GST STEERING COMMITTEE A GST Steering Committee was established during the reporting period to ensure that departments would be GST compliant as a result of changes to the national taxation system due to be introduced on 1 July 2000. The Deputy Clerk represented the Department on this Committee.

The Committee was greatly assisted by Mr Stuart Fitchett, GST Project Manager, Department of Parliamentary Services, who was responsible for having the necessary policies, processes, systems, training and compliance regimes in place by 1 July 2000 for the Parliament to charge, collect and remit the GST and claim the GST credits on inputs.

NATIONAL TAX REFORM - BUDGETARY EFFECTS ON DEPARTMENT

The National Tax Reform changes due to commence on 1 July 2000 will have a direct impact on this Department's budget in 2000-01 and beyond, due to the embedded tax savings amounts identified for and imposed on this Department. Treasury adjusted Parliament's overall budget downwards by half a million dollars for 2000-01 – being the estimated savings in trading with its suppliers. This Department's share of the embedded tax savings will be \$28,000 in 2000-01. Further embedded tax savings of \$49,000 in 2001-02 and \$59,000 in each subsequent year will be applied to this Department's budget.

It is difficult to ascertain at this stage whether such embedded tax savings estimated for this Department will actually eventuate. An analysis of the impact of this measure will not be known until the end of the next reporting period.

DEPARTMENTAL GOAL 6

To implement fair and equitable staff management practices which develop the skills base of staff in order to achieve corporate, departmental and committee objectives.

PERFORMANCE MANAGEMENT SYSTEM

Reference was made in last year's Annual Report to the review of the Parliament's performance management system with changes to take effect during 1998-99. Staff performance assessments were carried out during July 1999 and no further changes were made to the system for the next round of assessments due in July 2000.

The only change to performance measures occurred where some work performance plans were refined as a consequence of the implementation of the Department's first Business Plan.

STAFF SALARIES

In April 2000 the Presiding Officers made application to the Government for the Australian Industrial Relations Commission's decision to hand down a comprehensive public service award under section 170 MX of the Workplace Relations Act to flow to parliamentary officers. The decision:

- ◆ awarded the 9.5 per cent salary increase effective from the first pay period on or after 30 March 1999 to public service employees who have not previously signed employment contracts; and
- ◆ recommended to the Victorian Government that it grant a 2 per cent salary increase effective from the first pay period on or after 30 March 1999 to VPS employees who were currently subject to employment contracts.

It is expected that the above increases, if granted, would apply to all non-executive employees who were employed at any time between 18 September 1999 and 30 June 2000.

This Department is awaiting the outcome of the Presiding Officers' submission to the Government. It is understood that there are a number of other "outer public sector organisations" in the same position and that the Government will consider and determine all such applications at the same time. As at 30 June 2000 the Presiding Officers had not received a response from the Government and there is, as yet, no indication as to when the decision will be taken.

OPERATIONAL HIGHLIGHTS

- ◆ **The Presiding Officers applied to the Government in April 2000 for the Australian Industrial Relations Commission's decision regarding a comprehensive public service award to flow on to parliamentary officers.**
- ◆ **The Department Heads issued a new charter to the Staff Development Committee with a priority being review of the training effort across the Parliament.**
- ◆ **Half-yearly departmental staff meetings were introduced during the year.**
- ◆ **Allan Bray, Clerk of the Legislative Council, retired in December 1999 after 35 and a half years with the Parliament of Victoria.**
- ◆ **In December 1999, Wayne Tunnecliffe was appointed Clerk and Matthew Tricarico Deputy Clerk of the Legislative Council. In January 2000, Ray Wright was appointed Usher of the Black Rod.**

NEW STAFF COLLECTIVE WORKPLACE AGREEMENTS

The current contracts of all staff in the Parliament who are employed on an ongoing basis expire on 30 June 2000. It is then expected that a new government salary offer will be put to staff, through a new system of workplace agreements to be negotiated with relevant unions. As soon as government policy on this issue becomes clear the Department, in conjunction with the other parliamentary departments, will move expeditiously to ensure that all staff in the Parliament have access to any salary increases that may be offered by the Government. The Department regards it as particularly important to ensure that any increases in the public sector apply from the same date to Parliamentary staff.

A matter of concern to the Department arises from the decision of the High Court in 1995 to specifically exclude Parliamentary Officers from Federal jurisdiction. It is this Department's view that an overly expansive interpretation of the term "Parliamentary Officer" has been applied and that only executives such as the Parliamentary Department Heads and the Deputy Clerks of the Legislative Council and the Legislative Assembly should be excluded from Federal jurisdiction. All other non-executive Parliamentary Officers should be subject to Federal jurisdiction. In order to attempt to resolve these concerns, the Presiding Officers sought advice from the Public Sector Employee Relations Division of

the Department of State and Regional Development on 26 May 2000. No response has as yet been received.

