

DEPARTMENT OF THE LEGISLATIVE COUNCIL



annual report 2001-2002

**1 JULY 2001
to
30 JUNE 2002**

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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 2001 TO 30 JUNE 2002

clerk's overview

It is with much pleasure that I present my report on the operations of the Department of the Legislative Council for 2001-2002.

The Department's mission is to provide apolitical, professional, innovative and integrated support services and information to the President, Members of the Legislative Council and parliamentary committees for which the Department has administrative responsibility, in the interests of the public of Victoria. I believe that the Department has met its objectives at a high level and I am very pleased to see that the initial results of the Customer Satisfaction Survey, which will be referred to in this report, seem to support this claim.

The year was an exceptionally busy one for the Department, both in relation to the actual sittings of the House and the other activities within the Parliament in which the Department was involved.

The sittings themselves were characterised by a larger than usual series of complicated dealings on Bills between the Houses, often requiring staff in the Department to research rarely used procedural precedents for guidance. Undoubtedly, the highlight of these was the use of a procedure last used in 1925 regarding the suggestion of an amendment to the Assembly on the consideration of the report of the Committee of the whole. The many unusual proceedings on Bills have required staff to focus on procedure, as well as giving them experience at first hand of the more complicated dealings between the Houses. This has proved to be an invaluable learning tool for many staff in the Department who have had no previous experience of such procedures. There is no real substitute for effective on-the-job training in parliamentary procedure.

The sitting of the Council in Ballarat on 16 August 2001 was certainly a highlight of the year. It took a great deal of effort from staff in this Department, together with officers of the City of Ballarat, to ensure the success of the exercise. Together with the sitting of the Legislative Assembly in Bendigo, the Parliament of Victoria was presented in a very favourable light to those who may not normally have the opportunity to observe its proceedings at first hand. It is perhaps significant to note that since the Victorian Parliament's regional sittings, the Queensland Parliament has met in Townsville, the Tasmanian Parliament has announced its intention to hold a sitting away from Hobart early next year and the Northern Territory Legislative Assembly will meet in Alice Springs in April.

Away from the Chamber, there were many highlights. Foremost amongst these was the celebration in November 2001 of the 150th anniversary of the sitting of the first Legislative Council. The exhibition in the former Premier's Corridor and Dr Ray Wright's book, *A Blended House*, very fittingly marked a significant milestone in the political and parliamentary history of Victoria.

The Victorian Parliament's role in the Commonwealth Parliamentary Conference in September 2001 was also a significant event during the year and staff in this Department combined with staff in the other parliamentary departments to again portray the Parliament in the best possible light. Victoria's role in hosting pre-Conference tours for many of the delegates and the official opening of the Conference at the Royal Exhibition Buildings were particularly important parts of the overall exercise and it was certainly highly successful.

The Department also played an important role with the Legislative Assembly in hosting the Australia and New Zealand Association of Clerks-at-the-Table Professional

Development Seminar in July 2001, with perhaps the highlight of the seminar being the appearance of three former Premiers as guest speakers.

During the year, a number of very major changes were made to the Legislative Council precincts. The most notable of these was the extension at the rear of the Council Chamber where two new meeting rooms and offices were created. All these facilities have been fitted out to a very high standard and demand for the meeting rooms has been substantial. The creation of these new facilities involved the first extension to the principal level of the building in over 70 years. This new area is being complemented by the Department's ongoing program of upgrading meeting rooms and offices, thereby providing substantially improved facilities for Members, staff and visitors to the Parliament.

Other important changes during the year occurred in the Chamber itself with the introduction of microphones to assist the Hansard digital recording system and digital count down clocks required because of the imposition of certain time limits on debates.

During the year, the Standing Orders Committee continued its review of the Standing Orders. Significant progress was made on the review, which is the first general review since 1924. It is to be hoped that the Committee's report will be tabled during the Spring Sittings and that the Council will have the opportunity to adopt the new set of Standing Orders before the end of the 2002.

The Department continued to enthusiastically fulfil its education and community relations responsibilities. The development of the Council's new website, further additions to its series of information sheets and the upgrading of other public relations material including the Chamber seating plan have ensured that the Department is able to convey high standard and accurate information to its many clients about its activities.

In conclusion, 2001-2002 has been a particularly interesting and exhilarating year. The Department has achieved a lot in this period and I take this opportunity to acknowledge the efforts of the staff, without whom none of the activities to which I have made reference would be possible. The Department is staffed by a small team but one that is highly talented and dedicated to providing the highest possible level of service. I thank all staff in the Department for their exceptional efforts during the year.

Wayne Tunnecliffe
Clerk of the Legislative Council.

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 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.

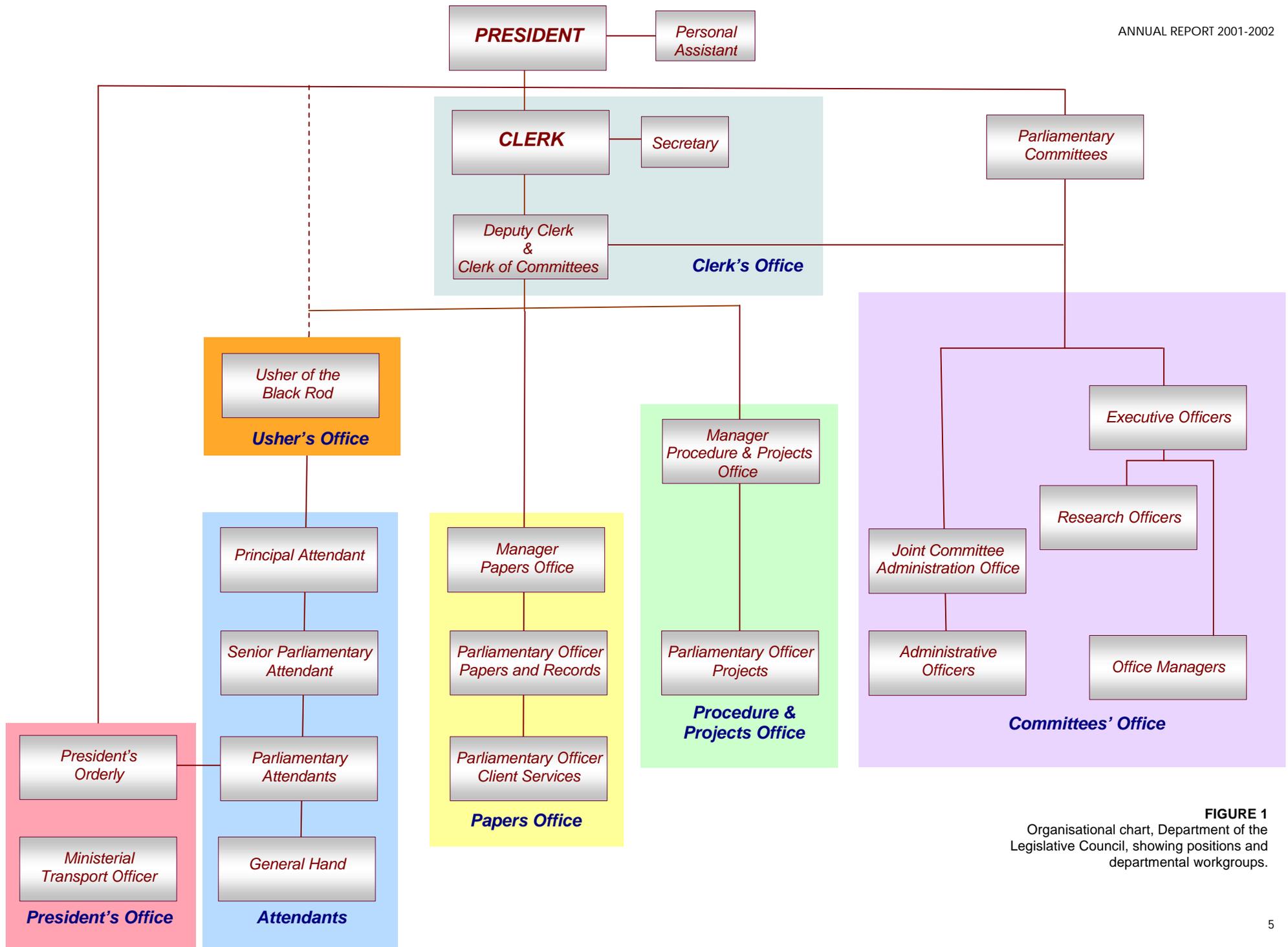


FIGURE 1
Organisational chart, Department of the Legislative Council, showing positions and departmental workgroups.

procedure and advice

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.

SITTINGS OF THE HOUSE

The Legislative Council resumed for the Spring Sittings on 16 August 2001 and adjourned until a day and hour to be fixed by the President on 6 December 2001. The House met on 23 occasions with no sittings extending beyond midnight. The average length of sitting was 8 hours and 56 minutes. During the sitting period, the House passed a total of 49 Bills, of which 3 were initiated in the Council and 46 were transmitted from the Assembly.

The Autumn Sittings commenced on 19 March 2002, with the House adjourning on 13 June 2002. During the sitting period, the House sat on 25 occasions with the average length of daily sittings being 9 hours and 47 minutes. There were 6 sittings which went beyond midnight. The House passed a total of 44 Bills of which 6 were amended. Five Bills were initiated in the Council, four of which were Private Members' Bills.

Legislative Council sitting patterns for the past ten years are shown in Figures 2, 3 and 4 at the end of this section. Appendix D provides select statistics relating to the sittings of the Council for the past five years.

HIGHLIGHTS OF THE SITTINGS

There were a number of procedural highlights arising from the sittings of the House during 2001-2002, some of which required staff in the Department to research rarely used procedural precedents. These included –

Trial changes to Sessional Orders for 2002

On 28 November 2001, the Council agreed to a number of changes to the Sessional Orders to be adopted on a trial basis from 1 January to 31 December 2002. The main features of the new Sessional Orders are:

- (a) The introduction of 90 second statements by members, with an overall time limit of 15 minutes for such statements;
- (b) Debate on motions to take note of reports and other papers tabled in the House during the Session for one hour on Thursdays, with an order of precedence being established. Reports of the Auditor-General are given the highest priority, followed by parliamentary committee reports and then all other reports and papers;
- (c) A change in the time limit for taking new business from 8.00 p.m. to 9.00 p.m.;
- (d) The introduction of a Question Time modelled largely on the Senate with Members able to ask supplementary questions. Time limits apply to all questions and answers;

- (e) At the conclusion of questions without notice, a 30 minute period for debate on motions to take note of answers given that day to questions without notice;
- (f) The Leader of the Government now advises the House of the numbers of the answers to questions on notice to which answers are being provided and a list of the numbers is circulated to Members in the Chamber; and
- (g) Provision for a 15-minute debate on motions to take note of a report of a parliamentary committee at the time of presentation.

Resolution concerning terrorist attacks on the United States

On 18 September 2001, the Council's first sitting day of the Spring Sittings, the House agreed to a resolution expressing its deepest and sincerest condolences to the President and people of the United States of America following the terrorist attacks on the World Trade Centre, New York, and the Pentagon, Washington D.C., on 11 September 2001. Members rose in their places and indicated their unanimous support for the resolution which was then followed by a minute's silence. The House then agreed to a motion requesting the Governor to communicate the House's resolution to the Governor-General for transmission to the President of the United States.

Resolution regarding the death of the Queen Mother

On 16 April 2002, the Council agreed to a resolution expressing its sympathy to the Royal Family in their sorrow at the death of Her Majesty Queen Elizabeth, the Queen Mother. Members rose in their places and indicated their unanimous support for the resolution by standing in silence. The House then agreed to a motion requesting the Governor to communicate the resolution to the Governor-General for transmission to the Queen.

Several complicated dealings between the Houses on Bills

Both sitting periods featured an unusually large number of disagreements between the Houses over Bills. These concerned the Victorian Environmental Assessment Council Bill, the Victorian Institute of Teaching Bill, the Water (Irrigation Farm Dams) Bill, the Judicial Remuneration Tribunal (Amendment) Bill, the House Contracts Guarantee (HIH Further Amendment) Bill, the Crimes (DNA Database) Bill, the Country Fire Authority (Miscellaneous Amendment) Bill, and the Audit (Further Amendment) Bill. The only Bills rejected by the Council during the year were the Corrections and Sentencing Acts (Home Detention) Bill and the Crimes (Workplace Deaths and Serious Injuries) Bill.

A particular feature of the House Contracts Guarantee (HIH Further Amendment) Bill was the use of a procedure last used in 1925 concerning amendments suggested to the Assembly on the consideration of the report of the Committee of the whole.

Presentation of the second right of reply

On 14 May 2002, the President presented a right of reply from a member of the public to statements made in the Council the previous month by the Honourable Theo Theophanous in a debate concerning liquor licensing. Upon the presentation of the right of reply, Mr Theophanous moved that it be taken into consideration on the next day of meeting; however at the conclusion of the Autumn Sittings the matter had not been debated further.

Changes to Ministerial attendance at the daily Adjournment debate

Prior to the commencement of the Adjournment debate of 27 May 2002, the Leader of the Government advised the House that only one of the Council's four Ministers would be attending the Adjournment each day in future to take note of matters raised. This was a variation from the Council's long-standing practice of all Ministers attending the debate. However, the Government claimed that the new arrangements were consistent with those which apply in the Australian Senate.

The first motions to produce overdue answers to questions on notice

On 11 June 2002, motions to produce answers to questions on notice were moved by three Members of the House. These were the first occasions that the procedures under Standing Order 71AA, adopted in April 1993, were invoked beyond the stage of explanations being sought as to why answers had not been provided.

First Friday sitting early in a sitting period for many years

On 17 April 2002, the Council agreed to sit on Fridays at 10.00 a.m. until the end of June 2002. Subsequently, the Council sat on Friday, 19 April, which was only the third week of the Council's Autumn Sittings, but did not sit again on a Friday for the remainder of that sitting period.

SITTING OF THE LEGISLATIVE COUNCIL IN BALLARAT

At 10.30 am on Thursday, 16 August 2001, the Legislative Council became the first parliamentary institution in Australasia to meet in a regional centre. The sitting took place in the Trench Room of the Ballarat Town Hall. Members held a full parliamentary sitting day, including questions without notice and questions on notice, government business and general business. The House went on the Adjournment at 6.00 p.m. Significant local interest in the event was shown by the always full visitors' gallery; the attendance of children from Ballarat district schools was especially noteworthy. Television and print media coverage was intense, and the subsequent coverage complimentary to the Legislative Council.

To mark the occasion, the Department produced a souvenir booklet entitled *Meet the Parliament: The Legislative Council's Historic Sitting, Ballarat 16 August 2001* which was distributed to visitors at the sitting. The Department also prepared several press releases and articles for the local media aimed at publicising the sitting by focussing on the connections between Ballarat and the Parliament.

