

DEPARTMENT OF THE LEGISLATIVE COUNCIL



annual report 2000-2001

**1 JULY 2000
to
30 JUNE 2001**

© Department of the Legislative Council

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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 2000 TO 30 JUNE 2001

clerk's overview

clerk's overview

It is with great pleasure that I present my report on the operations of the Department of the Legislative Council for 2000-2001.

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 the parliamentary committees for which the Department has administrative responsibility, in the interests of the public of Victoria. I am very confident that the Department has met its objectives at a high level.

The year was a busy one for the Parliament of Victoria and for the Department of the Legislative Council. The highlight of the year was the staging in May of the Centenary of Federation celebrations in Melbourne, with the commemorative ceremonial sittings of the Commonwealth Parliament at the Royal Exhibition Building and at Parliament House as the centrepiece. These showed Victoria and its Parliament in the best light and staff in this Department worked particularly hard to ensure that all the events ran smoothly, efficiently and in the best interests of both the Victorian and Commonwealth Parliaments.

Other major activities which took place during the year, either involving this Department in its own right, or as a partner with other parliamentary departments, included the:

- ◆ enactment of the *Parliamentary Precincts Act 2001*;
- ◆ planning for the Society of Clerks' Professional Development Seminar to be held in Melbourne in July 2001;
- ◆ restructure of the Department of Parliamentary Services and its effect upon senior management in the Department;
- ◆ planning for the extension of the Usher's Corridor to allow for new offices and meeting rooms;
- ◆ commissioning of the air-conditioning of Parliament House; and
- ◆ introduction of the Department's series of information sheets and information sessions and the staff newsletter *Red Alert*.

During the year, planning commenced on a number of activities which will take place during 2001-2002. Foremost amongst these is the Commonwealth Parliamentary Conference to be held in September in Canberra when Victoria will host pre-conference tours and the Opening Ceremony at the Royal Exhibition Building. This major conference was last held in Australia in 1988 and will

comprise some 700 delegates. Another major event will take place in November to mark the 150th anniversary of the first sitting of the first Legislative Council. This event will be marked by the publication of a book on the first Legislative Council from 1851 to 1856 and an exhibition.

In addition, the first sitting of the Legislative Council outside Melbourne will be held in Ballarat in August 2001. This event will again provide the opportunity for Legislative Council staff to display their professionalism and promote the Parliament.

The year could also be described as one of consolidation after the larger than usual number of staff changes that took place in 1999-2000. Staff have now had 12 months or more in their new positions and I am confident that our small team is working cohesively and effectively.

The Department also faces further challenges for the future. Effective staff training and a commitment to procedural improvement are fundamental in assisting the Department to meet its mission. Daily business meetings on sitting days, weekly procedural reviews, the enlarged procedural database and the publication of the sessional procedural bulletins which were commenced in 1999-2000 are playing an important role in enabling staff to focus on parliamentary procedure. It is important that these activities continue in the future.

The development of the Council's website will provide a significant enhancement of services provided to the Department's clients. Linked to the Parliament's new website, it will improve the accessibility to information relating to the sittings of the House. The ongoing office refurbishment program will also continue with the aim of providing improved facilities for Members and staff which meet acceptable, modern-day standards.

Finally, it is hoped that new Standing Orders will be adopted by the House following the Standing Orders Committee inquiry. If adopted, these will replace the current ones which have existed since 1924, will be updated in plain English and in gender neutral language and will incorporate Rules of Procedure for the first time. I expect that these will be a significant improvement on the current set which have served the Council so well.

In conclusion, 2000-2001 has been an exciting year. The next year, particularly the latter half of 2001, promises to be the same. However, nothing is possible without the staff in the Department. The Department is staffed by a small, dedicated and talented team committed to maintaining the highest level of service to the Department's many clients but at the same time being willing to make improvements where necessary. I thank all the staff in the Department for their untiring 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.