PARLIAMENT HOUSE CONSULTATIVE COMMITTEE

The Parliament House Consultative Committee, which comprises a employer and staff representative from each of the Parliamentary departments, exists to provide a forum for consultation between the Parliamentary departments, management and staff. The Committee may consider any matter of significance which is relevant to the terms and conditions of Parliamentary staff. The Committee has no decision-making powers but may make recommendations to the Department Heads. During the year, Matthew Tricarico succeeded Wayne Tunnecliffe as the Department's employer representative and Felicity Ryan was elected as staff representative.

Under its constitution the Committee is required to meet at least every two months. During 1999-2000 it met on six occasions and made one recommendation to the Department Heads regarding the placement of the Parliament's Corporate Plan on the Intranet site. Correspondence was also sent to the Department Heads regarding the negotiation process for the new Workplace Agreement and the future of the Parly Vous Newsletter.

GRIEVANCE REVIEW COMMITTEE

The Grievance Review Committee consists of an independent Chairperson, together with a management and a staff nominee. Wayne Tunnecliffe, when Clerk-Assistant, was the Parliament's management nominee: a successor is yet to be appointed.

STAFF DEVELOPMENT COMMITTEE

The Staff Development Committee was established in 1994. Its role is to investigate, report and make recommendations to the Department Heads on staff training in the Parliamentary departments.

In August 1997 the Presiding Officers approved new administrative arrangements for staff development.

The Staff Development Committee did not meet during 1998-99. Subsequently, concerns were expressed to the Department Heads at the state of the training program and other matters relating to the Training and Development Officer and training facilities at Parliament House. In view of the foregoing concerns, the Department Heads agreed in August 1999 to a revised charter for the Committee and requested the Committee to advise on the most effective means of providing a co-ordinated approach to the training and development of Parliamentary staff and the form and level of resources (if any) required. As a consequence, the Committee

met on two occasions during 1999-2000 with a view to recommending to the Heads options for Parliament-wide staff training and the basis of appointment of a training and development officer. As of 30 June 2000 the Committee's report was still to be received by the Department Heads.

STAFF TRAINING PROGRAM Reference has been made in the previous section to the Staff Development Committee's review of the approach to staff training in the Parliament. This Department strongly supports the reappointment of a Staff Training and Development Officer and a return to the fully coordinated training programme across the Parliament which existed between 1995 and 1998. It is a matter of great concern that the training programme has fallen into abeyance particularly given, not only the Departments' obligation to address issues raised during annual staff performance assessments, but also the wider benefits in general accruing from having a proper training programme in an organisation the size of the Parliament. During 2000-2001 the Department will use its best endeavours to ensure that this serious deficiency is rectified.

STAFF MEETINGS

As a part of the Department's strategy outlined in its Business Plan to improve communication within the Department, it has been decided to hold half-yearly meetings of staff at the conclusion of each sitting period. The benefits of such meetings are two-fold: firstly, they provide management with an opportunity to convey information to staff at a forum at which discussion can take place; and, secondly, they provide staff with the opportunity to raise matters of concern. Staff are invited to submit matters for discussion and an agenda of the issues to be raised at the meeting is prepared. The fact that two staff meetings are planned each year will not preclude other meetings of staff being held should circumstances require them.

Meetings of staff were accordingly held during the year under review on 13 December 1999 and 16 June 2000.

RETIREMENT OF CLERK

On 3 December 1999 the Clerk of the Legislative Council, Allan Bray, retired after 37 years of public service beginning in 1962, with 35 ½ years of this service as an Officer of the Parliament of Victoria. Allan was appointed Clerk of the Legislative Council on 16 August 1988 and Clerk of the Parliaments on 16 August 1991. Previously he had been Clerk-Assistant and Clerk of Committees from 1983 to 1988 and Usher of the Black Rod from 1978 to 1983.

Prior to his appointment to the Legislative Council staff as Usher of the Black Rod Allan had served in a number of positions in the Legislative Assembly.

On 1 December, Allan's last day in the House before his retirement, the House passed a motion of appreciation of his

services. Several Members spoke to the motion moved by the Leader of the Government, including each of the Party Leaders and Mr President, and all Members spoke in glowing terms about the distinguished service that he had given to the Parliament.

The motion was agreed to with all Members showing their unanimous agreement by standing in their places and, in a rare moment, the motion was also passed with acclamation.

All staff in the Legislative Council wish Allan and his wife Judy a long, healthy and rewarding retirement.