The Legislative Council was fortunate that the facilities at the Ballarat Town Hall not only permitted the meeting of the Council to take place efficiently and effectively, but that provision could be made within the Town Hall for a reception centre for all visitors wishing to watch the sitting. In addition, a departure centre, staffed by Parliamentary Library personnel, provided visitors with an opportunity to use interactive computer technology and parliamentary displays to learn more about the Parliament.

Other noteworthy events during the day included an official "Welcome to Country" ceremony by representatives of local Aboriginal groups. During the luncheon recess, Members met with community leaders in an informal luncheon held at Craig's Hotel, in Lydiard Street, Ballarat. This event provided an opportunity for Members to discuss local issues with community representatives. After the Adjournment debate was completed, the City of Ballarat hosted a civic reception for the Legislative Council.

The Department of the Legislative Council wishes to record its thanks to the Mayor of Ballarat, Cr David Vendy, to Mr John McLean, Chief Executive Officer, and to the staff of the City of Ballarat for their assistance in planning this historic sitting. The success of the Ballarat sitting, and with it the notion of taking the Parliament to the public, provided a context for discussion on the Legislative Council conducting further regional sittings.

COUNCIL'S SITTING IN BENALLA

On 13 June 2002, the Council agreed to a motion moved by the Leader of the Government, for the Council to meet at the Benalla Town Hall, in the City of Benalla, on Wednesday 30 October 2002. The sitting will commence at 10.00 a.m. and will constitute a normal Wednesday sitting day in most respects, although the period for General Business will be limited to two hours rather than three and Government Business will cease at the pre-determined time of 6 p.m. when a motion for the adjournment of the House will be moved.

This will be the Council's second regional sitting, following the very successful event in Ballarat in August 2001. However, the forthcoming sitting will differ from last year's in several significant respects. Unlike Ballarat, which is one of Victoria's largest regional centres, Benalla is relatively small with a population of only 8,000 and is approximately two and a half hours north of Melbourne, almost twice the travelling time to Ballarat. Last year, the Assembly met in Bendigo on the same day as the Council's Ballarat sitting; however, on this occasion the Council will be the only House conducting a regional sitting. The Ballarat sitting also occurred on a Thursday, which was the only day that the Council met that week, whereas the sitting in Benalla on a Wednesday will be followed the next day by a sitting in Melbourne beginning at midday. Factors such as these will present additional logistical challenges for the Department to address.

REVIEW OF STANDING ORDERS

In the Department's 1999-2000 Annual Report, reference was made to the engagement of Allan Bray, 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 in anticipation of a reference from the Council to the Standing Orders Committee.

On 20 June 2001, following discussions between the President and the party leaders, the House gave the Standing Orders Committee a reference to undertake a review of the Standing Orders and make recommendations with a view 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 of the Council as seems appropriate; and
- (d) consolidating Standing Orders in accordance with paragraphs (a), (b) and (c) to ensure the more efficient operation of the Council.

On 11 July 2001 the Committee commenced its detailed review of the new draft set of Standing Orders and Standing Rules of Practice. At that meeting, the former Clerk of the Legislative Council, attended and gave the Committee a detailed briefing on his report.

The Committee met on sixteen occasions during the reporting period. Substantial progress was made with the review, largely due to the Committee meeting during lunchtime breaks and, at other times, often meeting for up to four hours duration.

By the end of the reporting period, the Committee had agreed to a number of changes to the Standing Orders. These included the omission of some obsolete Standing Orders, the incorporation of tried and tested Sessional Orders, changes to gender-neutral language, clearer and simpler language, a new numbering format and the adoption of various rules of practice, such as the incorporation of material in *Hansard*.

It is expected that the Committee will complete its task in September 2002 and report to the Council on the first day of the 2002 Spring Sittings.

PRESIDING OFFICERS' AND CLERKS' CONFERENCE

The 32nd Conference of Presiding Officers and Clerks was held in Wellington New Zealand from 2 to 6 July 2001. Most Houses of Parliament in Australia, New Zealand and the Pacific were represented and the House of Commons sent a senior Clerk as an observer. The Legislative Council was represented again by the President and the Clerk, with the President presenting a paper on "Right of Reply in the Victorian

Parliament - the two remedies" and the Clerk presenting a paper entitled "Victoria's new Parliamentary Precincts Act".

The President's paper highlighted the practice of dealing with an application for right of reply in the Victorian Legislative Assembly, the New Zealand House of Representatives as well as the Legislative Council in Victoria. The paper illustrated the differences in those jurisdictions, particularly whether the presiding officer or Privileges Committee determines if the right of reply should be presented. The paper also summarised the practice relating to a right of reply in all jurisdictions in Australia and New Zealand.

The Clerk's paper outlined the steps taken in achieving the enactment of the *Parliamentary Precincts Act 2001* which for the first time defines the parliamentary precincts and clarifies the Victorian Parliament's authority to provide for their security. The paper specifically referred to the Scrutiny of Acts and Regulations Committee's report into the *Unlawful Assemblies and Processions Act 1958*, which recommended the enactment of the Act, and the Presiding Officers' submission to the inquiry in 1997 which supported the proposal.

PROCEDURAL BULLETINS

The Department publishes two Procedural Bulletins each year which are produced by the Procedure and Projects Office. These provide an account of the most significant events, procedural issues and rulings from the Chair for each sitting period. During the year under review, Bulletins for both the Autumn and Spring sittings in 2001 were published and distributed to Members of the Council and Clerks of each of the other Houses of Parliament in Australia.

The Procedural Bulletin for the Autumn 2002 sittings was being prepared at the conclusion of 2001-2002.

ESTABLISHMENT OF AUSTRALIAN AND NEW ZEALAND ASSOCIATION OF CLERKS-AT-THE-TABLE (ANZACATT)

In the last Annual Report, reference was made to the decision taken by the Clerks of the Houses of Parliament in Australia and New Zealand to form a properly constituted Association of Clerks. The Report indicated that on 13 June 2001 a draft constitution was forwarded to each Clerk seeking feedback on the provisions. The Clerks were also asked to seek feedback from officers of their Houses eligible for membership of the Association.

After agreement was reached on the draft constitution, nominations were sought for the first executive committee of the Association comprising a President, Vice President, Secretary, Treasurer and Committee member. At the conclusion of nominations, the initial executive committee was formed with the Clerk of the Legislative Council of Victoria as the Association's inaugural President.

ANZACATT HALF-YEARLY BULLETIN

The Australia and New Zealand Association of Clerks-at-the Table produced two half-yearly bulletins during the year which principally covered the Autumn and Spring Sittings for 2001 in each of the Australasian Houses of Parliament.

As was the case last year, the Legislative Council of Victoria made a contribution to each edition.

FIGURE 2
Sitting Days, Legislative Council, 1992-93 to 2001-2002

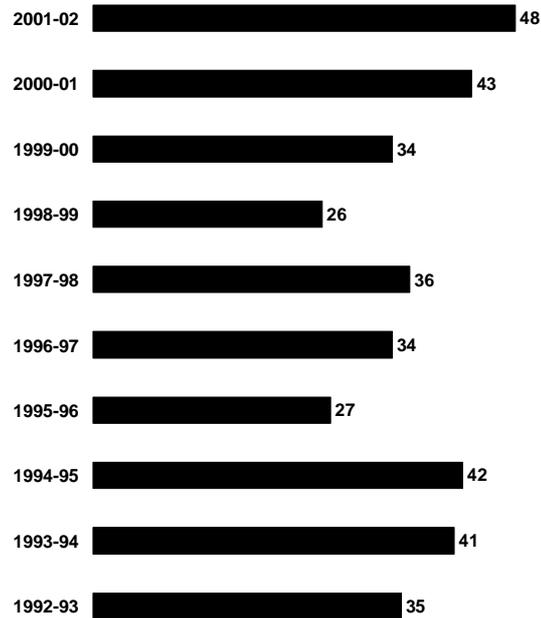


FIGURE 3
Sitting Hours, Legislative Council, 1992-93 to 2001-2002

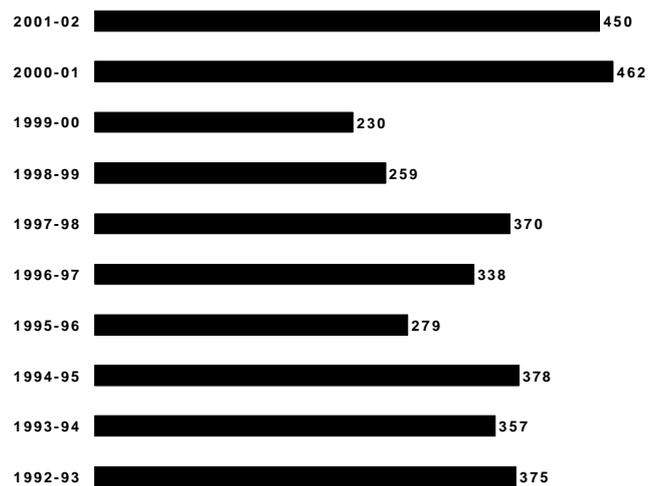


FIGURE 4

Average length of daily sittings (hours), Legislative Council, 1992-93 to 2001-2002

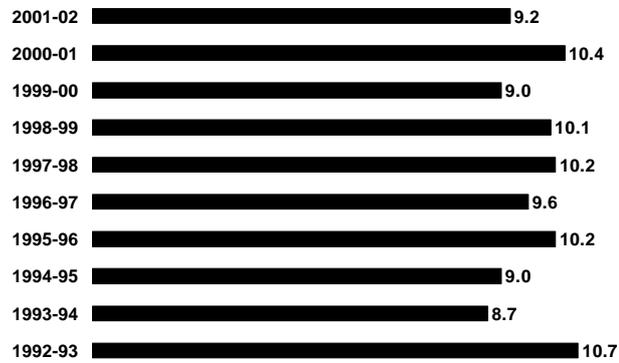
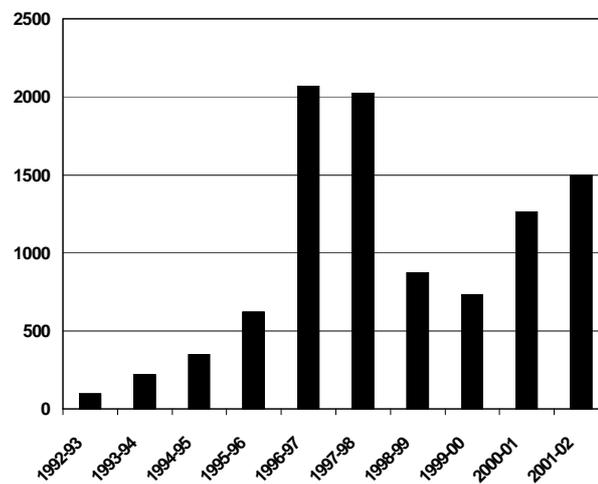


FIGURE 5

Questions on Notice processed by the Department of the Legislative Council, 1992-93 to 2001-2002.



client services

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.

COMMONWEALTH PARLIAMENTARY CONFERENCE

The Australian Region Commonwealth Parliamentary Association branches hosted the 47th Commonwealth Parliamentary Conference in Australia in September 2001. The Executive Committee meeting and Small Countries Conference was held in Darwin from 2 to 6 September and pre-Conference tours for delegates were held in all Australian States from 4 to 6 September. The Conference itself, comprising some 500 delegates from Commonwealth countries, was held in Canberra from 10 to 13 September.

The Victorian Branch hosted pre-Conference tours for delegates from India, Mauritius, Mozambique, Namibia, Northern Ireland and Malaysia. Both House Departments were involved in the arrangements for the program and Matthew Tricarico, the Deputy Clerk, acted as a liaison officer, together with officers from the Legislative Assembly.

The pre-Conference tour program involved a Melbourne City sights tour, a visit to Healesville Sanctuary, a dinner at the Melbourne Cricket Ground and a tour to Sovereign Hill.

The Opening Ceremony was held in the Royal Exhibition Building on Friday, 7 September, this being the venue of the Opening of the first Federal Parliament of Australia in 1901. The main Conference was planned with the concept of following the "Federation Trail". On the weekend of 8 and 9 September, delegates travelled by coach and historic steam train from Melbourne to Canberra staying overnight in Albury-Wodonga. Several activities and official functions during the journey gave delegates an appreciation of rural Australia and symbolically traced the movement of the Federal Parliament from Melbourne to Canberra in 1927.

The Conference was officially opened in Canberra on 10 September and concluded on 13 September. A meeting of the Society of Clerks-at-the-Table was held on 11 September.

At its meeting on 12 September, the Conference interrupted its planned business program and passed a special resolution unreservedly condemning the terrorist attacks on 11 September on the United States as an atrocity against humanity. The Conference also observed a minute's silence in memory of those who died in the attack and forwarded to the United States Ambassador in Australia a message of condolence.

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, currently the Clerk of the

Legislative Assembly. However, by arrangement between the Houses, the Department of the Legislative Council continues to maintain the Register of Members' Interests on behalf of the Clerk of the Parliaments.

During 2001-02, a Summary of Returns for the return period 2000-2001 and a Summary of Variations notified between 14 June and 30 September 2001, was prepared and tabled on 18 October 2001. A Cumulative Summary of Returns as at 30 September 2001 was also tabled on 22 November 2001. A Summary of Variations notified between 1 October and 28 November 2001 was tabled on 29 November 2001. A further Summary of Variations notified between 29 November 2001 and 5 June 2002 was tabled on 6 June 2002.

Ordinary Return forms will be sent to all Members of the Parliament on 1 July 2002 and a summary of those returns, together with a Cumulative Summary as at 30 September 2002, will be tabled during the Spring sittings.

INSTALLATION OF DIGITAL COUNTDOWN CLOCKS IN CHAMBER

As a result of the adoption of new Sessional Orders which came into effect on 1 January 2002 that imposed strict time limits on both individual Members and certain debates as a whole, it was necessary to install digital countdown clocks to assist Members with the new arrangements. The clocks were installed in February 2002.

During 2002, the Sessional Orders applied the following maximum time limits:

- ◆ Questions - 1 minute to ask a question without notice and 4 minutes for the Minister to answer;
- ◆ Supplementary questions - 1 minute to ask a supplementary question and 1 minute for the Minister to answer;
- ◆ Motions to take note of answers to questions without notice - 5 minutes for each Member; total debate not to exceed 30 minutes;
- ◆ General Business - total debate not to exceed 3 hours;
- ◆ Members' Statements - 90 seconds for each Member, with the total time for such statements not to exceed 15 minutes;
- ◆ Presentation of committee reports - 5 minutes for Member presenting report (optional), with the total debate not to exceed 15 minutes;
- ◆ Motions to take note of reports and papers - 10 minutes for each Member; with the total debate not to exceed 1 hour;
- ◆ Adjournment debate - 3 minutes for each Member.