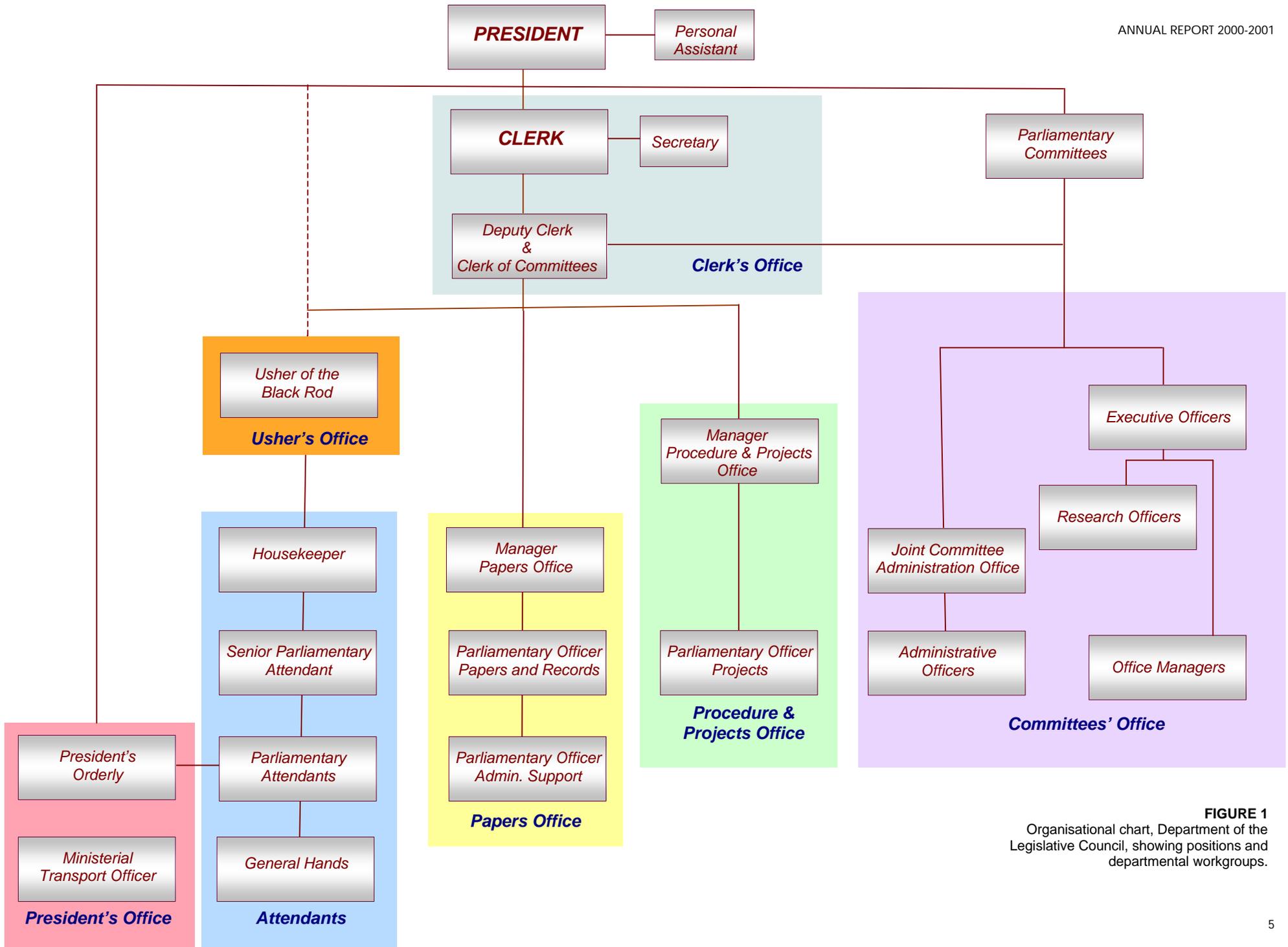


FIGURE 1
Organisational chart, Department of the Legislative Council, showing positions and departmental workgroups.

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 29 August 2000 and adjourned until a day and hour to be fixed by the President on 30 November 2000. The House met on 22 occasions with 4 sittings extending beyond midnight. The average length of sitting was 10 hours and 39 minutes. During the sitting period, the House passed a total of 52 Bills, of which 6 were initiated in the Council and 46 were transmitted from the Assembly.

The Autumn sittings commenced on 20 March 2001 and the House adjourned on 20 June. During the sitting period, the House sat on 21 days with the average sitting being 10 hours and 50 minutes. There were five sittings which went beyond midnight.

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 several procedural highlights arising from the sittings of the House in the year under review. These included:

- ◆ imposition of a time limit on speakers on the Adjournment debate;
- ◆ passage of two Private Members' Bills on the same day;
- ◆ defeat of two Legislative Council reform Bills;
- ◆ disagreements with the Assembly over Council amendments to Bills;
- ◆ increased number of answers to questions listed on the Notice Paper for consideration;
- ◆ reinstatement of questions on the Notice Paper;
- ◆ defeat of the Fair Employment Bill; and

- ◆ presentation of the Council's first right of reply.

Imposition of a time limit on speakers on the Adjournment debate

One of the characteristics of the Legislative Council has always been the lack of time limits for debates. The only exception has been the Adjournment debate each day where the guidelines governing the conduct of the debate suggested that each speaker be limited to a desirable maximum of five minutes. In recent years, however, the President has expressed concern about the extensive length of some Adjournment debates. After discussions with the party leaders, the President announced on the first sitting day of the 2000 Spring sittings that the time for Members raising a matter on the Adjournment debate would be reduced from a desirable maximum of five minutes to a mandatory maximum of three minutes.

Passage of two Private Members' Bills on the same day

15 November 2000 saw a particularly unusual occurrence in the Council when two Private Members' Bills passed the second and third readings on the same day — the Crimes (Further Amendment) Bill, which had been introduced by the Leader of the Opposition, and the Petroleum Products (Terminal Gate Pricing) Bill, which was a Private Member's Bill first introduced into the Assembly by Mr Russell Savage MP. This Bill had passed the Assembly and, after some discussions between the party leaders, it was agreed that the Hon Glenyys Romanes MLC, the Government Whip, would have responsibility for passage of the Bill in the Legislative Council.

Defeat of the Legislative Council Reform Bills

During the 2000 Spring sittings, two Bills seeking to reform the Legislative Council were defeated on the second reading. The Constitution (Amendment) Bill, transmitted from the Assembly on 5 September 2000, provided for a reduction in Legislative Councillors' terms to one term of the Legislative Assembly, fixed the term of the Parliament to four years unless there was a vote of no-confidence, and removed the Legislative Council's power to block Supply. The Constitution (Proportional Representation) Bill, transmitted from the Assembly on 3 October 2000, sought to reduce the number of Members in the Legislative Council from 44 to 40 and introduce a system of proportional representation for the election of Members to the House. On 3 October 2000, the House agreed to a cognate debate on both Bills. Debate on the second reading took place on 3, 5 and 24 October 2000 and both Bills were negated on division on 24 October.

Disagreements with the Assembly over Council amendments to Bills

Late in the 2000 sittings, disagreements occurred with the Assembly over amendments made by the Council to the Planning and Environment (Restrictive Covenants) Bill and the Information Privacy Bill. In the case of the former Bill, only one of the Council's amendments was disagreed with. The only amendment made to the Information Privacy Bill was also disagreed with. In both instances, when the Assembly's Messages were called on for consideration, the Council did

not insist on its amendments which had been rejected by the Assembly and the Bills subsequently passed into law.