SENIOR STAFF APPOINTMENTS

As a consequence of Allan Bray's retirement, Wayne Tunnecliffe was appointed by the Governor in Council to the office of Clerk of the Legislative Council and Matthew Tricarico was appointed by Mr President to the new position of Deputy Clerk and Clerk of Committees from 4 December 1999. The former position of Clerk-Assistant and Clerk of Committees was abolished. Ray Wright was appointed by Mr President as Usher of the Black Rod as from 19 January 2000.

STAFF CHANGES

A full list of staff employed in the Department during 1999-2000 appears as Appendix B.

A number of other staff changes took place during the year. As a consequence of the establishment of the Procedure and Projects Office, Stephen Redenbach was appointed Manager of the office as from 16 March 2000 and Lisa Ball was appointed as the Department's first Project Officer as from 10 January 2000. Felicity Ryan was appointed as Manager, Papers Office, as from 9 November 1999 as a consequence of the promotion of Anne Sargent to the Department of the Legislative Assembly, Anthony Pierorazio was appointed Parliamentary Officer - Papers and Records as from 20 December 1999 and Sarah Davey was appointed to the new part-time position of Parliamentary Officer - Administrative Support, as from 23 November 1999. These three officers make up the complement in the Papers Office. Mary Pink, previously employed in the Department of Parliamentary Services, was appointed as a Parliamentary Attendant Grade 1 as from 15 November 1999.

Other changes in the Department involved the redesignation of the position of President's Orderly held by Geoff Barnett to the new position of President's Orderly and Assistant to the Usher of the Black Rod as from 5 April 2000 and Peter Anastasiou and Philip Stoits being reclassified to Parliamentary Attendant Grade 1, VPS Band 2.

There were also several changes in the Department's committee staff. As a consequence of the Economic Development Committee becoming a Legislative Council

Committee for the current Parliament its Executive Officer, Richard Willis, and its Office Manager, Anne Morgan, joined the Department as from 18 December 1999. Paul Bourke, the Executive Officer of the Family and Community Development Committee, became an officer of the Legislative Assembly as a consequence of an agreement between the departments that the Legislative Assembly service that Committee. Lilian Topic, former Executive Officer, Federal-State Relations Committee, also joined the Legislative Assembly as Executive Officer to Mr Speaker as from 29 November 1999. The Department wishes both Paul and Lilian well in their time with the Legislative Assembly and is very pleased to welcome Richard and Anne to its staff.

ATTACHMENTS TO OTHER PARLIAMENTS

The Usher of the Black Rod, Ray Wright, undertook a week long attachment from 30 August to 5 September 1999 with the Commonwealth Parliament. During this attachment he spent time with both the House of Representatives and the Senate and focussed on topics ranging from Parliamentary procedure to the preparation of Parliamentary documents.

SOCIETY OF CLERKS PROFESSIONAL DEVELOPMENT SEMINAR

The Deputy Clerk, Matthew Tricarico, and Usher of the Black Rod, Ray Wright, attended the first Professional Development Seminar, conducted under the auspices of the Society of Clerks at the Table (Australian Chapter), held in Adelaide in January 2000.

In an informal setting in the Royal Coach Motor Inn, delegates from Australasian legislatures presented papers covering a wide range of parliamentary matters (professional development; parliamentary committees; referral of petitions; parliamentary oversight; MMP; parliamentary employment; and parliamentary service). Two workshops, concerned with the electronic parliament and with parliamentary security, House reports, a visit to the Parliament of South Australia, a Chapter meeting of the Australian Society of Clerks, and much goodwill rounded out the Seminar experience. This Department gave a PowerPoint presentation of the Legislative Document Management System in operation in the Victorian Parliament.

The combination of informative presentations and the opportunity to discuss common issues with parliamentary colleagues proved enormously beneficial. Above all else, the Seminar reinforced the notion that, irrespective of location and size of legislature, the challenges and solutions associated with parliamentary administration are often similar.

issues in the year ahead

ISSUES IN THE YEAR AHEAD

The year 2000-2001 promises to be a particularly busy and exciting one for the Department. Some of the key priorities for the year which will present challenges for the staff include:

- ◆ *Centenary of Federation activities* – together with other Parliamentary departments, the Department will play a significant role in the staging of the Centenary of Federation activities in May 2001.
- ◆ *Commonwealth Parliamentary Conference* – much of the advance planning for the Conference to be held in September 2001 will need to be completed by the end of June in conjunction with the Department of the Legislative Assembly.
- ◆ *Legislative Council 150th Anniversary* – the planning for the Exhibition to mark the 150th Anniversary of the first Legislative Council in November 2001 will need to be well advanced by the end of June.
- ◆ *Parliamentary Precincts Act* – it is hoped that the Presiding Officers' submission to the Government for a Parliamentary Precincts Act will be implemented during the year, particularly in view of the proposed Centenary of Federation activities in May 2001.
- ◆ *Refurbishment of facilities* – the ongoing office refurbishment program is expected to continue with some major works planned to improve facilities for Members and staff.
- ◆ *Development of the Council Website* – the coming on line of the Department's new Website is regarded as a priority that will further enhance the services provided to Members of the Council and the Department's clients.
- ◆ *New draft Standing Orders* – the completion of new draft Standing Orders for submission to the Standing Orders Committee will help to ensure that the procedures of the House are up to date and relevant to modern parliamentary requirements
- ◆ *Staff training and development* – the Department must maintain its commitment to effective staff training, in particular, strategies to enhance staff procedural expertise.
- ◆ *Committees' computer equipment* – the upgrade of the microwave link between Parliament House and 35 Spring Street is a significant computer related project for 2000-2001.

appendices

- ◆ A ROLE OF LEGISLATIVE COUNCIL STAFF

- ◆ B STAFF EMPLOYED DURING 1999-2000

- ◆ C MEMBERS OF THE LEGISLATIVE COUNCIL,
54TH PARLIAMENT OF VICTORIA

- ◆ D SELECT STATISTICS RELATING TO SITTINGS
OF THE LEGISLATIVE COUNCIL, 1999-2000

- ◆ E STATISTICS RELATING TO COMMITTEES
ADMINISTERED BY THE DEPARTMENT OF
THE LEGISLATIVE COUNCIL

- ◆ F FINANCIAL INFORMATION

- ◆ G SUPPLEMENTARY INFORMATION AS AT 30
JUNE 2000

- ◆ H NON-CURRENT PHYSICAL ASSETS

- ◆ I ADMINISTRATION OF ACTS

APPENDIX A

ROLE OF LEGISLATIVE COUNCIL STAFF

CLERKS

The Department's administration is headed by the Clerk whose main role is to provide policy, procedural and management advice to the President and Members of the Council on all matters relating to the operations of the Council and the Committees which it services. The Clerk is assisted by the Deputy Clerk who, as Clerk of Committees, is also responsible for overseeing the operations of the Joint Investigatory Committees and other select committees serviced by the Department. The Clerk is required to provide an accurate record of the decisions and proceedings of the Council and to ensure that the passage of legislation is in accordance with legislative and procedural requirements. As Department head he has overall responsibility for the financing, staffing and administration of the Department.

The Clerk of the Legislative Council is also Honorary Assistant Secretary to the Victoria Branch of the Commonwealth Parliamentary Association. The Department accordingly provides some support services to the Branch. It also maintains the Register of Members' Interests on behalf of the Clerk of the Parliaments.

USHER OF THE BLACK ROD'S OFFICE

The Usher of the Black Rod is the President's Executive Officer. Under direction from the Clerk, the Usher provides assistance in the day to day administration of the Department and, in particular, the management of the Housekeeper, Attendant and other staff. He is also required to provide policy advice to the President and Clerk as required. The Usher is a central ceremonial figure at Openings of Parliament and Governors' Inaugurations. During sittings of the Council he has various responsibilities, including the preparation of the Notice Paper and recording the proceedings of the Committee of the Whole. The Usher also attends to a range of operational matters such as the use of the Chamber and other meeting/function facilities, Members' accommodation, security of the building and its occupants, fire protection, requisitions for supplies and maintenance, and Members' travel.

PROCEDURE AND PROJECTS OFFICE

The Procedure and Projects Office, which was established during 1999-2000, consists of a Manager, Procedure and Projects, and a Parliamentary Officer, Projects. The Office provides procedural, research, writing and managerial support to the Legislative Council, Mr President, and senior officers of the Department and is responsible for maintenance and expansion of the Department's procedural database.

The Office manages a range of recurrent and special projects, many of which are published. These include the Members' Guide, Annual Report, and parliamentary contributions to the Victorian Government Directory. The Office also prepares Legislative Council procedural bulletins, information sheets and diverse other internal and public relations documents. It will be closely involved in organisational and publication matters associated with various parliamentary activities.

On sitting days the Office provides support to the Clerks and Usher in the Chamber, and to the Papers Office.

PAPERS OFFICE

The Papers Office provides extensive administrative support to the Legislative Council Chamber during sittings of the House, and to the Department and Members during non-sitting periods.