The clocks are situated at each end of the Chamber and the timer mechanism is operated by the Table Officers.

LEGISLATIVE COUNCIL SOUND SYSTEM

In the winter recess of 2001, ADX2 Pty Ltd, Acoustic and Audio Visual Consultants, installed a digital sound system in the Legislative Council Chamber. The Department of Parliamentary Debates had experienced considerable difficulty in reporting proceedings of the Council due to the Chamber acoustics and the level of volume being experienced in the Chamber.

The new sound system provided such features as:

- ◆ a microphone for each Member with a red light indicating when the microphone was active;
- ◆ sound reinforcement loudspeakers for all Members;
- ◆ facilities to assist the hearing impaired; and
- ◆ improved rebroadcasting.

The new sound system also makes provision for such possible future developments as webcasting, video, and electronic voting. Following trials in the Chamber, the new sound system was used successfully for the first time on Tuesday, 18 September 2001.

CUSTOMER SATISFACTION SURVEY

In March 2002, the Parliament commissioned Roy Morgan Research to conduct a web-based survey of the satisfaction of Members, electorate officers and parliamentary officers with the quality of the services provided by the various parliamentary departments. It is intended to conduct the survey annually, with the results of the first survey constituting a benchmark for future comparisons.

On 14 June 2002, all Members, electorate officers and parliamentary officers received an e-mail inviting them to complete a web-based survey which contained a hyper link to the survey website.

In relation to the Department of the Legislative Council, questions were asked relating to the ease of contact with the Department, courtesy of staff, timeliness of responses to requests, the reliability of advice, and the use of the website, information sheets, procedural bulletins and the Annual Report.

The survey was to remain on line until 12 July and full results will appear in next year's Annual Report. Initial results available before the end of June indicated a high degree of satisfaction with the Department's services.

PARLYMATE

As reported last year, this Department is participating alongside other parliamentary departments in the development of the 'Parlymate' database that will ultimately be accessible to staff and the public via the intranet and/or internet

The project has been divided into two principal areas. Firstly, an extensive glossary database is being established primarily by the Procedure and Projects Office in this Department and the Procedure Office in the Legislative Assembly. This will include hundreds of definitions related to the Parliament, particularly parliamentary procedure and services provided by the parliamentary departments. In addition, it will include contact names and hyperlinks to connect users to more detailed information. It is anticipated that the inclusion of definitions and related information onto the database will be finalised in mid 2002-03.

The second aspect of the Parlymate project involves the development of a content management system, which will enable distributed authoring of Internet/Intranet documents. Distributed authoring will give workgroups across Parliament the ability and responsibility of adding and editing information that they wish to appear on the site. Different content management products were trialed by the content management team, of which the Manager, Papers Office, is a member. However, the team's investigation into these products was overtaken by a whole of government content management project, to which the Parliament's previous Web Development Officer was seconded. Parlymate's project team is still awaiting the outcome of the whole of government

project, which could result in a whole of government licence for a standard content management system. In addition to this, there may be an opportunity for distributed authoring within Parliament, which does not require a commitment to a specialised content management structure. This system is being investigated by the Library's Web Development Officer.

PARLIAMENTARY PRINTING CONTRACT

Over the course of the review period, the parliamentary printing 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 at the end of each sitting period to discuss printing requirements and concerns. Each department was required to submit a report outlining any positive or negative feedback in relation to printing requirements that occurred during each sitting week.

PARLIAMENTARY PUBLICATIONS

The Department is responsible for the preparation and circulation of a number of parliamentary publications, including the following:

Victorian Government Directory

The Department co-ordinated the updating of the Parliament of Victoria's entries for the 2002-03 Victorian Government Directory.

Notice Papers, Minutes of Proceedings and Divisions of Committee

The number of these publications is directly related to the sittings of the House. In 2001-2002 the following publications were issued:

Notice Papers (daily)	51
Minutes (weekly)	19
Divisions in Committee	11
Unanswered Questions on Notice.....	9

List of Members

In the reporting period, a list of Members of the Legislative Council was issued in February 2002.

Progress on Investigations

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

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 have been prepared up-to-date for the current session.

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.

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.

LEGISLATIVE COUNCIL 150TH ANNIVERSARY

On 20 November 2001, the Legislative Council marked the 150th anniversary of the official opening of the first Legislative Council of Victoria. This body, not to be confused with the current Legislative Council, existed from 13 November 1851 until 20 March 1856. The 20th November 2001 was the first sitting opportunity for the Council to mark the occasion.

The Honourable B W Bishop, on behalf of Mr President, tabled a copy of *A Blended House. The Legislative Council of Victoria, 1851-1856*, written by Ray Wright, Usher of the Black Rod. The Honourables Monica Gould, Leader of the Government, Bill Forwood, Leader of the Opposition, and Peter Hall, Leader of the National Party, each spoke in the Chamber of the contributions of the first Legislative Council.

During the dinner recess, the President formally launched the book and an exhibition in Premier's Corridor that presented artefacts, documents, memorabilia, and artworks associated with the first Legislative Council.

Contributors to the exhibition included the Ballarat Fine Art Gallery, Bendigo Art Gallery, Mr John Connelly, Mr Anthony Meade, the National Trust of Australia (Victoria), the Office of the Governor of Victoria, the Office of the Registrar-General, the Royal Historical Society of Victoria, the Sovereign Hill Museums Association, the Supreme Court Library, the State Library of Victoria, and the Swedish Church of Australia (Victoria). The Department of the Legislative Council thanks these contributors for their assistance.

YMCA CENTENARY OF FEDERATION YOUTH PARLIAMENT

As part of the Centenary of Federation celebrations held in Melbourne during 2001, the annual national YMCA Youth Parliament was staged at Parliament House on 10 and 12 July 2001.

The "Opening Ceremony" was held in the Legislative Council Chamber at which the "Youth Governor General", Mr Dylan Smith, officially declared open the Youth Parliament. The Hon Bruce Chamberlain, MLC, President of the Legislative Council, the Hon Justin Madden, MLC, Minister for Sport, Recreation and Youth Affairs, and the Hon Dr Denis Napthine, MP, Leader of the Opposition, also participated in the ceremony.

The Youth Parliament met in the Legislative Council and Legislative Assembly Chambers. In the Legislative Council, presiding officers included the Honourables Bruce Chamberlain, Monica Gould, Gordon Rich-Phillips, Andrea Coote, Dianne Hadden, Maree Luckins and Andrew Olexander.

Over the two days, some 60 young persons from each State and the Northern Territory formed a "Government" and "Opposition" in the Council and debated a series of "Bills" on issues including a national firearm registry; nuclear waste dumping; federalisation of Australian education; civic education; teenage parenting initiatives; forestry practices code; sustainable energy; and university entry restrictions.

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 sittings, all of the "Bills" debated were presented to Mr. Bruce Billson, MP, the Member for Dunkley.

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.

YMCA YOUTH PARLIAMENT

The Fifteenth YMCA Youth Parliament was staged at Parliament House on 2 and 4 October 2001.

The "Opening Ceremony" was held in the Legislative Council Chamber at which the "Youth Governor", Mr John Hocking, officially declared open the Youth Parliament. The Hon Bruce Chamberlain, MLC, President of the Legislative Council, the Hon Justin Madden, MLC, Minister for Sport, Recreation and Youth Affairs, and the Hon Dr. Denis Napthine, MP, Leader of the Opposition, also participated in the ceremony.

The Youth Parliament met in the Legislative Council and the Legislative Assembly Chambers. In the Legislative Council, presiding officers included the Honourables Bruce Chamberlain, Peter Katsambanis, Jenny Mikakos, Andrew Brideson and Andrew Olexander.

Over the two days some 60 young persons, forming both a "Government" and "Opposition" in the Council, debated a series of "Bills" on issues including the compulsory study of Australian history at Year 10 level; breast feeding in public; choosing the sex of a child; recreational fishing on Port Phillip Bay; educational funding for disabled children; condom vending machines in secondary schools; a compulsory DNA database; compulsory solar water heating; compulsory licence-renewal driving tests; and road safety management. At the conclusion of the sittings, all of the "Bills" debated were presented to Ms Mary Gillett, MP, and the Hon Andrew Olexander, MLC.

Once again, 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 4 and 6 September 2001, the Students' Parliament was once again held in the Legislative Council and Legislative Assembly Chambers. A total of 36 schools participated with students ranging from years 7 to 9, of which 16 sat in the Legislative Council. Debates covered topics such as: "reality" television; whether voting in referenda should be voluntary; controls on the availability of energy drinks; and whether the parliamentary ceremonies and traditions derived from Britain centuries ago still have a place in a modern Australian parliament.

WORK EXPERIENCE PROGRAM

During the review period, the Department coordinated and hosted work placements for two secondary school students from Horsham College and Salesian College. Such placements are usually offered during a sitting week so as to give students as much insight as possible into the operations of Parliament.

Students are exposed to a number of different work environments during their weekly placement, including viewing the proceedings in both Houses, working in this Department's various work groups, as well as working in each of the other parliamentary departments and the Joint Committee Administration Office. At the conclusion of the attachment, feedback is provided to the school concerning the student's performance.

OPEN DAY

As the Parliament of Victoria had already held Open Days in association with the Centenary of Federation on 29 and 20 May 2001, the Presiding Officers decided not to proceed with a further Open Day focussing on Victorian parliamentary activities in the year 2001.

FUNCTIONS

The Department assisted in providing services for various functions staged in the Legislative Council Chamber, Queen's Hall, the Legislative Council Committee Room, Room K, and the Parliamentary Gardens. As well as major functions, these included numerous luncheons, dinners, book launches, exhibitions and other events, all of which required support and a staffing presence from departmental staff. These are summarised in Appendix G.

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 Appendix H.

Official calls

Official calls are also made by individual visitors on the Parliament from time to time, mainly diplomats of ambassadorial status. All ambassadorial calls are co-ordinated by the Usher of the Black Rod. Appendix H shows callers received in 2001-2002.

Officers from other parliaments

The Department of the Legislative Council received visits from officers of the Parliaments of Commonwealth states and territories as a result of Centenary of Federation activities. As Melbourne hosted the Opening of the Commonwealth Parliamentary Conference, which was held in Melbourne and Canberra from 2 to 14 September 2001, numerous senior officers from other parliaments also visited the Parliament of Victoria.

COUNCIL CHAMBER AND COUNCIL COMMITTEE ROOM

Under policy determined by the 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, use of the Legislative Council Committee Room continued to increase — especially by Members of Parliament hosting various functions, and by parliamentary committees, either Victorian or from other parliaments. Other uses included book and institutional launches, forums and seminars.

Users of the Council Committee Room during the year (other than Victorian Parliamentary Committees) are listed in Appendix G.

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 Bad Eggs, a Double Yolker Films production, and numerous interviews and film clips for use on television. Indeed, filming for television purposes in the Legislative Council precincts, and particularly the Legislative Council Committee Room during Committee hearings increased, as did filming of the Legislative Council in session. More relaxed guidelines agreed to by the House have encouraged greater television and news coverage of events in the Chamber.

STRANGERS' CORRIDOR

The Legislative Council mounted a major exhibition in Strangers' Corridor to celebrate the 150th anniversary of the opening of the first Legislative Council of Victoria. The exhibition was officially opened on 20 November 2001. Highlights included the recent discovery of the original certified Bills of the Legislative Council (1851-56), including such important Bills as those providing for a Constitution of Victoria, the world-first secret ballot, arrangements for the construction of Parliament House, the establishment of the Supreme and County Courts, local government, an education system for Victoria, and numerous other landmark pieces of prospective legislation. Many other rare and unusual artefacts, memorabilia, artworks and documents told the story of the first Legislative Council. The exhibition will remain until mid-2002 at which time the Department will offer it to Members of the Legislative Council in a travelling format for display in their electorates.

OTHER EDUCATION AND COMMUNITY RELATIONS EVENTS

Department of the Legislative Council personnel participated in various education and community relations events during 2000-2001.

Seminars and presentations were given by the Usher of the Black Rod to third year parliamentary interns from Monash and Melbourne Universities, and to participants in the 2001 Williamson Community Leadership Program. The Usher also participated in Parliament of Victoria induction seminars, gave presentations as part of the Department of the Legislative Council's ongoing seminar series, and made various presentations both within Parliament House and at the City of Ballarat Town Hall concerned with the regional sitting planned for August 2001. The Deputy Clerk made a presentation concerning the Department's sitting day activities for the Chief Parliamentary Counsel and his staff.

LEGISLATIVE COUNCIL WEBSITE

The planning and completion of the Legislative Council website spanned a 12 month period. Many planning meetings were required to discuss the product's appearance, content and development as a beneficial resource tool for all users. The website was launched successfully on 1 August 2001 and has continued to grow since that time. Information concerning the site was sent to all Parlynet users, Office of the Chief Parliamentary Counsel, Department of Premier and Cabinet, the Commonwealth and State parliaments, and various other users. A great deal of positive feedback has been received regarding the website.

ASPG ANNUAL CONFERENCE

The ASPG's next Annual National Conference is being hosted by its Victorian Chapter at Parliament House, Melbourne, on 11 October and 12 October 2002. The theme of the conference is parliamentary privilege in Australasia and, within this theme, several sub-themes will be examined: privilege of parliamentary proceedings; privilege claimed by the Executive; Parliament and the courts; and privilege and public perceptions of Parliament. This Department, with Stephen Redenbach, Manager, Procedure and

Projects acting as Conference Convenor, has commenced work with members of other departments in the organisation of the event.

PARLIAMENT HOUSE PICTORIAL BOOKLET

A new, colour pictorial booklet featuring Parliament House's many architectural highlights was published during the year under review, with the presiding officers launching the booklet at a function held in the Parliamentary Library in October 2001.

The booklet's planning and publication was co-ordinated by the Manager, Procedure and Projects in this Department and Paul Venosta, Parliamentary Officer, in the Legislative Assembly. The booklet owed much to the exceptional photography of Mr John Gollings, who is a specialist in architectural photography.

A complimentary copy of the booklet was distributed to all Members and parliamentary staff. The booklet is now being sold to visitors to the building for \$10.

LEGISLATIVE COUNCIL INFORMATION SHEETS

The Department continued to publish a series of information sheets related to the Legislative Council and its history, office-holders, rules and procedures. Three information sheets were produced by the Procedure and Projects Office during the course of the year under review, bringing the total number of information sheets to eleven.

The sheets are intended for the use of staff and the general public, particularly students and other visitors to Parliament. The information sheets' accessibility was enhanced through their inclusion in the Department's website which became operational early in 2001-2002.