Increased number of answers to questions listed on the Notice Paper for consideration

One of the features of the Spring sittings in 2000 was the number of answers to questions being placed on the Notice Paper for consideration. These involved several answers to questions without notice and one question on notice. In all but one instance, no motion to take note of the answer had been moved as at 30 June 2001. On 5 October 2000, in what was a particularly unusual occurrence, the entire three hours of General Business consisted of debate on an Opposition motion to take note of an answer given by the Minister for Energy and Resources on future electricity supply. At the conclusion of the debate, a motion to take note of the answer was put and carried.

Reinstatement of questions on the Notice Paper

Another feature of the Spring sittings was the number of questions on notice, or parts of questions on notice, ordered by the President to be reinstated to the Notice Paper after the answers had been tabled. It has become common practice for Members who consider that an answer does not address their question to write a letter of complaint to the President. On 28 November 2000, in ruling on applications made by two Members of the House for questions to be reinstated, the President indicated that he had relied on previous rulings by President Hunt and on advice from the Clerks in coming to his conclusions. One of the features of the President's rulings in this regard is that when a question is reinstated the provisions of Standing Order 71AA (the "30 day rule") apply from the date that the question is first asked, not from when the question is reinstated.

During 2000-2001, 1263 questions on notice were processed by the Department. Figure 5, at the end of this section, shows the number of questions on notice processed over the past ten years.

Defeat of the Fair Employment Bill

One Bill was defeated during the Autumn sittings in 2001. The Fair Employment Bill, a major Bill of 188 pages designed to provide a fresh system of employment regulation in Victoria and establish a Fair Employment Tribunal, was introduced into the House having passed the Legislative Assembly on 16 November 2000. The Bill was held over until the Autumn sittings, but after a lengthy debate the motion for the second reading was defeated on 4 April 2001 by a vote of 12 to 26.

Presentation of the Council's first right of reply

In October 1998 the Council first adopted a Sessional Order providing for the right of reply to persons aggrieved by statements made in debate. The Sessional Order differs from many Houses in that the President, and not a committee of privileges, considers whether the reply should be published by the Council and incorporated in *Hansard*. On 3 April 2001 the Sessional Order was used for the first time when the President presented a right of reply from the South Gippsland Conservation Society to statements made in the Council on 6

September, 24 October and 1 November 2000 by the Hon Ken Smith, MLC.

In accordance with the Sessional Order, the President provided Mr Smith with written notice of the Society's submission. He also requested the Society to amend its submission and, upon compliance with this request, the President determined that the submission would be presented to the House. The right of reply was automatically ordered to be printed by the Council and incorporated in *Hansard* in accordance with the Sessional Order. In presenting the right of reply, the President reminded the House that under the Sessional Order it was not his role to consider or judge the truth of any statement made in the Council or in the Society's reply.

After the right of reply had been presented, Mr Smith made a personal explanation in which he stated that, although he supported the Society's right to submit a reply, he did not resile from his actions which prompted its response.

PROPOSED SITTING OF THE LEGISLATIVE COUNCIL IN BALLARAT

Following the Premier's announcement that the Legislative Assembly would conduct a one-day sitting in Bendigo, in central Victoria, as part of the celebration of Victoria's centenary of statehood, the President asked the party leaders in the Council to consider a similar sitting of the Council in rural Victoria and suggested that Ballarat would be an appropriate place. Following agreement in principle by the party leaders, a working group was established consisting of the party leaders and deputy leaders and officers of the Council to discuss arrangements for the sitting.

Considerable work was undertaken between February and June 2000. Following initial meetings between the President, Clerk and Usher of the Black Rod with the Mayor and City of Ballarat officers, who enthusiastically supported the project, the Usher was given carriage of the sitting arrangements. A number of planning meetings, focussing on chamber arrangements, party rooms, and public access in Ballarat Town Hall were then held, and preliminary discussions concerning publicity and invitations completed.

On 15 May 2001, a "Ballarat On Show" Expo was held in Queen's Hall, Parliament House.

On Wednesday, 20 June 2001, on the final day of the Autumn sittings, the Leader of the Government, the Hon Monica Gould, moved that the Council next meet at the Town Hall in the City of Ballarat on Thursday, 16 August 2001. This motion was put and resolved in the affirmative. This will be the first time that the Legislative Council has sat outside Melbourne.

The aim of the exercise is to have as normal a sitting day as possible, albeit in a shortened form. After the sitting commences at 10.30 am it is proposed to complete formal business, such as the reading of messages and the tabling of papers and petitions, prior to the commencement of general business, when the House will debate a motion regarding

rural and regional Victoria. The Deputy Leader of the Opposition gave notice of this motion on the last day of the Autumn sittings.

The lunch break will be extended from the usual one hour to 90 minutes, from 12.30 until 2.00 pm, to allow Members of the House to meet over lunch with representatives of various local and community organisations who have been nominated by the parties and members of the Ballarat City Council. Following lunch, question time will be taken as usual at 2.00 pm and answers will be given to those questions currently on the Notice Paper.

Following question time, the House will proceed to government business and the Fundraising Appeals (Amendment) Bill will be the subject of debate. This Bill – 55 pages long – is a substantial piece of legislation, initiated in the Council, which establishes a registration system for certain fund raisers, imposes restrictions in relation to who may have managerial or financial responsibility for a fundraising appeal and enables the issue of public statements and warnings in relation to fundraising appeals. Under the terms of the resolution, government business will conclude at 5.00 p.m., when the Bill will have either passed or debate on it will be automatically adjourned until the next sitting day. The House will then proceed to the Adjournment debate and the sitting is expected to conclude by 6.00 pm, when the City of Ballarat will hold a civic reception.

A proclamation of the Governor, varying the place in which the Parliament may meet to include the Town Hall at Ballarat on 16 August, will soon be issued, as will a proclamation of the Governor in Council defining the Town Hall as a parliamentary precinct for the purposes of the *Parliamentary Precincts Act 2001*. These are required to ensure the legitimacy of the proceedings and provide the necessary authority for securing the precincts on the day.