In sitting periods, Papers Office personnel liaise closely with government departments, Parliamentary Counsel, contract printers and all other interested parties to ensure the timely presentation of documents to the House. The Office is responsible for preparing, checking, recording, printing, storing and archiving the official records and papers of the Legislative Council. These include Acts, Bills, amendments, questions on notice, petitions, diverse papers and reports, Minutes of the Proceedings and Notice Papers. The Papers Office serves as the general inquiry centre of the Department dealing with parliamentary, governmental, media and public inquiries.

The Office compiles information and provides parliamentary documents and stationery to Members as required. It also provides administrative support to the Department by processing and recording departmental expenditure, and by sourcing and supplying equipment and stationery.

ATTENDANT STAFF

Under the direction of the Usher of the Black Rod, the Housekeeper manages and supervises a team of Attendants and cleaning staff. The Housekeeper generally assists the Table Officers and attends to various requirements of Members, especially during the sittings of the Council. He 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.

The Attendants' group is generally responsible for the daily cleaning and maintenance of offices, meeting rooms and other areas of the Council precincts, the provision of security and inquire 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.

COMMITTEES

The Department is responsible for servicing four of the committees appointed pursuant to the *Parliamentary Committees Act 1968* — the Economic Development, Environment and Natural Resources, Law Reform and Road Safety committees.

Centralised support services are provided by the Joint Committee Administration Office which comprises some staff from this Department. The Committees' Office is responsible for the provision of accurate and timely advice, and effective and efficient support services to these committees, as well as any other committees which may be appointed by the Legislative Council. Its main functions include the allocation to each committee of adequate and competent staff, the provision of financial resources, the analysis of evidence and the presentation of reports to Parliament.

The Committees' Office consists of the Clerk of Committees who is responsible to Mr. President for the oversight of the operations of the committees; Executive Officers and Office Managers from each of the above committees whose role is to provide administrative, research, procedural and budgetary support to each committee; and staff from the Joint Committee Administration Office who provide keyboarding and other support services to each of the committees. Research staff are appointed and consultants are engaged from time to time depending on the inquiries before the committees.

PRESIDENT'S OFFICE

The President's Office comprises a small team of staff that service the needs and requirements of Mr President. The Office comprises a Personal Assistant who is under the direction of the Deputy Clerk, an Orderly drawn from the Attendant staff and a Ministerial Transport Officer who is on the staff of the Department of Premier and Cabinet. They provide secretarial, hospitality and transport support services to Mr President in his role as "Ministerial head" of the Department of the Legislative Council and in his official dealings with other Parliaments and organisations, distinguished visitors, diplomatic calls of ambassadorial status and ceremonial events.

The President's Orderly is also Assistant to the Usher of the Black Rod and performs a range of administrative support tasks to that office.

APPENDIX B

STAFF EMPLOYED DURING 1999-2000

At Parliament House

ALLAN BRAY	Clerk of the Parliaments and Clerk of the Legislative Council (until 3 December 1999)
WAYNE TUNNECLIFFE	Clerk-Assistant and Clerk of Committees (until 3 December 1999) Clerk of the Legislative Council (from 4 December 1999)
MATTHEW TRICARICO	Usher of the Black Rod and Clerk of the Records (until 3 December 1999) Deputy Clerk and Clerk of Committees (from 4 December 1999)
RAYMOND WRIGHT	Senior Parliamentary Officer (Chamber Support) (until 5 September 1999) Manager, Procedure and Projects Office (from 6 September 1999 to 18 January 2000) Usher of the Black Rod and Clerk of the Records (from 19 January 2000)
STEPHEN REDENBACH	Manager, Procedure and Projects Office (from 16 March 2000)
ANNE SARGENT	Parliamentary Officer (Papers Office) (until 3 October 1999)
FELICITY RYAN	Parliamentary Officer (Administrative Support) (until 8 November 1999) Manager, Papers Office (from 9 November 1999)
MARY MARTIN	Secretary to the Clerk of the Legislative Council
YOLANDE HENDERSON	Personal Assistant to the President of the Legislative Council
GABRIELLE WADE	Administrative Officer (until 13 September 1999)
ANTHONY PIERORAZIO	Parliamentary Officer - Papers and Records (from 20 December 1999)
SARAH DAVEY	Parliamentary Officer - Administrative Support (from 23 November 1999)
ELIZABETH BALL	Parliamentary Officer - Projects (from 10 January 2000 until 27 June 2000)
WILLIAM JARRETT	Housekeeper
RUSSEL BOWMAN	Senior Parliamentary Attendant
ALAN RYAN	Parliamentary Attendant, Grade 3 (until 30 July 1999)
MICHAEL STUBBINGS	Parliamentary Attendant, Grade 3