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

USHER'S CORRIDOR EXTENSION

In July 2001, demolition of the Usher's Office was commenced in order to permit the construction of a larger suite of rooms located over the courtyard entrance to Parliament House. Architectural firm Fish Payne Pattenden and Viney Pty Ltd were engaged by the Department to design and supervise the construction, which would realise two offices, two meeting rooms, a toilet and a reception area where previously there had been a single office. The project had Heritage Victoria approval. As part of this larger project, the opportunity was also taken to refurbish the President's Orderly's workspace and the entry passage to the office of the Leader of the Government, the Honourable Monica Gould.

By mid-August 2001 the structural work had been completed and the fit out was finalised by late October 2001. The Usher and the President's Executive Assistant moved into their offices in late October and work was then finalised on the President's Orderly's area. Furniture and information technology appropriate to the new rooms were installed in the Meeting Room and larger Conference Room.

The introduction of two new meeting rooms to Parliament House, both on the principal level, has resulted in their almost continual use. Ministerial and committee usage has been constant. The availability of a reception area and the now-close proximity of the President's staff has made for significantly more efficient and effective service delivery both to the President and to his visitors.

The addition of the new wing marks the first significant addition to Parliament House since 1931. The new wing was officially opened by the President on 20 November 2001 as part of the Legislative Council's 150th anniversary celebrations.

AIR CONDITIONING PROJECT

During the year, the first two stages of the air conditioning project at Parliament House were completed. The air conditioning was switched on in November 2001 to the areas of the building covered by these two stages. In the Council, those areas included the third floor offices, the Council Committee Room, Liberal Party and National Party Members' offices, the Clerk's and Deputy Clerk's offices on the second floor and the offices occupied by the Leader of the National Party, Leader of the Opposition, Ministers, Papers Office and the Club Room on the first floor. Funds will be sought to complete the remaining stages of the project.

157 SPRING STREET

During the year, work continued on preparing the new premises at 157 Spring Street for occupation by the Parliament. The Information Technology Unit was temporarily located on the ground floor whilst its permanent facilities on the first floor were being constructed. Once work was completed on the first and second floors staff in the Information Technology Unit occupied their new facilities, while staff in the Finance Unit, Electorate Properties Unit, and Human Resources Unit occupied the building in December 2001.

Work then commenced on preparing the ground floor, which will include a reception area, souvenir shop, training room, staff room and offices for the Training Officer and the Education Officer. The ground floor is scheduled for occupation later in 2002.

HOUSEKEEPER'S QUARTERS RENOVATION

In December 2001, the Legislative Council's long-serving Housekeeper, Bill Jarrett, took long-service leave preparatory to his retirement in July 2002. The President took the decision that, given the presence of 24 hour Protective Service Officers on site, the position of live-in Housekeeper had been superceded. The President took the further decision that the Housekeeper's Flat, where Legislative Council housekeepers and their families had resided, would be developed for much-needed office space.

Due to a severe shortage of office space within Parliament House, some Members of the Legislative Council are obliged to share offices with two and three other Members. This has long been considered undesirable. Again, with the assistance of Fish Payne Pattenden and Viney Pty Ltd, and with Heritage Victoria approval, plans were developed to renovate and fit-out the Housekeeper's area. The long-term goal is to provide office accommodation for nine Members of Parliament. In addition, provision will be made for male and female toilets, the latter being disabled-compliant. Further, as part of this larger development, the opportunity will be taken to refurbish the room referred to as the "TV Room" in order to provide better working conditions for the occupants.

It is proposed to develop the Housekeeper's Quarters in two stages. Stage One will take place over the winter recess and will provide accommodation for seven Members. Stage Two, which involves extensive demolition work in the former kitchen, laundry and bathroom, will take place over the Christmas recess. This work will provide for two toilets and office space for a further two Members. A new doorway will also be constructed to allow easier access to and from the new area.

Work on the Housekeeper's Quarters began in June 2002 with the expectation that stage one will be complete and occupiable by October 2002.

OTHER WORKS

The Department has commenced a systematic program of office refurbishment within the Legislative Council precincts. Major work has now been completed on the Papers Office and Usher's Extension, with further major works planned for the Housekeeper's Quarters. Additional works are planned in the basement storage area, while the Department has the longer term aim of gradually improving office infrastructure provided in Members' offices. With the development of the Housekeeper's Quarters, it is also proposed gradually to divide Members' offices in order to achieve an office accommodation standard of no more than two Members to each office.

Within Legislative Council offices and workplaces, the improvement of fixtures and workplace conditions continues. Within the Papers Office, the removal of one set of one bay of the compactus has permitted significantly easier access to documents. The compactus now complies fully with mandated occupational health and safety standards.

The introduction of more modern tables and ergonomically styled chairs in the Legislative Council Committee Room, the Meeting Room and the Conference Room has created more satisfying meeting rooms. It is intended early in the new financial year to extend this quality of meeting room furniture to Meeting Rooms 1 and 2 on the Ground Floor, thereby ensuring that the five meeting rooms that fall under Legislative Council supervision are modern, comfortable, flexible and occupational health and safety compliant.

For some time there has been confusion over the room numbering system at Parliament House. Accordingly, the Usher has been asked by the Department Heads to establish a committee to investigate the renaming of rooms and, in particular, the renaming of the various Parliament House meeting rooms, with names associated with historic parliamentary figures. This instruction in turn necessitates consideration of the key lock system. It is therefore anticipated that the Room Naming Committee will convene early in the next financial year and that, once appropriate key lock hierarchies have been established, the new key lock system and renumbering of rooms may be introduced simultaneously.

SECURITY REVIEW

While the Parliament of Victoria has long had a program of security modernisation applicable both to Parliament House and to the Parliamentary Reserve, the events of 11 September 2001 in the United States, together with other security episodes in Europe in late 2001, again emphasised the importance of appropriate security measures being applied to the Parliament of Victoria.

In late September 2001, the Presiding Officers wrote to the Treasurer seeking additional funds for the further upgrading of security measures in Parliament House. In the interim, Chubb Security personnel were engaged to assess and electronically wand all visitors to the Spring Street and courtyard entrances to Parliament House. The Treasurer, on behalf of the Government, indicated his support for the further security upgrades proposed. He now sought from the Parliament a systematic, long-term proposal for security upgrades at Parliament House.

A significant challenge for institutions such as the Parliament of Victoria is to balance the obligation to provide a secure and safe work environment for Members, staff and visitors, with the obligation to permit citizens and visitors ready access to one of the most public and best known buildings in Victoria. The need to balance a security presence with public accessibility, within the structural constraints of a heritage building, are considerable. Accordingly, in May 2002, the Presiding Officers and Department Heads resolved to commission an expert study of this question in order to resolve how best to provide security and public accessibility. Alan Brown and Associates Pty Ltd were therefore commissioned to undertake a security audit of Parliament House, to propose suggestions on how best to accommodate a discreet security presence at the Spring Street entrance to the building, and to outline the cost and personnel consequences of the security proposals they identify. On the basis of this report, the Parliament will then have a security master plan that will apply into the future. The Brown report is anticipated to be received in July 2002.

BUILDING EMERGENCY AND EVACUATION COMMITTEE

In emergencies, the Usher of the Black Rod (together with the Serjeant-at-Arms) is the Joint Controller. Along with the Housekeeper and Principal Attendant of the Legislative Assembly, they comprise the Building and Evacuation Committee. This Committee was established in 1989 to deal with emergency situations arising at Parliament House.

The Committee has control over the building emergency staff comprising 18 area wardens and 10 door wardens. There are 17 staff trained as first aid officers, 11 of whom also serve as area or door wardens.

Under the auspices of the Occupational Health and Safety Committee, of which both the Usher and Serjeant are members, emergency evacuation packs were provided to all emergency personnel. These packs comprise torches, safety helmets, emergency instructions, etc. and provide an accessible and easily identifiable means of keeping all necessary evacuation requirements together.

In keeping with past practice, evacuation drills were planned in late 2001, including one for a sitting day. Due to the political exigencies at the time, the Presiding Officers were unable to allow the drill to proceed. It has now become imperative that an appropriate number of evacuation drills be conducted in keeping with the requirements of the Occupational Health and Safety Act standards.

FIRE PROTECTION COMMITTEE

The Fire Protection Committee was established to detail and prioritise various works for enhancement of fire protection in the Parliament buildings and to consider related matters. The Committee comprises staff from the Legislative Council, the Legislative Assembly and the Joint Services Departments. The Department of the Legislative Council's representatives on this Committee comprise the Usher and the Housekeeper.

Smoke compartmentation, or works associated with the installation of smoke isolation doors in various staircases and corridors within the building, and the modification of existing doors, has proved challenging. There are considerable technical difficulties associated with mechanisms to clamp open doors, to prevent smoke spreading, and to seal areas, that need to be overcome.

As reported in last year's Annual Report, considerable work had been undertaken to address these matters, not least of which was a computer fire model for Parliament House. The introduction over the past year of air conditioning within Parliament House has, however, significantly altered the assumptions and outcomes upon which the fire modelling was based. Until the air conditioning project within Parliament House is complete, there will be further delays in smoke compartmentation within Parliament House.

Again, as noted in the 2000-2001 Annual Report, the successful installation of new water mains, fire detection units, and CCTV cameras, the production of the Emergency Evacuation Manual, and evacuation and fire training, mean that the only outstanding feature associated with fire control is smoke compartmentation. Once the air conditioning project is complete, it will then be possible to place the highest priority on solving the technical challenges associated with smoke compartmentation.

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

In February 2002, under the Constitution developed by the outgoing Occupational Health and Safety Committee, nominations (and where necessary election) for Committee representatives were received. As a result, Felicity Murphy was chosen as the Department's employee representative. The Usher is the Department's management representative. Sarah Davey became the Parliament's First Aid Representative on the Committee. Mark Roberts, of the Joint Committee Administration Office, was elected Chair of the Committee.

In keeping with the requirements of the Occupational Health and Safety Act, Committee members undertook a five-day training course conducted by the Victorian Employers' Chamber of Commerce and Industry. This course provided information on the obligations of Occupational Health and Safety representatives and the kinds of issues that might have to be considered in the workplace.

In April 2002, WorkCover inspectors visited Parliament House. The Department of the Legislative Council was advised that appropriate signage was required where solvents used in cleaning were stored, that one panel of the compactus in the Papers Office

needed to be removed, and that the upper tiers of the basement storage bookshelves were too high to be Occupational Health and Safety compliant. The Department of the Legislative Council is pleased to report that these matters were addressed and solved immediately.

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 four ways — via Special Appropriations, the annual Parliament Appropriation Act, Treasurer's Advance, usually to meet salaries and wages increases and, subject to certain conditions, some unspent appropriations carried forward from the previous year 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*, under which prescribed salary, allowances and superannuation contributions are automatically appropriated. They also cover expenditure incurred by committees 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*. However, funding for Parliamentary Committees in 2002-03 was included in the Parliament's Appropriation Act. This change in funding arrangement has occurred as a result of representations by the Parliament's Presiding Officers over the years as well as a recommendation made by the Public Accounts and Estimates Committee.

The *Appropriation (Parliament 2001/2002) Act 2001* 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.

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) and parliamentary printing.

The 2001/02 Act again provided separate 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 continues to ensure 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 2002-2003 Budget Papers to more accurately summarise the major outputs of the Department.

The sources of the Council's budget for 2001-2002 were —

<i>Special Appropriations</i>	
◆ Members' salaries and allowances	\$5,674,000
◆ Parliamentary Contributory Superannuation Fund	\$2,000,000
◆ Clerk and expenses of the Legislative Council	\$100,000
◆ Auditor-General's Office Audit	\$5,000
<i>Parliament Appropriation Act</i>	
◆ Provision of outputs	\$2,344,000
<i>Treasurer's Advance</i>	
	\$80,000
<i>Carryover of difference between budgeted and actual unexpended funds from 2000-2001</i>	
	\$4,000
TOTAL	\$10,207,000

The Department was also appropriated \$50,000 as an addition to its net asset base.

Of the total special appropriations of \$3,890,000 in 2001-02 for the Joint Investigatory Committees, the Council's share for the four committees serviced by the Department and part funding of the Joint Committee Administration Office was \$1,775,855.

The detailed figures for 2001-2002 for both the Department and the committees appear in the expenditure statement in Appendix F to this report and a breakdown of expenditure for the Legislative Council on a percentage basis is depicted in the following charts:

FIGURE 6

Total Expenditure, Members and Departmental Expenditure, 2001-2002. N= \$9,944,704 (Source: Appendix F).

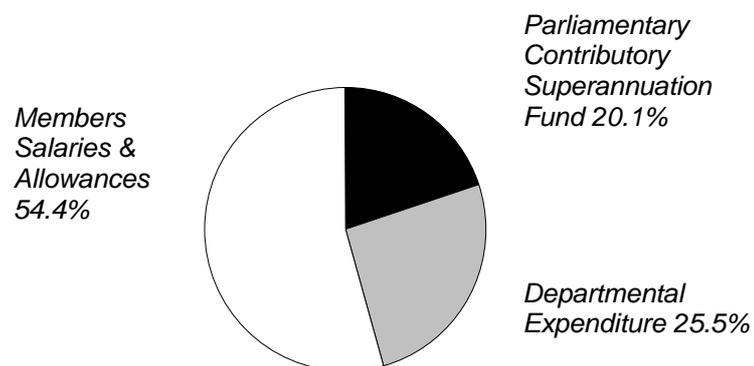
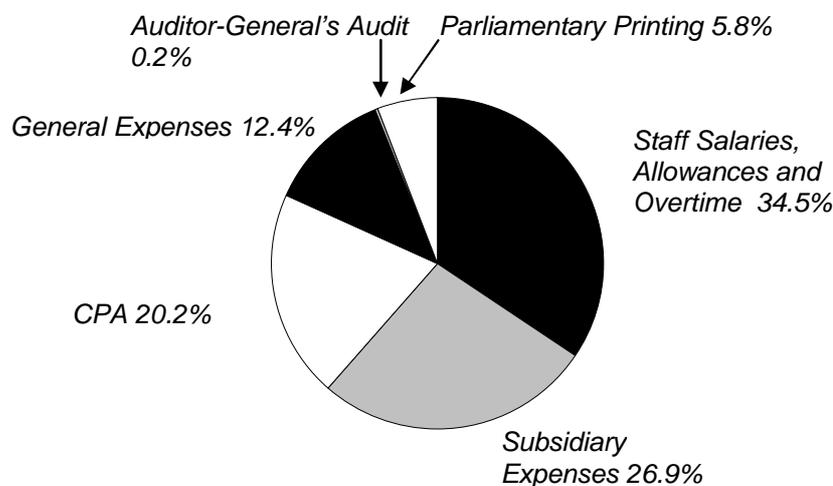


FIGURE 7

Expenditure (%), Department of the Legislative Council, 2001-2002.
N= \$2,530,477 (Source: Appendix F).