The Department 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.

PROCEDURAL BULLETINS

During 1999-2000, the Department commenced publication of twice-yearly Procedural Bulletins.

The Bulletins, which are produced by the Procedure and Projects Office, 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 2000 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 2001 sittings was being prepared at the conclusion of 2000-2001.

REVIEW OF STANDING ORDERS

In last year's Annual Report, reference was made to the engagement of the former Clerk of the Legislative Council to undertake a review of the Legislative Council Standing Orders and prepare a draft set of new Standing Orders in anticipation of a reference from the Council to the Standing Orders Committee.

The last general review was carried out in 1924 when the Council adopted a new set of Standing Orders following a report from the Standing Orders Committee. That report recommended the adoption of seven new Standing Orders, amendments of significance to seventeen Standing Orders and minor amendments to numerous others.

In 2001, the Council continues to operate under the 1924 edition, which has been added to or amended on several occasions, such as in 1926 when five new Standing Orders were added, and in 1980 and 1981 when the last major amendments were made.

Following discussions between the President and the party leaders, the House on 20 June 2001 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.

It is expected that the Committee will begin its detailed review of the new draft set of Standing Orders some time in August. It is not known at this stage when the Committee will complete its reference and report to the Council.

PRESIDING OFFICERS' AND CLERKS' CONFERENCE

The 31st Conference of Presiding Officers and Clerks was held in Norfolk Island from 30 July to 5 August 2000. Most parliaments in Australia, New Zealand and the Pacific were represented, and the United Kingdom Parliament sent a senior Clerk as an observer. The Legislative Council was represented again by the President and the Clerk. The President presented a paper entitled *Commercial In-Confidence Material and the Public Interest* and the Clerk presented a paper entitled *The Sub Judice Convention — Should it Apply to Royal Commissions: Recent Events in the Victorian Parliament*.

The President's paper made reference to the report of the Public Accounts and Estimates Committee on commercial confidentiality in the public interest, tabled in the Parliament in April 2000. His paper outlined the Committee's 41 recommendations and a set of guidelines that were intended to assist the Government, Ministers, public officials and the private sector in formulating and assessing claims for commercial in-confidence and to develop a culture of openness within the public sector.

The Clerk's paper examined events in the Victorian Parliament arising from the establishment in 1999 of a Royal Commission into the Metropolitan Ambulance Service, a report of the Auditor-General into the matters connected with the terms of reference of the Royal Commission, and the consequent question of the extent to which the sub judice rule should apply in relation to discussion on matters contained in the report. The focus of the paper was not so much on the sub judice rule itself, but rather the extent to which the rule should apply in relation to matters covered by Royal Commissions and whether the sub judice rule should be formalised in the Standing Orders of all Houses of Parliament.

AUSTRALIAN CLERKS' MEETING

A meeting of the Clerks of the parliaments in Australia and New Zealand was held at Parliament House, Hobart, from 31 January to 2 February 2001. With the exception of officers of the Senate, the biennial meeting was attended by all Clerks in Australia and New Zealand. An extensive list of topics was placed on the agenda with the Clerk of the Legislative Council submitting the following agenda items:

1. a management structure for a bi-cameral parliament;
2. Society of Clerks' Professional Development Seminar 2001;
3. hiring out of parliamentary facilities; and
4. advising Ministers in Committee of the Whole.

Other agenda items included: video/tele-conferencing for committees; staff secondments between parliaments; a review of the operation of the main committee in the House of Representatives; the professional development of parliamentary officers; and the incorporation of documents in *Hansard*.

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

At the meeting of Australian Clerks a decision was taken in principle to formalise the Australian Chapter of the Society of Clerks at the Table into a properly constituted Association of Clerks. At the meeting, a drafting committee of three Clerks, including the Clerk of the Legislative Council of Victoria, was formed to prepare a draft constitution with a view to seeking its endorsement from each of the officers of parliaments in Australia and New Zealand eligible to be members. As a

general rule, it was decided that any officer of a parliament employed in the capacity of Clerk at the Table and who is a member of the Society of Clerks at the Table, would be eligible for membership of the Association and that any application for membership would be made to the President of the Association by the Clerk of the candidate's House.

It was initially hoped that the new constitution would be ready for adoption at the Society of Clerks' Professional Development Seminar for Parliamentary Officers scheduled for Melbourne in July. However, adhering to the original timetable proved difficult. On 13 June 2001, the draft constitution was forwarded to each Clerk seeking feedback. The Clerks were asked also to seek feedback from officers of their Houses eligible for membership of the proposed Association.

Following the completion of this process, it is intended that the draft constitution be forwarded to all officers eligible for membership of the Association seeking their acceptance of the constitution.

SOCIETY OF CLERKS' HALF-YEARLY BULLETIN

During the year, the Australian Chapter of the Society of Clerks at the Table in Commonwealth Parliaments produced two half-yearly bulletins. Bulletin No. 4, issued in August 2000, principally covered the Autumn sittings for 2000 in each of the Houses of Parliament in Australia. Bulletin No. 5, issued in April 2001, dealt with the Spring sittings for 2000. As was the case last year, the Legislative Council of Victoria made a contribution to each edition.