GEOFFREY BARNETT	Parliamentary Attendant, Grade 3 and Assistant to the Usher of the Black Rod
GREGORY MILLS	Parliamentary Attendant, Grade 2 (<i>until 10 October 1999</i>) Parliamentary Attendant Grade 3 (<i>from 11 October 1999</i>)
PETER ANASTASIOU	Parliamentary Attendant, Grade 1 (<i>until 10 October 1999</i>) Parliamentary Attendant Grade 2 (<i>from 11 October 1999</i>)
PHILIP STOITS	Parliamentary Attendant, Grade 1
MARY PINK	Temporary Parliamentary Attendant, Grade 1 (<i>from 15 November 1999</i>)
QUENTIN CORNELIUS	General Hand
CARMINE MARAFIOTI	General Hand
ANDREW CANNARD	Ministerial Transport Officer (<i>until 9 April 2000</i>)

At the Committee premises — 35 Spring Street, Melbourne

ENVIRONMENT AND NATURAL RESOURCES COMMITTEE

BRAD MILES	Executive Officer
ANDREA LINDSAY	Research Officer
ARI VLASSOPOULOS	Research Officer (<i>from 13 June 2000</i>)
KATHRYN BROWN	Temporary Office Manager (<i>until 10 November 1999</i>)
KATHERINE KARLEVSKI	Office Manager (<i>from 21 February 2000</i>)

ECONOMIC DEVELOPMENT COMMITTEE

RICHARD WILLIS	Executive Officer (<i>from 18 December 1999</i>)
ANNE MORGAN	Office Manager (<i>from 18 December 1999</i>)

FAMILY AND COMMUNITY DEVELOPMENT COMMITTEE

PAUL BOURKE	Executive Officer (<i>until 17 December 1999</i>)
HELEN GWILLIAM	Research Officer (<i>until 8 September 1999</i>)

FEDERAL-STATE RELATIONS COMMITTEE

LILIAN TOPIC	Executive Officer (<i>until 28 November 1999</i>)
PATRICK EMERTON	Research Officer (<i>until 7 September 1999</i>)

LAW REFORM COMMITTEE

PADMA RAMAN	Executive Officer
JENNIFER BAKER	Research Officer (<i>until 19 December 1999</i>)
MERRIN MASON	Research Officer (<i>from 22 May 2000</i>)
SHYLA VOHRA	Research Officer (<i>from 26 April 2000</i>)
ANGELICA VERGARA	Office Manager

ROAD SAFETY COMMITTEE

BARRY AITKEN	Executive Officer
LOIS GROGAN	Office Manager

JOINT COMMITTEE ADMINISTRATION OFFICE

SONIA KESTLE	Administrative Officer (<i>until 6 December 1999</i>)
LARA HOWE	Administrative Officer (<i>until 2 April 2000</i>)
MICHELLE HEANE	Administrative Officer (<i>from 21 February 2000</i>)
JAIME COOK	Administrative Officer (<i>from 1 May 2000</i>)

APPENDIX C
MEMBERS OF THE LEGISLATIVE COUNCIL, 54TH PARLIAMENT
OF VICTORIA (FIRST SESSION OPENED 3 NOVEMBER 1999)

PROVINCE	NAME	PARTY
Ballarat	Hon. J. M. McQuilten	ALP
	Hon. D. G. Hadden	ALP
Central Highlands	Hon. G. R. Craige*	LP
	Hon. E. G. Stoney*	LP
Chelsea	Hon. B. C. Boardman*	LP
	Hon. R. F. Smith	ALP
Doutta Galla	Hon. M. M. Gould*	ALP
	Hon. J. M. Madden	ALP
East Yarra	Hon. D. M. Davis*	LP
	Hon. M. A. Birrell*	LP
Eumemmering	Hon. N. B. Lucas*	LP
	Hon. G. K. Rich-Phillips	LP
Geelong	Hon. I. J. Cover*	LP
	Hon. E. C. Carbines	ALP
Gippsland	Hon. P. R. Hall*	NP
	Hon. P. R. Davis*	LP
Higinbotham	Hon. Dr. J. W. G. Ross*	LP
	Hon. C. A. Strong*	LP
Jika Jika	Hon. T. C. Theophanous*	ALP
	Hon. J. Mikakos	ALP
Koonung	Hon. G. B. Ashman*	LP
	Hon. B. N. Atkinson*	LP
Melbourne	Hon. G. W. Jennings	ALP
	Hon. G. D. Romanes	ALP
Melbourne North	Hon. C. C. Broad	ALP
	Hon. M. R. Thomson	ALP
Melbourne West	Hon. S. M. Nguyen*	ALP
	Hon. K. Darveniza	ALP