**PUBLIC ACCOUNTS AND ESTIMATES COMMITTEE HEARING**

On 26 June 2002, the Presiding Officers and the Department Heads gave evidence before the Public Accounts and Estimates Committee in relation to its Inquiry into the 2002-2003 Budget Estimates. At the outset of the hearing, the Parliament, through the Speaker, gave a PowerPoint presentation to the Committee outlining the break up of expenditure from the Parliamentary Budget, the major projects achieved during 2001-2002, and proposed projects for 2002-2003. The opportunity was also taken to provide the Committee with some initial results from the Customer Satisfaction Survey referred to earlier in this Report.

PARLIAMENTARY DEPARTMENTS' CORPORATE PLAN

During the year, the Department Heads reviewed the Corporate Plan for the parliamentary departments, a plan first adopted in 1999. A consultant was engaged to oversee what proved to be an extensive process involving a two-day workshop with the Department Heads and Deputy Department Heads and numerous follow-up sessions.

This process was completed in May 2002 when the Department Heads reached agreement on the new plan. It was then submitted to the Presiding Officers for their approval.

The new plan is for the period 2002-2005. It details the direction, purpose, values and goals for the parliamentary departments in that period and represents a collective commitment to monitoring and improving our performance.

The primary goal for the parliamentary departments, as outlined in the plan, is the provision of quality advice, support and information services to Members and other clients.

Four further supplementary goals are to:

- ◆ develop and retain highly skilled and motivated people;
- ◆ improve information management and parliamentary operations through innovative and practical technology-based solutions;
- ◆ ensure the optimal use of our physical resources; and

- ◆ manage our departments effectively and efficiently.

Staff in the Department received a copy of the new plan in late June. The next step in the strategic planning process will be the adoption of a new departmental Annual Plan to apply the principles in the Corporate Plan to the outputs for this Department. A project team headed by the Deputy Clerk has been established to oversee this process and it is expected that the new Annual Plan will be completed by the end of September 2002.

DEPARTMENT OF THE LEGISLATIVE COUNCIL ANNUAL PLAN

The Department's Annual Plan 2001-02 was initially circulated to staff for comment in June 2001. Following subsequent staff feedback, extensive review and significant revisions, the document was finalised in August 2001. As foreshadowed in last year's Annual Report, the revised Annual Plan contained a much clearer distinction (through colour coding) than in past years between specific priorities relevant to the current year and the Department's ongoing activities and outputs. The new Annual Plan was also considerably shorter than previous plans and divided objectives on a goal by goal basis (in a manner consistent with the Annual Report) rather than according to work group. As was the case previously, performance measures or 'deliverables' were determined for each strategy/activity.

The 2002-03 Annual Plan was in the very early planning stage at the close of the year under review. As outlined in the previous section, it is anticipated that the document's structure will undergo further significant revision and that the plan will be distributed by the end of September 2002.

REVIEW OF JOINT SERVICES DEPARTMENT

At the request of the Presiding Officers, the Clerks undertook a review of the new Joint Services Department structure at the end of its first twelve months of operation in June 2002. The new structure's main features are the appointment of two Clerks as Joint Secretaries of the Department, the splitting of the Department into the two operational divisions - Corporate Services and Infrastructure Services - each headed by a Director appointed in June 2001, and the establishment of the Electorate Properties and Training Units.

In their review, presented to the Presiding Officers on 18 June 2002, the Clerks concluded that the new structure had resulted in significantly improved services to Members, staff and other clients of the Parliament.

On 27 June, the Presiding Officers endorsed the Clerks' recommendations that the new structure remain, with the positions of Director, Corporate Services and Director, Infrastructure Services to be established as permanent ongoing positions, and the Clerks continuing as Joint Secretaries of the Department. As these new arrangements were put into place by way of administrative order of the Presiding Officers, it is now necessary to formalise them by way of amendment to the *Parliamentary Officers Act 1975*. A submission seeking the Premier's approval will be forwarded early in the new financial year.

INFORMATION TECHNOLOGY STRATEGY REVIEW

Pricewaterhousecoopers was commissioned during the year to assist Parliament's management and information technology strategic plan for the next three to five years. The Department was individually and collectively involved in various workshops with the consultants to identify and understand Parliament's future direction. The information gathered helped to determine computer hardware and software needs to support Parliament's delivery of its IT services to its clients.

A report recommending various strategies was submitted in November 2001 and formed the basis of Parliament's information technology funding proposal to the Department of Treasury and Finance for 2002-03. An important part of the proposal was Parliament's proposed migration to Microsoft's XP operating system and upgrade to Office 2002 and Lotus Notes 5, together with an overall upgrade in hardware computer equipment.

Funding was provided and will be implemented in the next financial year to upgrade IT equipment through a leasing arrangement as well upgrades to software products mentioned above. Other proposals, such as the establishment of a Parliamentary Portal and Content Management System, were delayed to future years.

PARLIAMENTARY COMMITTEE SYSTEM

During the 54th Parliament, the Department is responsible for the administration of three Joint Investigatory Committees: Environment and Natural Resources; Law Reform; and Road Safety. In addition, the Department administers the Economic Development Committee, established as a Select Committee of the Legislative Council for the term of the 54th Parliament. Under the *Parliamentary Committees (Amendment) Act 1999*, the Economic Development Committee will revert to being a Joint Investigatory Committee once the current Legislative Assembly expires or is dissolved.

Two other Select Committees administered by the Department were established during 2001-02. These committees, appointed by resolution of the House, were: the Legislative Select Committee on the Frankston Central Activity District Development; and the Legislative Council Select Committee on the Urban and Regional Land Corporation Managing Director. Details concerning the activities of these two Select Committees can be found later in this section.

ECONOMIC DEVELOPMENT COMMITTEE

The Economic Development Committee completed a busy year with work focussing on three major inquiries. Each required the Committee to examine issues relevant to the terms of reference in both metropolitan Melbourne and regional and rural Victoria. In gathering the evidence for each inquiry, the Committee travelled to a large number of regional centres and rural and remote locations around the State.

Inquiry into Export Opportunities for Victorian Rural Industries

Investigations on this inquiry continued during the year under review. The Committee was required to table a report in Parliament by 31 December 2001; however, the Committee's workload and ongoing investigations with other inquiries prevented the Committee from tabling a final report by this deadline. On 4 December 2001 the Committee tabled an Interim Report advising the Parliament of the progress of the inquiry and giving a brief overview of the Committee's activities to date.

Fifteen written submissions from government departments, local councils, industry bodies and local businesses have been received by the Committee and an extensive number of public hearings and site visits have been held throughout regional and rural Victoria during 2001-02.

Inquiry into the impact of Structural Changes in the Victorian Economy

This was another inquiry for which investigations continued during 2001-02. The Committee tabled an interim report on 13 August 2001 advising of the inquiry's progress and that the Committee's final report would be tabled in the Autumn 2002 Sitings.

The Committee received 61 written submissions from a variety of interested parties including the major banks, Australia Post, local councils, employment service providers and local community and development groups. The Committee also conducted an

extensive series of public hearings in metropolitan Melbourne and regional and rural Victoria.

Evidence received by the Committee showed that the greatest impact of structural changes in the Victorian economy was felt by rural and regional Victoria, particularly those in small remote towns that had experienced the loss of banks, public transport services and local municipal offices.

The Final Report into the Impact of Structural Changes in the Victorian Economy was tabled on 29 May 2002.

Inquiry into the incidence of Youth Unemployment in Victoria

Committee investigations for this inquiry commenced in April 2002. The reference required the Committee to investigate issues surrounding Youth Unemployment, gain an understanding of labour market policies and examine issues confronting young job seekers.

The Committee was required to table a report by 31 December 2001. The Legislative Council subsequently resolved to extend the reporting date to 31 December 2002.

To date, 50 written submissions have been received by the Committee from a range of organisations including government departments, local councils, Local Learning and Employment Networks, Area Consultative Committees, TAFE Institutions and young unemployed people. The Committee has a three-week study tour of Europe planned for July 2002, and will meet with key government departments and other organisations to discuss innovative initiatives to target youth unemployment overseas. Following the overseas study tour the Committee will begin an extensive series of public hearings in both metropolitan Melbourne and regional Victoria.

Conferences

The Committee was represented during the course of the year at Education for Work Coalition Conference held in Melbourne on 21 June 2002.

ENVIRONMENT AND NATURAL RESOURCES COMMITTEE

The Environment and Natural Resources Committee tabled three inquiry reports during the year under review, with two discussion papers also being published.

There were several changes to the Committee's membership with Mr Craig Ingram MP and Mr Terry Mulder MP resigning from the Committee and being discharged from duties on 25 September 2001. Mrs Christine Fyffe, MP, was appointed to the Committee on the same day. The Committee also farewelled Dr Andrea Lindsay who was the Committee's research officer for a number of years. Several fixed term research officers provided assistance to the Committee for particular terms of reference.

Inquiry into the Allocation of Water Resources

The Committee continued with this inquiry which focussed on the use of water for agricultural and environmental uses. Following the receipt of written submissions and field inspections carried out during 2000-01, the Committee completed its deliberations and adopted an inquiry report that was tabled on 21 November 2002.

As part of this inquiry, the Committee investigated current mechanisms for water allocation and management and considered opportunities for saving water and improving institutional arrangements and processes. It also reviewed water markets, trading and water pricing. The Committee made over 100 findings and seven key conclusions. No recommendations were made.

Fisheries Management Inquiry

Work also continued on the Fisheries Management Inquiry which involved investigations into two separate terms of reference – one dealing with sustainable management of fisheries, including co-management, enforcement systems and structural management – the other with the management of the abalone and rock lobster fisheries, including enforcement and royalties.

The inspection and hearing program for this inquiry was mainly undertaken during 2000-01, other than a day spent in Canberra talking to a number of key Commonwealth agencies involved in fisheries management. During 2001-02, the Committee spent considerable time considering the evidence it had received and developing approaches to enhance the current arrangements for fisheries management.

The results of the Committee's deliberations were tabled in two separate reports. The first dealt with co-management arrangements and was tabled on 5 December 2001. The second report covered aspects of sustainable management, resource sharing, quota-based management and illegal fishing, as well as cost recovery and royalties. The second report was tabled on 12 June 2002.

Inquiry into Veterinary Pathology Services

The Committee commenced this inquiry in February 2002. A discussion paper was prepared and published in March 2002, with 31 written submissions received by 30 June 2002. Two public hearings were held – one in Bendigo and another in Melbourne (with a third, at Traralgon held on 3 July 2002). Field inspections and briefings were arranged for the Committee in central Victoria (Shepparton, Tatura and Bendigo), Werribee (the School of Veterinary Science) and Geelong (the Australian Animal Health Laboratory). Work on the inquiry is continuing.

Inquiry into the Management of the Fishing Charter Industry in Victoria

The Committee commenced this inquiry in March 2002 and, soon after, it decided to include fishing guides within the definition of fishing charter operators. A discussion paper was prepared and released, and a call for submissions made (the closing date for submissions being 24 July 2002).

During the winter recess, the Committee undertook a number of inspections and briefings as well as public hearings as part of the inquiry. These were held in the Eildon/Alexandra area and the Port Fairy district. Work on the inquiry is continuing.

Inquiry into the Acquisition of Land for Parks

In April 2002, background work was commenced on the Committee's Inquiry into the Acquisition of Land for Parks. The inquiry is investigating procedures for the acquisition of private lands for use as parks and will be placing particular emphasis on budgetary allocations for land purchase. A formal commencement of the inquiry is still to be made by the Committee.

Inquiry into the Impact, Management and Use of Carp

Background work was also commenced in April 2002 on the Committee's Inquiry into the Impact, Management and use of Carp. While the emphasis of the inquiry is on carp in Victorian waterways, relevant information is being sought from other jurisdictions elsewhere in Australia and around the world. A formal commencement of the inquiry is still to be made by the Committee.

Other Inquiries

On 18 June 2002, the Governor in Council referred two terms of reference to the Committee: an inquiry into the legal and illegal possession and trade of exotic vertebrate animals in Victoria and an inquiry into floodplain management in regional Victoria. Work has not commenced on either of these terms of reference.

Conferences

The Committee attended the annual National Conference of Parliamentary Environment Committees in Canberra in July 2001. The participating members and staff contributed to wide ranging discussions, with the Chairman making a presentation on the Committee's recent work. Mr Craig Ingram MP represented the Committee at the National Conference of Parliamentary Public Works Committees hosted by the House of Representatives in August 2001.

LAW REFORM COMMITTEE

The Law Reform Committee had one membership change during the year under review. The Hon. Ron Bowden MLC was appointed to replace Mr Andrew McIntosh MP on 25 September 2001.

One inquiry was completed during the current reporting year. In addition, the Committee received four new references and commenced work on two of these.

Powers of Entry, Search, Seizure and Questioning by Authorised Persons

The report *The Powers of Entry, Search, Seizure and Questioning by Authorised Persons* was tabled on 30 May 2002. Work commenced on the inquiry in July 2001, with a discussion paper being prepared and distributed in October 2001. Public hearings were held in Melbourne over two days in December 2001 with a further two days of hearings in February 2002. The Committee undertook meetings in Sydney in November 2001 and also travelled to the United States, United Kingdom and Europe in January and February 2002 to further its inquiries. In total, the Committee attended 23 meetings outside Victoria, received 76 written submissions and heard from 63 witnesses at public hearings.

The report considered the purpose, effectiveness, fairness and consistency of a number of legislative provisions granting powers to authorised persons, in order to determine the appropriate level of government control of individual and commercial activities. The Committee took the view that the starting point for its deliberations should be that incursions into civil liberties and restrictions of individual and commercial activity should be as limited as possible.

A further major theme of the Committee's inquiry was that of seeking consistency. The reference was a large undertaking due to the number of Acts that contain relevant powers. In total, the Committee identified more than 120 such Acts. Investigations showed that the various Acts had mostly been developed independently of each other and that very little, if any, thought had been given to the benefits of consistency. Recent amendments, however, indicate that this issue is now gaining currency. The development of common principles relevant to the wide diversity of areas encompassed within those Acts was a challenging task. In the Committee's view, the resulting principles will be an important tool in improving consistency.

The powers of public transport inspectors were the most contentious with which the Committee dealt and also generated the most submissions. Here the Committee needed to balance transport users' rights and liberties with the need to provide revenue protection to maintain a viable public transport system. The Committee found many of the issues raised by this Act atypical of issues raised by other Acts containing inspectors' powers. The Act is dealt with in some detail in the Report because of its currency and the level of community concern relating to it.

New references

On 21 November 2001 the Committee received a new reference from the Legislative Council:

- ◆ The use of forensic sampling and DNA databases for criminal investigation.

On 28 November 2001 the Committee received three new references from the Legislative Assembly:

- ◆ Oaths and affirmations with reference to the multicultural community;
- ◆ The *Administration and Probate Act 1958*; and
- ◆ Possible mandatory codes of practice for certain industries.