FIGURE 2

Sitting Days, Legislative Council, 1991-92 to 2000-2001

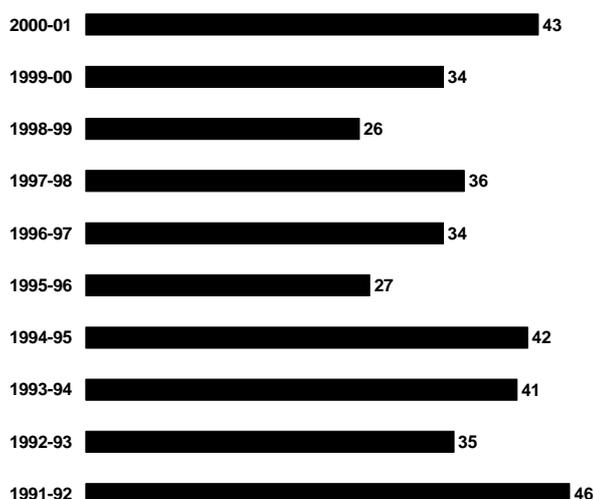


FIGURE 3
Sitting Hours, Legislative Council, 1991-92 to 2000-2001

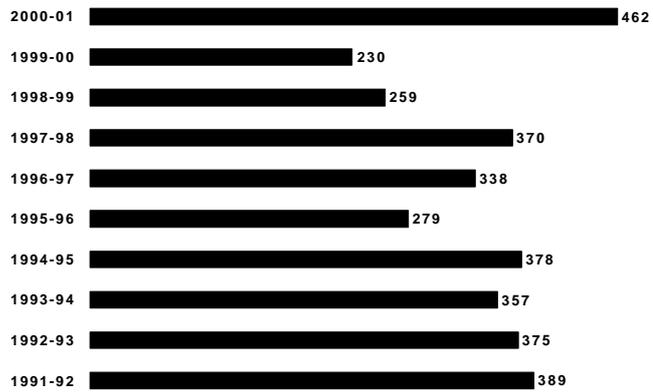


FIGURE 4
Average length of daily sittings (hours), Legislative Council, 1991-92 to 2000-2001

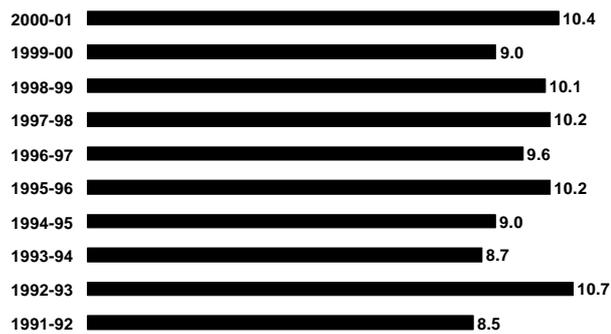
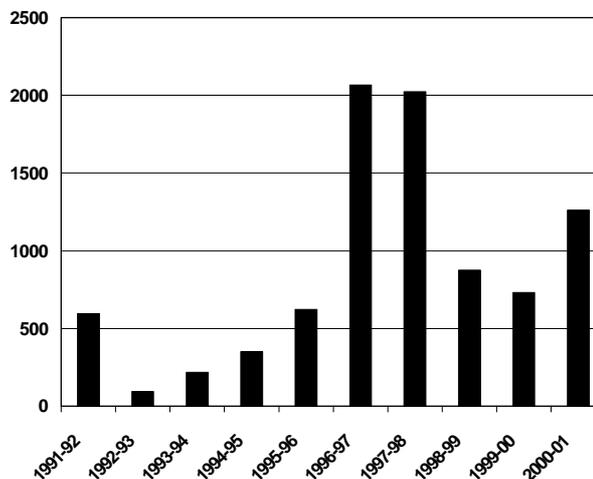


FIGURE 5
Questions on Notice processed by the Department of the Legislative Council, 1991-92 to 2000-2001.



client services

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.

CENTENARY OF FEDERATION ACTIVITIES

The Parliament of Victoria played a central role in the activities associated with Centenary of Federation celebrations held in Melbourne between 6 and 12 May 2001. The Usher of the Black Rod, together with the Serjeant-at-Arms and Parliamentary Librarian, were members of the Centenary of Federation Victoria parliamentary programming committee responsible for planning events at the Royal Exhibition Buildings on 9 May 2001 and at Parliament House, Melbourne, on 10 May 2001. In addition, the Usher and Serjeant had oversight of other Centenary of Federation activities that were held in Parliament House, Melbourne, between 6 and 20 May 2001.

Following the 10 May 2000 invitation of the Parliament of Victoria to the Parliament of the Commonwealth of Australia to meet in Melbourne on 9 and 10 May 2001, the Federal Parliament convened in Melbourne on the respective dates.

On Wednesday, 9 May 2001, the Joint Commemorative Ceremonial Sitting and Commemoration Ceremony, entitled 'A Nation United', was held at the Royal Exhibition Buildings, Carlton. Among the 6,800 guests were Members of the Parliament of Victoria. Parliament of Victoria staff played a major role in assisting guests.

On Thursday, 10 May 2001, the Commemorative Federation Sitting of the Commonwealth Parliament and garden party were held at Parliament House, Melbourne. Some 1,200 guests attended the sittings in which the Senate met in the Legislative Council Chamber and the House of Representatives in the Legislative Assembly Chamber. Guests unable to be seated in the Chambers or in Queen's Hall were able to view a direct broadcast of the proceedings in the Legislative Council Committee Room, Room K, and the Legislative Council Club Room. In addition, direct broadcast facilities were made available for parliamentary officers in Sessions Café. As a mark of appreciation for the assistance provided by the Parliament of Victoria to the Commonwealth Parliament, the President and Speaker of the Victorian Parliament were invited on to the floor of the Senate and House of Representatives respectively. At the garden party which followed the Commemorative Sittings, the Presiding Officers of both the Commonwealth and the Victorian Parliaments unveiled a plaque that commemorates the 100

year association between the two Parliaments. This plaque is now installed in a flagstone of the steps leading from Spring Street to Parliament House.