PROVINCE	NAME	PARTY
Monash	Hon. P. A. Katsambanis*	LP
	Hon. A. Coote	LP
North Eastern	Hon. E. J. Powell*	NP
	Hon. W. R. Baxter*	NP
North Western	Hon. R.A. Best*	NP
	Hon. B.W. Bishop*	NP
Silvan	Hon. W. I. Smith*	LP
	Hon. A. P. Olexander	LP
South Eastern	Hon. K. M. Smith*	LP
	Hon. R. H. Bowden*	LP
Templestowe	Hon. C. A. Furletti*	LP
	Hon. W. Forwood*	LP
Waverley	Hon. M. T. Luckins*	LP
	Hon. A. R. Brideson*	LP
Western	Hon. B. A. Chamberlain*	LP
	Hon. R. M. Hallam*	NP

NOTES

1. ALP — Australian Labor Party 14 Members
LP — Liberal Party 24 Members
NP — National Party 6 Members
 2. The terms of the first-named Members for each Province expire at the next General Election for the Legislative Assembly.
 3. The terms of the last-named Members for each Province expire at the General Election following the next General Election for the Legislative Assembly.
- * Also Members of the Legislative Council in the 53rd Parliament which was dissolved on 24 August 1999.

The following Members of the Legislative Council, 53rd Parliament, are no longer MLCs: Hon. R. S. de Fegely (Ballarat – LP); Hon. R. I. Knowles (Ballarat – LP); Hon. S. deC. Wilding (Chelsea – LP); Hon. T. Eren (Doutta Galla - ALP); Hon. Dr. R. J. H. Wells (Eumemmering – LP); Hon. W. A. N. Hartigan (Geelong – LP); Hon. P. Power (Jika Jika – ALP); Hon. D. T. Walpole (Melbourne – ALP); Hon. B. T. Pullen (Melbourne – ALP); Hon. D. A. Nardella (Melbourne North – ALP); Hon. C. J. Hogg (Melbourne North – ALP); Hon. J. McLean (Melbourne West – ALP); Hon. L. Asher (Monash – LP); Hon. R. Varty (Silvan – LP).

APPENDIX D

STATISTICS RELATING TO SITTINGS OF THE LEGISLATIVE COUNCIL, 1995-96 TO 1999-2000

	1995-96	1996-97	1997-98	1998-99	1999-00
Number of days House met	27	34	36	26	34
Number of hours House met	279.30	338.45	370.07	258.47	230.50
Average number of hours per sitting	10.21	9.58	10.17	10.12	9.02
Bills dealt with					
Initiated in L.C.	8	1	4	10	16
Initiated in L.A.	75	110	111	89	63
Passed without amendment	65	95	106	95	75
Passed with amendments	5	14	5	5	3
Defeated	0	0	0	0	0
Lapsed	0	0	0	0	0
Withdrawn	2	1	0	0	0
Ruled out of Order	0	0	0	0	0
Sets of amendments circulated					
	15	46	34	15	10
Questions on notice processed					
	623	2068	2023	876	731
Petitions tabled					
	15	4	14	15	7
Papers tabled (total)					
Annual reports	440	454	360	337	285
Statutory Rules (incl. attachments)	256	157	322	129	120
Planning schemes & amendments	838	731	619	261	202
Proclamations	81	45	62	59	28
Other (including special reports, Parliamentary Committee reports etc)	99	66	68	49	66

APPENDIX E
STATISTICS RELATING TO COMMITTEES ADMINISTERED BY THE
DEPARTMENT OF THE LEGISLATIVE COUNCIL

53RD PARLIAMENT	ENRC	FCDC	FSRC	LRC	RSC
Deliberative Meetings					
Full committee	4	4	2	1	1
Sub committee	—	1	—	—	—
Public Hearings					
Full committee	—	—	—	—	—
Sub committee	—	—	—	—	—
Visits/Inspections					
Full committee	3	—	—	—	—
Sub committee	—	—	—	—	—
Reports Presented	—	—	—	—	—
Discussion Papers Produced	—	—	—	—	—

54TH PARLIAMENT	EDC	ENRC	LRC	RSC
Deliberative Meetings				
Full committee	7	11	6	7
Sub committee	—	2	2	—
Public Hearings				
Full committee	—	7	8	3
Sub committee	—	—	—	1
Visits/Inspections				
Full committee	—	8	1	5
Sub committee	—	—	—	—
Reports Presented	—	1	—	—
Discussion Papers Produced	—	1	—	—

Note

EDC	Economic Development Committee
ENRC	Environment and Natural Resources Committee
FCDC	Family and Community Development Committee
FSRC	Federal-State Relations Committee
LRC	Law Reform Committee
RSC	Road Safety Committee