During the Committee's overseas investigations in January and February 2002 in relation to its search and seizure inquiry the Committee also attended meetings in relation to two of these new references.

Forensic Sampling and DNA Data Bases

For the inquiry into forensic sampling and DNA databases, the Committee met with experts at three key international DNA database facilities – the FBI in the United States, the Forensic Science Service in the United Kingdom and Interpol in Europe – as well as meetings with state agencies. In all, the Committee attended seven meetings in relation to this inquiry.

The inquiry was advertised and submissions called for in June 2002 with an issues paper made available at the same time. The inquiry has a particular emphasis on identifying areas and procedures which could more effectively utilise forensic sampling to improve the investigation and detection of crime. Because of the highly technical and specialised nature of this inquiry, the Committee commissioned two expert papers to be prepared on the issue of DNA databases. The first covered the practical and technical aspects of DNA databases and profiling, and the second covered the legal implications.

Oaths and Affirmations and the Multicultural Community

During its overseas investigations, the Committee's main meeting for this inquiry was with the Judicial Studies Board in the United Kingdom. In the United States, the Committee met with representatives of the Attorney-Generals' Offices in California and New York. Four meetings were held relating to this inquiry.

The inquiry was advertised and submissions called for in June 2002. At the same time, a discussion paper was made available which had been translated into 10 community languages.

In particular, this inquiry will consider:

- ◆ the significance of sacred texts to witnesses, other parties and jury members of particular faiths;
- ◆ the provision of a sufficient range of appropriate texts and minimum standards in this regard for all Victorian jurisdictions;
- ◆ the provision of cultural awareness training to all court staff and persons before whom affidavits are sworn and the development of appropriate and sensitive practice by all such persons; and
- ◆ whether the classes or groups of people currently permitted to witness affidavits and statutory declarations are sufficiently accessible to, and reflective of, the diversity of the Victorian community.

Conferences

The Committee was represented at the Australasian Law Reform Agencies Conference in June 2002.

ROAD SAFETY COMMITTEE

Inquiry into Rural Road Safety and Infrastructure

The Committee continued with this inquiry during the year under review. A draft report was prepared and, following deliberation, adopted by the Committee, with the report being tabled on 19 March 2002.

Inquiry into Improving Safety for Older Road Users

This inquiry also continued with the Committee undertaking an overseas study tour during July-August 2001. Twenty-three meetings with 63 people in nine cities across Europe and North America provided the Committee with valuable insights into the issues pertaining to older road users. A report on the study tour (April 2002) is available in the Parliamentary Library.

On 3 December 2001, the Committee published a Discussion Paper entitled Improving Safety for Older Road Users, together with a brochure publicising the inquiry and inviting submissions. The brochure was distributed to more than 2,000 organisations associated with older citizens, with the discussion paper being mailed to interested individuals and organisations, as well as to Victorian Members of Parliament. As at 30 June 2002, the Committee had received 156 submissions.

Well-attended public hearings were held in Melbourne on 20 May and 17 June 2002, when the Committee heard evidence from: VicRoads; Transport Accident Commission; the Royal Automobile Club of Victoria (RACV) Ltd; the Department of Infrastructure; National Ageing Research Institute; Ministerial Advisory Council of Senior Victorians; Department of Human Services; Holden Ltd; and the Transport Research Centre, RMIT.

The Committee – in conjunction with the Australian College of Road Safety – will hold a two-day conference on Mobility and Safety of Older People at the end of August 2002. The conference will include two international keynote speakers and workshops on themes centred around the Committee's terms of reference.

Inquiry into Victoria's Road Toll

This inquiry was referred by the Legislative Council on 21 November 2001, with the Committee being required to inquire into, consider and report by 31 October 2002 on the reasons for the escalation in Victoria's road toll during 2000-01.

Then, on 28 November 2001, the Committee received terms of reference from the Legislative Assembly for it to inquire into, consider and report by 31 October 2002 on the factors influencing the fluctuations in the number and severity of crashes involving death and serious injury on Victorian roads from 1988 until the present.

The Committee has sought to merge the two terms of reference and requested an extension to the reporting date. In the meantime, submissions have been called.

Conferences

The Committee attended a number of conferences during 2001-02. These were:

- ◆ Safety 2001 Seminar on Driver Fatigue, Melbourne, 25 July 2001;
- ◆ Symposium on Work-related Road Trauma and Fleet Risk Management, Brisbane, 10 August 2001;
- ◆ 8th World Congress on Intelligent Transport Systems, Sydney, 30 September – 4 October 2001;
- ◆ Road Safety Research, Policing and Education Conference, Melbourne, 18-20 November 2001;
- ◆ Workshop on the Interface between Road Safety and the Environment, Melbourne, 29-30 November 2001; and

- ◆ Motor Accidents Authority Pedestrian Seminar, Sydney, 24 May 2002.

JOINT COMMITTEE ADMINISTRATION OFFICE

The services provided by the Joint Committee Administration Office (JCAO) were heavily in demand during 2001-02. These services included a wide range of administrative support functions for the parliamentary committees.

JCAO experienced relatively few staff changes in 2001-02. However, at various times staff were seconded as office managers to the Committees – Andrew Campbell to the Environment and Natural Resources Committee and Sonya Caruana to the Law Reform, Public Accounts and Estimates, and Scrutiny of Acts and Regulations Committees. Muriel O’Gorman was seconded as Secretary to the Clerk of the Legislative Assembly for 8 weeks whilst the incumbent was on extended leave.

There are definite advantages in JCAO staff acting as office managers from time to time, as this additional experience enhances their suitability as future office managers when opportunities arise. When JCAO staff were seconded to other locations, replacement staff were required, usually at short notice and for short periods of time. Thanks go to Andrea Agosta and Gabrielle Wade who assisted the work of the committees during the year in an excellent manner.

During the year, JCAO also welcomed a number of work experience students attached to the Parliament and provided those students with very worthwhile training/work experience duties. It was pleasing to see those students leave the Committee offices with a very good understanding of how the Committee system operates.

In addition, JCAO facilitated the appointment of Abigail Singer, undergraduate from Bentley College, Boston, Massachusetts who provided research assistance to the Road Safety Committee over a 3-month period.

COMMITTEE BUDGET ARRANGEMENTS

The total budget for parliamentary committees in 2001-2002 was \$3.890 million provided by way of Special Appropriations and compares with total expenditure of \$3.657 million.

In line with previous practice, the Presiding Officers decided to retain in reserve an amount equal to 6% to fund new or unforeseen inquiries.

As mentioned previously in this report, funding for parliamentary committees in 2001-2002 was provided by way of Special Appropriation (a standing authority which remains in force until amended or repealed by Parliament). Under this system, unspent monies appropriated may not be retained and used the following financial year. To overcome this, the Presiding Officers and the Parliament’s Public Accounts and Estimates Committee have, for a number of years, been recommending to Government that parliamentary committees should be funded via the Parliament’s Appropriation Act so as to enable them to roll-over up to 3 per cent of unspent expenditure into the next financial year.

It is pleasing to note that the Government agreed to this change.

The *Appropriation (Parliament 2002-03) Act 2002* provided an amount of \$3.890 million for parliamentary committees.

CHAIRMEN’S PANEL

The Parliamentary Committees Act 1968 provides for a committee consisting of the Presiding Officers, 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 met on one occasion during the reporting period.

PARLIAMENTARY COMMITTEES ACT INQUIRY

On 5 June 2002, the Parliament's Scrutiny of Acts and Regulations Committee tabled its Report on Improving Victoria's Parliamentary Committee System.

The Committee was given this reference by the Legislative Council on 1 March 2000. A Parliamentary Committees Act sub-committee was established to inquire into and report back to the full Committee. The inquiry involved a review of Victoria's parliamentary committee system and, in particular, an evaluation of the existing *Parliamentary Committees Act 1968*. The Committee was interested in understanding parliamentary committee systems in Australian and overseas jurisdictions. The aim was to formulate recommendations for a plain English and user-friendly Act and a modern and effective committee system.

In July 2000, the Presiding Officers made a detailed submission to the Committee which they believed would lead to an improvement in the operation of the Parliamentary Committees Act 1968. Overall, the Committee accepted the majority of these proposals.

The Committee's report recommended the establishment of new committees, new powers and a more comprehensive set of committees to review all aspects of government administration. The report also recommended that Ministers make better use of the committees, particularly to research issues and to have committees consider draft proposed bills which may be referred by Ministers.

Another recommendation was that committees be able to initiate their own inquiries and table evidence and conclusions outside Parliament's sittings, provided that the recommendations from such committee were unanimous.

The Committee also recommended greater use of technology, such as the electronic lodgement of submissions to committees; committees being able to meet "online" rather than physically; and giving greater flexibility to individuals who find it expensive and difficult to attend hearings to give evidence in an electronic form. The report also recommended that Ministers respond more promptly to the recommendations of committee reports by providing an interim response to committee recommendations within two months of the report being tabled.

SELECT COMMITTEE ON THE FRANKSTON CENTRAL ACTIVITY DISTRICT DEVELOPMENT

On 17 October 2001, the Leader of the Opposition in the Legislative Council moved a motion to establish a Select Committee of five members to inquire into and report on the process followed by the Frankston City Council in its consideration of a proposed multi-million dollar development and to consider allegations made both in newspaper reports and in the Victorian Parliament on matters related to this matter.

The Committee was appointed with the lodgment of Members' names with the President by 4.00 p.m. on Thursday, 18 October 2001. The motion stated that the Committee would consist of two Members nominated by the Leader of the Government, two nominated by the Leader of the Opposition, and one nominated by the Leader of the National Party. While nominations were received from the Leaders of the Opposition and the National Party, the President received no nominations from the Leader of the Government, which led to the unusual situation of no Government Members sitting on the Committee.

In relation to staff from this Department providing assistance, the Deputy Clerk acted as Secretary to the Committee, with the Parliamentary Officer – Projects being Research Officer.

Throughout October, November and December 2001, the Select Committee held public hearings on seven days and 178 pages of evidence was taken during the inquiry. Three submissions were received.

The Select Committee tabled its report on 19 March 2002 and a motion to “take note” of the report was moved following its tabling. The debate was adjourned and the report was listed for further consideration.

On 30 May 2002, debate on the report resumed, in response to the tabling of a Report of Inspectors of Municipal Administration. This was the result of an inquiry initiated by the Minister for Local Government into the Frankston Central Activity District Development. The appointment of Inspectors followed the tabling of the Select Committee’s report.

SELECT COMMITTEE ON THE URBAN AND REGIONAL LAND CORPORATION MANAGER DIRECTOR

On Wednesday, 5 December 2001 the Leader of the Opposition in the Legislative Council moved for the appointment of a Select Committee to enquire into and report on the selection, appointment and resignation of the Urban and Regional Land Corporation Managing Director.

As was the case for the Select Committee on the Frankston Central Activities District Development, members of this Select Committee were appointed by the lodgement of names by each party leader to the President. Five nominations were received by the President; three from the non-Government parties and two from the Government

The Department once again provided research and administrative support to the Committee. The Usher of the Black Rod was Secretary to the Committee, with the role of Research Officer again being filled by the Parliamentary Officer – Projects.

The Committee held its first meeting on Friday, 7 December 2001. Between December 2001 and June 2002, the Select Committee held 15 meetings, 8 of which were public hearings.

The activities of this Select Committee raised a number of interesting legal and procedural questions.

On 19 March 2002, an addition to the Resolution appointing the Committee was agreed to by the Legislative Council. The amendment allowed the Committee to include minority reports with any of its reports to the Council, as is the case for Joint Investigatory Committees appointed under the Parliamentary Committees Act 1968.

On 20 March 2002, the Committee tabled its First Interim Report. The Committee reported that it had received correspondence from the Attorney-General who sought to make the provision of information requested by the Committee from other sources conditional on the Committee meeting with the Attorney-General. The Attorney-General also asserted that summonses for documents issued by the Committee to Ministers in the Legislative Assembly, as well as summonses issued to certain Ministerial Advisors to give evidence before the Committee, were not valid.

The Committee reported that the circumstances represented “direct Executive interference in the affairs of one House of the Parliament of Victoria”.

The Committee tabled its Second Interim Report on 16 May 2002. The Committee reported to the Council that in response to summonses it had issued to the Telstra

Corporation for certain telephone records, the Honourable Speaker of the Legislative Assembly, had written to Telstra questioning the validity of the Committee's summons. The Committee considered that the Speaker's intervention represented "significant and unprecedented interference in the affairs of one House of the Parliament of Victoria by the Presiding Officer of the other House".

The Select Committee is due to table its Final Report on or before 30 September 2002.

WHISTLEBLOWERS PROTECTION ACT 2001

The *Whistleblowers Protection Act 2001* came into operation on 1 January 2002. The purpose of the Act is to encourage and facilitate the making of disclosures of improper conduct by public officers, which includes Members of Parliament.

In June 2002, the Parliament of Victoria established a set of written procedures for handling disclosures made under the Act. These procedures create a system for reporting disclosures of improper conduct or detrimental action by Members of Parliament. The system enables such disclosures to be made to the Speaker of the Legislative Assembly, if the disclosure relates to a Member of the Legislative Assembly, or the President of the Legislative Council, if the disclosure relates to a Member of the Legislative Council.

The coverage of the Act specifically excludes certain persons, including parliamentary officers. This means that disclosures about parliamentary officers cannot be made under the Act. Parliamentary officers are, however, entitled to make disclosures under the Act, as are all members of the public.

Section 8 of the procedures state that the Presiding Officers will ensure a secure register is established to keep account of the status of whistleblower disclosures and that this information will be published in the relevant annual report of the Department of the Legislative Assembly and the Department of the Legislative Council.

In the review period, no disclosures were made to the President under the *Whistleblowers Protection Act 2001*.

RECORDS MANAGEMENT AND STORAGE

During the review period an assessment of the records management and storage within the Department was undertaken. A plan of action has been introduced and work on this project began in April 2002 and is earmarked for completion in early 2003. The current filing system will be enhanced and better storage of archived documents will take place. The new filing system is being developed in conjunction with the downstairs compactus refurbishment.

Another aspect of this project is the electronic archiving of House documents. Archiving of the 53rd Parliament House documents has been completed. During the next review period, Windows XP will be "rolled out" to all Parlynet Users and a new archiving system will be introduced by the Information Technology Unit. This system will be beneficial to the Department, providing a much safer storage option.

human resources

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.

PARLIAMENTARY OFFICERS AGREEMENT 2001

During the year, following many months of negotiation, the Parliamentary Department Heads and the CPSU reached agreement on a new two year Agreement for Non-Executive Parliamentary Staff. The agreement was negotiated under Section 170LJ of the Federal Workplace Relations Act 1996 and covers all non-executive parliamentary officers.