On Sunday, 6 May 2001, an Australian Labor Party Centennial reception and luncheon were held in Parliament House, Melbourne. On the morning of 7 May, 800 guests attended 'Women Shaping the Nation', a celebration of women's achievements over the past 100 years, held in the Council and Assembly Chambers and followed by a garden party. In the afternoon of the same day, a Centenary Caucus meeting of the Parliamentary Labor Party was held in the Legislative Council Committee Room to mark the first caucus meeting of the ALP in Parliament House in 1901.

On Tuesday, 8 May 2001, functions at Parliament House included an ATSIC media conference and, in Queen's Hall, the unveiling of a plaque — now installed in the Parliamentary Gardens — to mark the first meeting of the ALP caucus in Parliament House, Melbourne and the launching of a history of the Federal Labor Party.

As noted above, 9 and 10 May 2001 were absorbed by the preparation and conduct of the commemorative meetings at the Royal Exhibition Buildings and at Parliament House. On Friday, 11 May 2001, Queen's Hall was used for the launch of the Senate Biographical Dictionary while the Legislative Council Chamber was simultaneously used by the House of Representatives Standing Committee on Economics, Finance and Public Administration for its annual public hearing on the Reserve Bank.

On 17 May 2001, the exhibition "Our Nation's First Capital" was officially opened in Queen's Hall by His Excellency the Governor, John Landy, MBE. On 19 and 20 May 2001, as part of the Melbourne Federation Festival, Parliament House was open to the public. Throughout May and June 2001, a special exhibition of impressions of historical and contemporary figures associated with federation, painted on table tops by Victorian artist Greg Creek and entitled "On Federation", was installed in the corridors leading to the Council and Assembly chambers.

Staff of the Legislative Council were heavily involved in the planning, preparation and conduct of all of the above events. Not only did staff assume responsibility for many of the events, but they also worked co-operatively with the many organisations and bodies committed to Centenary of Federation events. In particular, the Department of the Legislative Council would like to acknowledge the close working relationships formed with personnel of the Senate and House of Representatives, with Centenary of Federation Victoria, and with Victoria and Federal police representatives.

Other support features associated with the Department included production of a Centenary of Federation Newsletter distributed to all Members, staff and electorate officers of the Parliament of Victoria and, on 7 December 2000, an extensive interview by ABC Radio with the Usher of the Black Rod on the connections between Parliament House and

federation; the interview was rebroadcast a number of times on Radio National in the months leading up to Federation Week.

COMMONWEALTH PARLIAMENTARY CONFERENCE

The Australian Region Commonwealth Parliamentary Association Branches will host the 47th Commonwealth Parliamentary Conference from 2 to 14 September 2001. Prior to that, the Executive Committee Meeting and Small Countries Conference will be held in Darwin from 2 to 6 September and pre-conference tours will be held in all the Australian States from 4 to 6 September.

As Australia celebrates its Centenary of Federation in 2001, the main conference has been planned with the concept of following the 'Federation Trail'. The Opening Ceremony will be held in the Royal Exhibition Buildings on 7 September and, on the weekend of 8 and 9 September, delegates will travel by coach and steam train from Melbourne to Canberra staying overnight at Albury-Wodonga. Several activities and official functions are planned during this journey which is intended to give delegates an appreciation of rural Victoria and to trace the movement of the Federal Parliament from Melbourne to Canberra in 1927.

The general assembly, plenary and panel sessions of the conference will be held in Parliament House, Canberra, from 10 to 13 September and delegates will depart on 14 September.

Victoria will play an important role in this conference with pre-conference tours and the Opening Ceremony. To assist in planning these events, a management group comprising the Presiding Officers and Clerks has been formed to determine policy matters and a number of the final arrangements. Several other staff in both House Departments have been allocated responsibilities as liaison officers, for organising the pre-conference tours and for transport and accommodation arrangements for delegates. Several meetings have taken place between officers of the Victorian Parliament, headed by the Clerk of the Legislative Assembly who is also the Honorary Secretary of the Victoria Branch, and those from the Commonwealth Parliament. Planning for the conference was well under way as of 30 June 2001.

LEGISLATIVE COUNCIL SOUND SYSTEM

In February 2001, following discussions between the President and Editor of Debates, the Legislative Council sound system project, first proposed in 1998-1999, was reactivated. Department of Parliamentary Debates personnel were experiencing problems in fully reporting proceedings of the Council due to the sound levels being experienced in the Chamber. Accordingly, ADX2 Pty Ltd, Acoustic and Audio Visual Consultants who had undertaken initial research and scoping of the Council sound system, prepared a Design Report on the Audio Expansion for the Legislative Council.

On the basis of the report's recommendations, it is anticipated that the recommended digital sound system will be installed in the Chamber over the Winter recess and will be operational by the start of the Spring sittings.

COMMITTEE PROCEDURE MANUAL

Following the dissolution of the 53rd Parliament, a team comprising certain Committee Executive Officers, Clerks of Committees and staff from the Joint Committee Administration Office was established to review and update the Parliamentary Committee Procedures Manual. Office Managers of some parliamentary committees also assisted with the project.

The Manual provides committee staff with a guide to points of practice, procedure and policy applicable to committees. It also serves as a basic reference document in the training and development of new staff. Essentially, the Manual is a practical document which suggests courses of action in circumstances arising from committee activities and provides a basic guide to the management of committee affairs.

The previous 128 page edition of the Manual was released in April 1995.

In March 2001, the 248 page third edition of the Manual was released. The Manual now comprises 31 chapters and is divided into two parts — the first part deals with procedure/policies/functions and the second part deals with administration and finance procedures in particular. The Manual has been widely distributed and other comparable parliaments are now using it as a basis for establishing their own manual.

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.

On 2 April 2001 the Victorian retail operations and commercial contracts of Ausdoc on Demand were sold to Bruce Peddlesden of The Digital Colour Copy Centre Pty Ltd. As a result, some minor alterations to the printing contract were required. This had minimal impact on printing production.