APPENDIX F

LEGISLATIVE COUNCIL FINANCIAL STATEMENTS

1999-2000

1998-99 Actual	EXPENDITURE	1999-2000 Budget	1999-2000 Actual
LEGISLATIVE COUNCIL - DEPARTMENTAL - Provision of outputs and additions to the net asset base(also includes \$106,000 Special Appropriations)			
877,717	STAFF SALARIES, ALLOWANCES AND OVERTIME	975,000	781,576
619,261	SUBSIDIARY EXPENSES (1)	598,000	694,677
2,049,204	CAPITAL EXPENSES CHARGE	-	-
158,685	GENERAL EXPENSES (2)	133,000	215,573
66,763	PARLIAMENTARY PRINTING	202,000	73,641
243,000	COMMONWEALTH PARLIAMENTARY ASSOCIATION	249,000	249,000
-	EXPENSES OF SELECT COMMITTEES	25,000	-
26,125	AUDITOR-GENERAL'S OFFICE AUDITS	5,000	5,375
-	PRESIDENT'S ADVANCE	25,000	-
-	CAPITAL WORKS	50,000	-
4,040,755	TOTAL - DEPARTMENTAL	2,263,000	2,019,842
LEGISLATIVE COUNCIL - MEMBERS - Special Appropriations			
4,432,228	MEMBERS SALARIES AND ALLOWANCES	4,587,000	4,581,823
2,700,000	PARLIAMENTARY CONTRIBUTORY SUPER. FUND	2,697,000	2,803,046
7,132,228	TOTAL - MEMBERS	7,284,000	7,384,869
11,172,983	TOTAL	9,547,000	9,404,711

NOTES:

1. Subsidiary expenses include long service leave and recreation leave provision, payroll tax, employer superannuation and WorkCover contributions
2. General expenses include \$58,000 carryover from 1998-99.

JOINT INVESTIGATORY COMMITTEES

1998-99 Actual	EXPENDITURE	1999-2000 Budget	1999-2000 Actual
361,655	Drugs and Crime Prevention Committee	278,000	299,096
248,129	Economic Development Committee	235,000	180,615
232,115	Environment and Natural Resources Committee	290,000	269,434
159,041	Family and Community Development Committee	260,000	134,001
269,060	Federal-State Relations Committee	267,000	56,749
403,262	Law Reform Committee	390,000	308,715
374,773	Public Accounts and Estimates Committee	626,000	419,981
187,719	Road Safety Committee	352,000	188,565
317,812	Scrutiny of Acts and Regulations Committee	376,000	360,246
628,676	Joint Committee Administration Office	857,000	743,227
3,182,242	TOTAL	3,931,000	2,960,629

NOTES:

1. Committees administered by the Department of the Legislative Council — Family and Community Development*; Environment and Natural Resources; Federal-State Relations^o, Law Reform and Road Safety.
2. Committees administered by the Department of the Legislative Assembly — Drugs and 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. Its budget contains the rental payments for 35 Spring Street on behalf of all committees.

* Until December 1999

^o From December 1999

Not reappointed in 54th Parliament

APPENDIX G SUPPLEMENTARY INFORMATION AS AT 30 JUNE 2000

GENERAL STORES ON HAND

As at 30 June 2000, the Papers Office had the following stores on hand which were valued at cost:

Letterhead paper	\$2,677
Envelopes	\$4,126
Other Stores incl. Pads, With Compliments Slips,etc	\$3, 434

CREDITORS

As at 30 June 2000, the Department had outstanding employee benefits including:

Annual Leave	\$109,805
Long Service Leave	\$307,043

APPENDIX H

NON-CURRENT PHYSICAL ASSETS

THE BLACK ROD

DEPARTMENTAL UNIFORMS

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, television set, video recorders, video camera, video projector, portable discussion sound system etc.

COMMUNICATIONS Telephones, two-way radios, facsimile machines, audio systems, etc.

MOTOR VEHICLES One Ministerial motor vehicle.
Two Departmental motor vehicles

WORD PROCESSING AND COMPUTER EQUIPMENT

Personal desktop computers, lap top computers, printers, scanner and file servers.

APPENDIX I

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. In several instances, however, the work involved in administration of those Acts is, in practice, either wholly or partly the responsibility of the Parliamentary departments.

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

- ◆ *Constitution Act 1975*
- ◆ *Members of Parliament (Register of Interests) Act 1978*
- ◆ *Parliamentary Committees Act 1968*
- ◆ *Parliamentary Officers Act 1975*
- ◆ *Parliamentary Salaries and Superannuation Act 1968*