Final agreement was reached in early May 2002. Before this could be given effect, approval by a majority of the Parliament's employees was required and a ballot was conducted in June 2002 by the Victorian Electoral Commission. Following the required majority support being achieved, an application was lodged with the Australian Industrial Relations Commission for formal certification of the Agreement. The certification was achieved on 20 June 2002.

The objective of the Agreement is to promote an effective workplace partnership between the Parliament of Victoria, its employees and the CPSU and commits the Parliament of Victoria and the CPSU to the following industrial relations principles:

- (a) co-operative and consultative relationships between management, their employees and their representative organisation;
- (b) management, employee and union relationships based on mutual respect, trust and preparedness to consider alternative viewpoints;
- (c) collective negotiations between management and their employees, involving a mutual problem solving approach focusing on long term gain for all parties;
- (d) working within a progressive industrial relations culture to achieve a high performance workplace with effective workplace partnerships; and
- (e) recognition of an appropriate role for CPSU workplace representatives.

The Agreement commenced on 20 June 2002 and will remain in force until 1 November 2003. All parties will commence negotiations for a new Agreement by 1 September 2003.

Non-executive parliamentary officers covered by this Agreement who were employed at the date the Agreement was certified by the AIRC, received a 3 per cent salary increase with effect from 1 July 2001, based on their salary at 30 June 2001. In addition, they received a further 3 per cent with effect from 1 July 2002, based on their salary at 30 June 2002. Additional performance payments are also payable dependent upon outcomes of staff performance assessments for both periods.

ANZACATT PROFESSIONAL DEVELOPMENT SEMINARS

The Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) conducted two Professional Development Seminars for parliamentary staff during the year. The first was held at Parliament House in Melbourne from 22 - 25 July 2001 under the theme of "Taking Parliament to the People - the Challenges Ahead". The program consisted of two plenary sessions with panels of guest speakers, together with a series of workshops. The first guest speaker panel comprised David Broadbent from Channel 9 and Michael Gordon, the National Political Editor of *The Age*, with the second panel comprising three former Premiers – Sir Rupert Hamer, Lindsay Thompson and John Cain. All participants agreed that the plenary sessions were particularly worthwhile and the speakers most interesting.

Workshops were conducted on the following topics :

- ◆ Sitting of parliament in regional areas;
- ◆ Accessing parliament in the digital age;
- ◆ Public participation in parliamentary committee activities;
- ◆ Security of the precincts while maintaining public access;
- ◆ Addresses to parliament by non-elected persons;
- ◆ Giving citizens the right of reply and questions of privilege; and
- ◆ Procedures - Members Statements, Question Time etc.

The seminar was attended by delegates from all Australasian Houses of Parliament, with an officer from the United Kingdom's House of Commons as an observer.

With the establishment of the Australia and New Zealand Association of Clerks-at-the-Table being formalised, it was decided that all future seminars, which will be held annually, would be conducted in January each year. Consequently, the second seminar for the year under review was held at Parliament House in Canberra on 29 and 30 June 2002 under the theme of "Supporting Parliament Effectively". The program was similar to that of the seminar in Melbourne. There was a guest panel on the first day comprising Professor John Warhurst, Professor of Politics at the Australian National University, and Malcolm Farr, President of the Parliamentary Press Gallery on "Perceptions of Parliament". On the second day, the guest speaker was Professor Gerard Carney, Professor of Law at Bond University, on "Aspects of Parliamentary Privilege".

The workshops were held on the following topics:

- ◆ Creating a secure environment for parliament;
- ◆ Committee support, best practice and recent developments;
- ◆ Using information technology in parliament;
- ◆ Assessing the effectiveness of parliamentary support;
- ◆ Privilege in parliaments, recent developments; and
- ◆ Training and development for Members and staff.

Once again, the seminar was very well attended by representatives from all Houses eligible to send delegates. Feedback from the seminars is closely analysed by the

ANZACATT Executive and Professional Development Committee with a view to making further improvements in future. The next seminar will be hosted by the Northern Territory Legislative Assembly and will be held in Alice Springs in January 2003.

COMMUTED OVERTIME REVIEW

Following representations from the CPSU in September 2001 concerning commuted overtime for Parliamentary Attendant staff, the Legislative Council and Legislative Assembly Departments agreed to review the commuted overtime arrangements.

In 1999, Parliamentary Attendants requested the two House Departments to consider commuting overtime associated with the sittings of the House. This request was agreed to by management and has been in place since 1999. As the sitting patterns have changed since then, it is possible that the current commuted overtime amounts may not reflect the current trends.

Following the review, further meetings will be held with the CPSU and staff to discuss proposals dealing with this issue that will result in a fairer system for those staff on commuted overtime.

REVIEW OF ATTENDANTS' STRUCTURE

With the Housekeeper's decision in December 2001 of the Housekeeper to take long service leave preparatory to retirement in July 2002, the Clerk instructed the Usher to investigate possible changes to the Attendants' structure.

In December 2001 and January 2002, the Usher therefore met with all attendants to obtain their views on the matter, and a committee comprising the Usher, Michael Stubbings, Greg Mills and Phillip Stoits, was formed to consider the matter. Information on equivalent attendants' positions in other Australian parliaments was gathered, and the Clerk was interviewed to obtain his views on the matter.

The obligations of the Usher to support the activities of the Select Committee on the Urban and Land Corporation Managing Director significantly delayed the review process. It is now anticipated that the review process will not be completed until sometime during the Council's 2002 Spring Sittings.

The Department acknowledges the considerable work undertaken by its Attendant Workgroup, particularly in servicing meetings of the Legislative Council, committee meetings, and other functions in Parliament House, during a period of being short-staffed.

PARLIAMENT HOUSE CONSULTATIVE COMMITTEE

The Parliament House Consultative Committee consists of an employer and staff representative from each department. The employer representatives are nominated by the Department Heads and the staff representatives are elected by staff in each department for terms of two years. The Committee's role is to provide a forum for central consultation between the parliamentary departments, management and staff and to consider any matter of significance which is relevant to the terms and conditions of employment of parliamentary staff. It has no decision-making powers but may make recommendations to the Department Heads. Matthew Tricarico, the Deputy Clerk, is the Department's employer representative and Sarah Davey, Projects Officer, Procedure and Projects Office, was the Department's staff representative during the reporting period.

The Committee met on several occasions during the year and made representations to the Department Heads regarding staff amenities and dining facilities at Parliament House.

GRIEVANCE REVIEW COMMITTEE

The Grievance Review Committee consists of an independent chairperson, together with a management and staff nominee, who are appointed, depending on the circumstances of each matter heard, to ensure that there is no conflict of interest.

The Department did not participate in any matters involving the Committee during the reporting period.

STAFF DEVELOPMENT COMMITTEE

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

In August 1999, the Department Heads agreed upon a revised charter for the Committee and requested its advice on the most effective means of providing a co-ordinated approach to the training and development of parliamentary staff. As a consequence, the Committee recommended options to the Heads for Parliament-wide staff training and the re-appointment of a training and development officer. In addition, the Committee re-introduced induction/orientation programs for new parliamentary staff and a number of these were held during the reporting period, co-ordinated by Melissa Land, Human Resources Officer. Peter Clarebrough is the Parliament's Manager, Training and Development.

In October 2001, four E-Learning firms were invited to participate in a pilot program, involving Parlynet users, to determine who was best equipped to deliver E-Learning or computer based 'on-line' training requirements to complement Parliament's Training and Development Learning Resource (TADLR). TADLR promotes many learning and training opportunities for staff and Members, provides links to the Parliamentary Library and other external training providers that offer public courses.

As a result, NETg was formally appointed as the Parliament's E-Learning provider on 28 February 2002, and Parliament's "E-Learning Campus" was launched in June 2002. The Campus provides on-line Business and Professional Development and Computer/Desktop courses. Some of the key features of E-Learning Campus include access to training 7 days a week, 24 hours a day, flexible access and delivery options giving users the choice of when and where they want to learn. Well over 120 courses are available on-line.

Substantial progress was also made during the year in establishing a dedicated training room for staff at 157 Spring Street, including the purchase and installation of computer, audio-visual and related equipment.

LEGISLATIVE COUNCIL INFORMATION SESSIONS FOR PARLIAMENTARY STAFF

During the past year, the Department continued with its series of information sessions for staff related to Victorian parliamentary history, procedure, the building and the people who work within it. These sessions are open to all staff from the parliamentary departments and committees.

Another two new information sessions were conducted in the course of 2001-2002. The first session, 'Meet the Parliament: Holding a Regional Sitting', was conducted in early August 2001 by the Usher of the Black Rod and the Serjeant-at-Arms, Gavin Bourke. They provided details concerning planning issues associated with the two Houses' regional sittings in Ballarat and Bendigo which occurred a fortnight later. The session included a video presentation, prepared by the Procedure and Projects Office, which was linked to Microsoft PowerPoint.

The second information session of the year was conducted in February 2002 by the Chief Parliamentary Counsel, Eamonn Moran, who provided an insight into his Office's

responsibilities and functions. This was an interesting and well attended seminar and was the first occasion that someone from 'outside' Parliament House has presented one of the Department's information sessions.

The following month, the Deputy Clerk of this Department presented a session solely for the Chief Parliamentary Counsel and his staff. This was a repeat of an earlier information session titled 'A sitting day in the life of the Council'. The session dealt with this Department's activities and workings on a typical sitting day which, it was felt, was relevant to the Chief Parliamentary Counsel's Office which works closely with our staff during sitting periods.

The Department intends to hold another two information sessions in 2002-2003.

STAFF NEWSLETTER

Red Alert, the Department's fortnightly newsletter, continued to be produced by the Project Officer in the Procedure and Projects Office. The newsletter, which is full colour and contains contributions from management and other staff, is distributed to all Council staff, including those employed by committees administered by the Department.

ATTACHMENT TO UNITED KINGDOM PARLIAMENT

As part of the Department's commitment to the professional development of its staff, the Deputy Clerk undertook a two week attachment to the United Kingdom Parliament from 17 to 28 June 2002.

The attachment placed particular emphasis on studying the operations of the United Kingdom parliamentary committee system, the general role and functions of the Clerks at the Table and the operations of the Bills, Votes and Papers Offices on sitting days.

Various meetings were arranged involving committee chairmen and staff, Chamber Officers of both Houses, including the Clerk of each House, and attendance in the Chambers as well as at several committee deliberative and public hearings. The Clerks of the Overseas Office of the House of Lords and House of Commons arranged the program and were extremely helpful in ensuring the success of the attachment.

STAFF CHANGES

A full list of staff employed in the Department during 2001-2002 appears as Appendix B.

A number of staff changes took place during the year.

Following the retirement of Barry Aitken on 8 February 2002 due to ill-health, Alexandra Douglas was formally appointed Executive Officer to the Road Safety Committee. Barry commenced his parliamentary career on 30 March 1992 as Executive Officer to the Public Bodies Review Committee and remained in that post until 1996 when he was then appointed Executive Officer to the Road Safety Committee.

Bill Jarrett, Housekeeper of the Legislative Council since February 1995 retired on 30 June 2002. Bill commenced his parliamentary career in 1979 with the Legislative Assembly. He held various positions in his 14 years with that Department, including the prestigious position of Premier's Orderly, before he was promoted to the Legislative Council as Senior Parliamentary Attendant in 1993.

The year under review also saw the departure of the Environment and Natural Resources Committee's Office Manager, Gina Arpea.

DEATH OF FORMER CLERK

Bruce McDonnell, who served as Clerk of the Legislative Council from 1969 to 1983, passed away on 12 March 2002.

Mr McDonnell had a distinguished career in the Parliament, which began in 1947 when he was appointed to the staff of the Legislative Assembly. He was appointed to the position of Serjeant-at-Arms in 1961 and Clerk-Assistant in 1964, before becoming Clerk of the Legislative Assembly in 1968. Mr McDonnell achieved the rare distinction of having been Clerk of both Houses upon his appointment as Clerk of the Parliaments and Clerk of the Legislative Council in 1969. He held that position until his retirement on his 65th birthday in September 1983. Mr McDonnell was also the Honorary Secretary of the Victorian Branch of the Commonwealth Parliamentary Association from 1967 to 1982.

appendices

appendices

- ◆ A ROLE OF LEGISLATIVE COUNCIL STAFF

- ◆ B STAFF EMPLOYED DURING 2001-2002

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

- ◆ D SELECT STATISTICS RELATING TO SITTINGS
OF THE LEGISLATIVE COUNCIL, 1997-1998
TO 2001-2002

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

- ◆ F EXPENDITURE STATEMENTS, 2001-2002

- ◆ G PROVISION OF SERVICES BY LEGISLATIVE
COUNCIL, 2001-2002

- ◆ H DISTINGUISHED VISITORS, OFFICIAL
DELEGATIONS AND OFFICIAL CALLS,
LEGISLATIVE COUNCIL, 2001-2002

- ◆ I SUPPLEMENTARY INFORMATION AS AT 30
JUNE 2002

- ◆ J NON-CURRENT PHYSICAL ASSETS

- ◆ K 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 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, the 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 Annual Report, parliamentary contributions to the Victorian Government Directory, Legislative Council procedural bulletins, information sheets, the Department's fortnightly staff newsletter and diverse other internal and public relations documents. It is 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 enquiry 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' OFFICE

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 the 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 the 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 the 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 provides a range of administrative support tasks to that office.