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

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

An 150th anniversary history of Victoria's first legislature, entitled "A Blended House. The Legislative Council of Victoria, 1851-1856", is being prepared by the Usher of the Black Rod. Planning is also underway for a corresponding exhibition to be held in Premier's Corridor in November 2001.

LEGISLATIVE COUNCIL WEBSITE

The planning and completion of the Legislative Council website has spanned over a period of 12 months, with a launch date set for 1 August 2001. The project completion took longer than expected due to the many other commitments of the Parliament Web Development Officer, who has provided great assistance in the development of the website. Many planning meetings were required to discuss the product's appearance, content, and development as a beneficial resource tool for all users.

YMCA YOUTH PARLIAMENT

The Fourteenth YMCA Youth Parliament was staged at Parliament House on 19 and 21 September 2000.

The "Opening Ceremony" was held in the Legislative Council Chamber at which the "Youth Governor", Mr Haydyn Mertens, officially declared open the Youth Parliament. The President, 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 President, and the Hons Peter Katsambanis, MLC, Jenny Mikakos, MLC, and Andrew Olexander, MLC.

Over the two days, young persons forming both a "Government" and "Opposition" in the Council debated a series of "Bills" on issues including: compulsory drivers' education in schools; de facto relationships; racism education programs; youth community recreation centres; VCE teacher qualifications; services for rural students; mandatory first aid qualifications for people with swimming pools; smokers' rights; and children's rights. An Adjournment debate concluded the formal proceedings.

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 both Mr Bruce Mildenhall, MP, Parliamentary Secretary to the Premier, and to the Leader of the Opposition, the Hon Dr Denis Napthine, MP.

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 22 and 24 August 2000, the Students' Parliament was once again held in the Legislative Council and Legislative Assembly Chambers. A total of 64 schools participated with students ranging from years 7 to 9, of which 26 sat in the Legislative Council. Debates covered topics such as: violence on television; whether proportional representation should be used in Legislative Council elections; supervised injecting facilities; GST; representation of Aboriginal voters in the Parliament; women's sport; republicanism; genetically modified food; sportsmanship and sports professionalism; and youth representation on local councils.

OPEN DAYS

The Parliament of Victoria Open Day was held on Sunday, 8 October 2000. The Parliament building and reserve were opened to the public from 11.00 a.m. until 4.00 p.m. Staff from all parliamentary departments provided support on the day and the Speaker and Deputy President were in attendance in their respective Chambers.

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

On 19 and 20 May 2001, the Parliament of Victoria again held open days, this time as part of the Melbourne Federation Festival. On this occasion, the theme was Parliament House as home to the Federal Parliament between 1901 and 1927. A highlight of the weekend was the unique display of four of the original Acts of the Commonwealth Parliament. With the permission of the Speaker of the House of Representatives, the Hon. Neil Andrew, the Acts establishing the High Court of Australia, proclaiming Canberra as the location for the federal capital, providing the Parliament with emergency powers after war was declared in 1914, and providing a gift of £50,000 to the Parliament of Victoria, were displayed in the two Chambers. Caricatures of the eight Melbourne Prime Ministers, and of four senators, were also displayed. The President was in attendance in the Legislative Council Chamber on 19 May 2001. Approximately 5,000 people visited Parliament House over the course of the weekend.

FUNCTIONS

The Department assisted in providing services for various functions staged in the Legislative Council Chamber, Queen's Hall, the Legislative Council Committee Room, Rook K, the Parliamentary Gardens and on the Spring Street steps to Parliament House. 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 Table 1.

OFFICIAL VISITS

OFFICIAL DELEGATIONS

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

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

OFFICIAL CALLS

Official calls are also made by individual visitors on the Parliament from time to time, mainly diplomats of ambassadorial status. All ambassadorial calls are coordinated by the Usher of the Black Rod. Table 2 shows callers received in 2000-2001.

OFFICERS FROM OTHER PARLIAMENTS

The Department received visits from officers of the parliaments of the Commonwealth States and Territories as a result of Centenary of Federation activities. In particular, there was frequent contact with Commonwealth parliamentary officers Mr Bernie Harris, Executive Co-ordinator, Centenary of Federation, Mr Robert Alison, Usher of the Black Rod, and Ms Judy Middlebrook, Serjeant-at-Arms, who were each closely involved in Centenary of Federation planning. Numerous other senior officers of the Commonwealth Parliament visited Melbourne during Federation week.

The Department was also pleased to host visits by the Hon Fred Riebeling, MP, Speaker of the Legislative Assembly of Western Australia, Mr Peter McHugh, Clerk of the Legislative Assembly, Western Australia, Mr Chris Hunt, Procedure Officer, Legislative Council of Western Australia and Mr Terry Newman, Tasmanian Parliamentary Librarian.