APPENDIX B STAFF EMPLOYED DURING 2001-2002

At Parliament House

WAYNE TUNNECLIFFE	Clerk of the Legislative Council
MATTHEW TRICARICO	Deputy Clerk and Clerk of Committees
RAYMOND WRIGHT	Usher of the Black Rod and Clerk of the Records
STEPHEN REDENBACH	Manager, Procedure and Projects Office
FELICITY MURPHY	Manager, Papers Office
YOLANDE HENDERSON	Personal Assistant to the President of the Legislative Council
MARY MARTIN	Secretary to the Clerk of the Legislative Council
ANTHONY PIERORAZIO	Parliamentary Officer - Papers and Records
SARAH DAVEY	Parliamentary Officer – Projects
REBECCA WHITE	Parliamentary Officer - Administrative Support (<i>until 27 May 2002</i>) Parliamentary Officer – Client Services (<i>from 28 May 2002</i>)
WILLIAM JARRETT	Housekeeper
RUSSEL BOWMAN	Senior Parliamentary Attendant Acting Housekeeper (<i>from 2 January 2002</i>)
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 3
PETER ANASTASIOU	Parliamentary Attendant Grade 2
PHILIP STOITS	Parliamentary Attendant, Grade 1
PHILLIP RICHARDSON	Parliamentary Attendant, Grade 1
QUENTIN CORNELIUS	General Hand

At the Committee premises — 35 Spring Street, Melbourne

ENVIRONMENT AND NATURAL RESOURCES COMMITTEE

BRAD MILES	Executive Officer
ANDREA LINDSAY	Research Officer (<i>until 12 October 2001</i>)
JAMES SISSON	Research Officer (<i>from 25 March 2002</i>)

RICHARD FALLU	Research Officer (<i>until 19 October 2001</i>)
NATALIE BARAN	Research Officer (<i>from 7 January 2002</i>)
GINA ARPEA	Office Manager (<i>until 13 July 2001</i>)
MARION PILLEY	Office Manager (<i>from 27 August 2001</i>)

ECONOMIC DEVELOPMENT COMMITTEE

RICHARD WILLIS	Executive Officer
KAREN ELLINGFORD	Senior Research Officer
MARK RYAN	Research Officer (<i>until 13 July 2001</i>)
TANIA ESPOSITO	Office Manager

LAW REFORM COMMITTEE

MERRIN MASON	Executive Officer
KIRSTEN GILES	Research Officer (<i>from 15 October 2001</i>)
JANEY TOOTELL	Casual Research Officer (<i>from 15 January 2002 until 31 May 2002</i>)
SUZANNE KAUFFMAN	Research Officer (<i>from 20 May 2002</i>)
KATHERINE KARLEVSKI	Office Manager (<i>until 2 August 2001</i>)
JAIME COOK	Office Manager (<i>from 20 August 2001</i>)

ROAD SAFETY COMMITTEE

BARRY AITKEN	Executive Officer (<i>until 8 February 2002</i>)
ALEX DOUGLAS	Acting Executive Officer (<i>until 3 March 2002</i>) Executive Officer (<i>from 4 March 2002</i>)
GRAEME BOTH	Research Officer
SEAN COLEY	Research Officer (<i>from 22 April 2002</i>)
LOIS GROGAN	Office Manager

JOINT COMMITTEE ADMINISTRATION OFFICE

SONYA CARUANA	Administrative Officer
ANDREW CAMPBELL	Administrative Officer (<i>from 10 February 2002</i>)
JAIME COOK	Administrative Officer (<i>until 19 August 2001</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
Eumemmerring	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

- | | |
|------------------------------|------------|
| ALP — Australian Labor Party | 14 Members |
| LP — Liberal Party | 24 Members |
| NP — National Party | 6 Members |
- The terms of the first-named Members for each Province expire at the next General Election for the Legislative Assembly.
- The terms of the last-named Members for each Province expire at the General Election following the next General Election for the Legislative Assembly.

APPENDIX D

STATISTICS RELATING TO SITTINGS OF THE LEGISLATIVE COUNCIL, 1997-1998 TO 2001-2002

	1997-98	1998-99	1999-00	2000-01	2001-02
Number of days House met	36	26	34	43	48
Number of hours House met	370.07	258.47	230.50	462.15	450.13
Average number of hours per sitting	10.17	10.12	9.02	10.45	9.22
Bills dealt with					
Initiated in L.C.	4	10	16	9	10
Initiated in L.A.	111	89	63	101	91
Passed without amendment	106	95	75	92	90
Passed with amendments	5	5	3	9	11
Defeated	0	0	0	4	2
Lapsed	0	0	0	0	0
Withdrawn	0	0	0	0	0
Ruled out of Order	0	0	0	0	0
Sets of amendments circulated	34	15	10	12	16
Questions on notice processed	2023	876	731	1263	1497
Petitions tabled	14	15	7	16	11
Papers tabled (total)	1431	835	701	958	940
Annual reports	360	337	285	443	369
Statutory Rules (incl. attachments)	322	129	120	128	159
Planning schemes & amendments	619	261	202	283	327
Proclamations	62	59	28	41	45
Other (including special reports, Parliamentary Committee reports etc)	68	49	66	63	40

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

	EDC	ENRC	LRC	RSC
Deliberative Meetings				
Full committee	27	20	7	19
Sub committee	7	4	—	—
Public Hearings				
Full committee	20	4	4	2
Sub committee	7	—	—	—
Visits/Inspections				
Full committee	11	6	29	2
Sub committee	1	—	—	—
Reports Presented	3	3	1	1
Discussion Papers Produced	—	2	3	1

Note

EDC	Economic Development Committee
ENRC	Environment and Natural Resources Committee
LRC	Law Reform Committee
RSC	Road Safety Committee

APPENDIX F LEGISLATIVE COUNCIL EXPENDITURE STATEMENTS 2001-2002

2000-2001 Actual	EXPENDITURE	2001-2002 Budget	2001-2002 Actual
907,652	STAFF SALARIES, ALLOWANCES AND OVERTIME	900,000	870,825
654,853	SUBSIDIARY EXPENSES (1)	680,000	681,817
237,306	GENERAL EXPENSES	315,000	314,468
91,797	PARLIAMENTARY PRINTING	122,000	147,367
825,000	COMMONWEALTH PARLIAMENTARY ASSOCIATION	511,000	511,000
5,011	AUDITOR-GENERAL'S OFFICE AUDITS	5,000	5,000
2,721,619	TOTAL - DEPARTMENTAL	2,533,000	2,530,477

LEGISLATIVE COUNCIL - MEMBERS - Special Appropriations

4,965,776	MEMBERS SALARIES AND ALLOWANCES	5,674,000	5,414,227
2,000,000	PARLIAMENTARY CONTRIBUTORY SUPER. FUND	2,000,000	2,000,000
6,965,776	TOTAL - MEMBERS	7,674,000	7,414,227
9,687,395	TOTAL	10,207,000	9,944,704

NOTES:

1. Subsidiary expenses include long service leave and recreation leave provision, payroll tax, employer superannuation and WorkCover contributions

JOINT INVESTIGATORY COMMITTEES

2000-2001 Actual	EXPENDITURE	2001-2002 Budget	2001-2002 Actual
323,346	Drugs and Crime Prevention Committee	411,740	435,410
342,102	Economic Development Committee	378,997	271,796
369,537	Environment and Natural Resources Committee	399,254	323,756
197,929	Family and Community Development Committee	195,484	193,744
309,334	Law Reform Committee	308,786	308,024
609,000	Public Accounts and Estimates Committee	662,265	637,580
215,456	Road Safety Committee	364,271	364,624
497,793	Scrutiny of Acts and Regulations Committee	520,110	485,453
641,723	Joint Committee Administration Office	649,093	636,636
3,506,220	TOTAL	3,890,000	3,657,023

NOTES:

1. Committees administered by the Department of the Legislative Council —
Economic Development; Environment and Natural Resources; Law Reform and
Road Safety.
2. Committees administered by the Department of the Legislative Assembly —
Drugs and Crime Prevention; Family and Community 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.

APPENDIX G

PROVISION OF SERVICES BY LEGISLATIVE COUNCIL, 2001-2002

FUNCTIONS

- ◆ National Forum on Sustainability
- ◆ International Alliance of Girls' Schools Dinner
- ◆ Women's Christian Temperance Union Conference
- ◆ Ivanhoe Grammar School Awards
- ◆ Building Business Bridges to Asia 2002
- ◆ Defenders of Australia - the Third Australian Division 1916 - 1991
- ◆ White Wreath Association Memorial
- ◆ Hills Primary School Concert
- ◆ NRE Science Awards
- ◆ Tertiary Scholarships for Koori Students awards
- ◆ Australian-American Association - Celebration of New York
- ◆ 20th Anniversary celebration of the election of the Cain Labor Government
- ◆ Monash University Governance Research Unit launch
- ◆ IWA 3rd World Water Congress Dinner
- ◆ Australian Unity Australia Day Breakfast
- ◆ Castan Centre for Human Rights Law Lecture
- ◆ Tourism Victoria Strategic Plan 2002-2006
- ◆ Australian Human Resources Institute lecture
- ◆ Water Summit 2002
- ◆ Australian Monarch's League Dinner
- ◆ Youth Employment Scheme Graduation Ceremony
- ◆ Australian Science Olympiads Victorian State Awards
- ◆ Austin Research Institute Breakfast
- ◆ Premier's Business Sustainability Awards
- ◆ Second Anniversary of the Victorian Aboriginal Justice Agreement
- ◆ 150th Anniversary of the First Legislative Council 1851-1856
- ◆ 150th Anniversary of the Office of the Auditor-General
- ◆ Victorian Community Services and Health Industry Awards
- ◆ Trinity Grammar School Band

COUNCIL COMMITTEE ROOM USERS, (EXCLUDING VICTORIAN USERS)

- ◆ Senate Economics Committee - Public Hearing into the impact of Public Liability and Professional Indemnity Insurance cost increases
- ◆ Senate Select Committee - Public Hearing into Superannuation and Standards of Living in Retirement
- ◆ National Party Forum on Embryonic Stem Cell Research
- ◆ Launch of Victorian Law Foundation "Working it out through mediation" video
- ◆ Public Record Office launch of Archives and Records Management Week
- ◆ Senate Employment, Workplace Relations & Education Committee - Public Hearing into the Workplace Relations Act 1996
- ◆ Monash University Forum - Keeping Governments Accountable - The Role of Independent Agencies
- ◆ Auditor General Victoria - Performance Audit Report
- ◆ Minister for Community Services - Senior Citizens Week
- ◆ Women Barristers' Association - portrait unveiling
- ◆ Eastern Region Chamber of Commerce Dinner
- ◆ Attorney General - Rural Mediators Graduation Ceremony
- ◆ Gippsland Community Leadership Program
- ◆ The Consul General of the Republic of Germany - Order of Merit Awards
- ◆ Bonnie Babes Foundation Launch

PARLIAMENTARY GARDENS AND FRONT STEPS

- ◆ Next Wave Festival Event - A Good Night's Street
 - ◆ National Reconciliation week launch
 - ◆ 40 Hour Famine 2002 launch
 - ◆ Men's Health Tune Up launch
 - ◆ Open Family Australia - Youth Street Action Team photographic exhibition
 - ◆ International Women's Day launch
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- ◆ Reception for His Excellency, Mr Constantinos Stephanopoulos, President of the Hellenic Republic (Greece)
 - ◆ Australia's Oceans Policy briefing
 - ◆ Monash University 7th International Symposium on Logistics Dinner
 - ◆ Monash University 2nd International Symposium on Operations Strategy Conference
 - ◆ Alcohol and Other Drugs Council launch
 - ◆ Victorian Friends of the Hebrew University Awards
 - ◆ Overseas Chinese Association Dinner
 - ◆ Manufacturing Industry Strategic Plans
 - ◆ Prayer and Spirituality in the Early Church III reception

- ◆ Work Safe Week launch
- ◆ Waste Wise Day launch
- ◆ Greyhound of the Year Award - Greyhound Racing Victoria

QUEEN'S HALL EXHIBITIONS

- ◆ Amnesty International
 - ◆ Timber Promotion Victoria
 - ◆ Housing Week
 - ◆ Victorian History Awards
 - ◆ Community Women's Art
 - ◆ Victorian Micro Brewers Alliance
 - ◆ Photographic East Timor
 - ◆ 150th Anniversary of the First Legislative Council 1851-1856
-

APPENDIX H

DISTINGUISHED VISITORS, OFFICIAL DELEGATIONS AND OFFICIAL CALLS, LEGISLATIVE COUNCIL, 2001-2002

DISTINGUISHED VISITORS AND OFFICIAL DELEGATIONS

- ◆ Parliamentary Delegation from the Parliament of Lebanon
- ◆ Parliamentary Delegation from the Parliament of Cambodia
- ◆ Parliamentary Delegation from the Aichi Prefectural Assembly, led by Vice-Chairperson, Mr Fumihiko Kobayashi
- ◆ Delegation from the Busan Metropolitan City Council, Republic of Korea, led by Chairperson Karon Yung Chuk
- ◆ Delegation from the National Conference of State Legislatures, United States of America, led by Senator Jim Costa
- ◆ Mr Dhammika Kitulgoda, Secretary-General of the Parliament of Sri Lanka
- ◆ Economic and Goodwill Delegation from Jiangsu Province, led by Vice-Governor, Mr Wang Rongbing
- ◆ Parliamentary Delegation from the Regional Assembly, Sicily, Italy
- ◆ Ms Stephanie Shwabsky, Australian Ambassador Designate to Lebanon
- ◆ Parliamentary Delegation from the Sarawak Commonwealth Parliamentary Association
- ◆ Parliamentary Delegation from the Parliament of Germany, led by Mr Klaus Wowereit, President of the Bundesrat and Governing Mayor of Berlin
- ◆ High Commissioner for Singapore, H E Mr Ashok Mirpuri
- ◆ Consul-General of the United Kingdom, Mr Anthony Sprake
- ◆ Ambassador of Norway, H E Mr Ove Thorsheim
- ◆ Ambassador of Italy, H E Mr Dino Volpicelli
- ◆ Consul-General of China, Mr Wu Ronghe
- ◆ Ambassador of Indonesia, H E Mr Sudjadnan Parnohadiningrat
- ◆ Ambassador of Japan, H E Mr Atsushi Hatakenaka
- ◆ Consul-General of China, Mr Tian Junting
- ◆ Ambassador of Spain, H E Mr Jose Ramon Baranano
- ◆ Ambassador of the Russian Federation, H E Mr Leonid Moiseev
- ◆ Ambassador of Korea, H E Mr Song Young-shik
- ◆ Ambassador of Finland, H E Mrs Anneli Puura-Markala
- ◆ High Commissioner for Pakistan, H E Mr Khizar Hayat Khan Niazi
- ◆ Ambassador of Greece, H E Mr Fotios-Jean Xydas
- ◆ Ambassador of the Republic of Turkey, H E Mr Tansu Okandan
- ◆ Consul-General of the United States of America, Mr David Lyon

OFFICIAL CALLS

- ◆ President of the Hellenic Republic (Greece) H E Mr Constantinos Stephanopoulos
 - ◆ Ambassador of Thailand, H E Mr Sawanit Kongsiri
 - ◆ High Commissioner for India, H E Mr R S Rathore
 - ◆ High Commissioner for Canada, H E Mr Jean Fournier
 - ◆ High Commissioner for Sri Lanka, H E Major General Janaka Perera
 - ◆ Consul-General of Japan, Mr Masaaki Miyashita
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APPENDIX I SUPPLEMENTARY INFORMATION AS AT 30 JUNE 2002

GENERAL STORES ON HAND

As at 30 June 2002, the Papers Office had the following stores on hand which were valued at cost:

Letterhead paper	\$3265
Envelopes	\$4827
Other Stores incl. Pads, With Compliments Slips,etc	\$3348

CREDITORS

As at 30 June 2002, the Department had outstanding employee benefits including:

Annual Leave	\$141,730
Long Service Leave	\$345,994

APPENDIX J 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, scanners, file servers etc.

APPENDIX K 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 Precincts Act 2001*
- ◆ *Parliamentary Salaries and Superannuation Act 1968*