TABLE 1

Provision of services, Legislative Council, 2000-2001

FUNCTIONS	COUNCIL COMMITTEE ROOM USERS, (EXCLUDING VICTORIAN USERS)
<ul style="list-style-type: none"> ◆ Model United Nations General Assembly ◆ Australasian Debating Intervarsity Grand Final ◆ House of Representatives Standing Committee on Economics, Finance and Public Administration public hearing on the Reserve Bank ◆ Local Government Constitution Convention ◆ Summit of Regional and Rural Mayors ◆ Women Shaping the Nation ◆ Model United Nations Assembly ◆ Stakeholder's Briefing – Centenary of Federation ◆ Centenary of Federation (10 May 2001) ◆ Senate Biographical Dictionary Launch ◆ Australian Labor Party Centennial History Launch ◆ Students' Parliament ◆ National Schools Constitution Convention ◆ Privatisation and Good Governance Seminar ◆ Working Group of Chairs and Deputy Chairs of Australian Scrutiny of Primary and Delegated Legislation Committee ◆ International Institute Of Conservation Melbourne Congress ◆ Multicultural Perspective of Crime and Safety ◆ Australian International Air Show ◆ Order of Australia Association ◆ Mental Health Foundation ◆ Nestle Write Around Australia ◆ AUSTCARE International Women's Day ◆ Federation Rotary Club Dinner ◆ National Youth Science Forum ◆ Rural Workforce Agency ◆ Australian Aged and Community Services ◆ Seafood Industry Victoria ◆ Society of Labor Lawyers ◆ Legalonline ◆ Victorian Youth Envoy ◆ Castan Centre for Human Rights Law ◆ Celebrating Community Work Partnerships 	<ul style="list-style-type: none"> ◆ Kerry Jones Constitution book launch ◆ Victorian Road Transport Association Forum ◆ Australian Violence Prevention Awards ◆ Government Women's Caucus Dinner ◆ Environment, Communication, Information Technology and the Arts References and Legislation Committees ◆ Macquarie Bank Forum ◆ Joint Committee of Public Accounts and Audits – Public Hearing into Coastwatch ◆ Young Leaders Forum ◆ Centenary of Federation ◆ ALP Centennial Caucus Meeting ◆ Regional Aboriginal Advisory Committee ◆ CAE's Adult Literacy Campaign ◆ Information Victoria – "Go Vic" launch ◆ Melbourne Scots ◆ Victoria University – Workplace Studies Centre ◆ Tertiary Scholarships for Koori Students Awards ◆ Professional Development for Teachers Seminar <p style="text-align: center;">.</p> <p>PARLIAMENTARY GARDENS AND FRONT STEPS</p> <ul style="list-style-type: none"> ◆ Minardi Formula One Launch ◆ Health & Safety Week Launch ◆ Woodside No Pylons Protest ◆ Xtreme Games Launch ◆ TAC Christmas Tree ◆ Vicdeaf's Christmas Appeal – "Steps to Freedom" ◆ International Volunteers Day Launch ◆ Sorry Day & Reconciliation Week Flag flying ◆ 80th Anniversary of the First Rotary Club in Australia ◆ Mamma Mia ◆ Australian Funeral Directors ◆ National Youth Week Launch ◆ Voluntary Euthanasia Society of Victoria protest ◆ Public Criers of Victoria Guild ◆ Leukaemia Foundation of Victoria

<ul style="list-style-type: none"> ◆ Rotary Health Research ◆ Australian Law Librarian Group ◆ Crime Prevention and Community Safety Award ◆ Racial Religious Tolerance ◆ Country Victoria Tourism Council ◆ Melbourne International Festival ◆ Former Members Association ◆ Team Victoria Gay Games ◆ Helen M Schutt Trust ◆ Australian Political Exchange ◆ Launch of updated Parliamentary Library Website ◆ Higinbotham Electorate Council ◆ Swearing in of the new Chief Commissioner of Victoria Police ◆ Parent Drug Line Information Launch ◆ Sovereign Order of St John of Jerusalem ◆ Labor Women's Network ◆ Public Record Office Victoria Website Launch 	<p>QUEEN'S HALL EXHIBITIONS</p> <ul style="list-style-type: none"> ◆ Wildlife Art Society of Victoria ◆ Sir John Monash ◆ 10th Anniversary for the Convention of Rights of the Child ◆ Our Nation's First Capital ◆ Ewen McDonald Character Jugs ◆ Ministry of Housing Week ◆ Awakenings Tapestry Project ◆ Greg Creek Table Drawings ◆ Ballarat Tourism Expo ◆ Bendigo Tourism Expo ◆ Latrobe – a new energy
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TABLE 2

Distinguished Visitors and Official Delegations, Legislative Council, 2000-2001

DISTINGUISHED VISITORS AND OFFICIAL DELEGATIONS

- ◆ Governor of Aichi Province and delegation celebrating the 20th anniversary of Sister State relations
- ◆ Chairperson from Aichi Province and delegation celebrating the 20th anniversary of Sister State relations
- ◆ Mr Stanislaw Zajac, Deputy Speaker from the Republic of Poland and delegation
- ◆ The Right Honourable Thomas Clarke CBE, JP, MP and delegation from the United Kingdom
- ◆ The Honourable Paul Pora MBE, MP and delegation from Papua New Guinea
- ◆ Mr Kenji Kosaka and delegation from Japan
- ◆ Ms Patricia Routledge OBE
- ◆ The Honourable Dimitris Avrtamopoulos, Mayor of Athens
- ◆ Consul-General of France, Mr Rollon Mouchel-Blaisot and Mrs Mouchel-Blaisot
- ◆ Mr Jose Ramos-Horta, Minister for Foreign Affairs, East Timor
- ◆ The Honourable Mr Cao Hongming, Vice Chairman of the Standing Committee of the Jiangsu People's Congress

OFFICIAL CALLS

- ◆ Ambassador of Ireland, H E Mr Andre Faivet
 - ◆ Ambassador of the Republic of Croatia, H E Dr Mladen Ibler
 - ◆ High Commissioner for the People's Republic of Bangladesh, H E Mr Mirza Shamsuzzaman
 - ◆ Ambassador of the Republic of Chile, H E Mr Cristobal Valdes
 - ◆ Ambassador of Romania, H E Mrs Manuela Vulpe
 - ◆ Ambassador of the United States of America, H E Mr Edward Gnehm Jnr
 - ◆ Ambassador of Cambodia, H E Mr Hor Nambora
 - ◆ Ambassador of France, H E Mr Pierre Viaux
 - ◆ High Commissioner for Nigeria, H E Dr Rufai A O Soule
 - ◆ High Commissioner for South Africa, H E Mr Zolile Magugu
 - ◆ Mr Fred Peppinck, Australian High Commissioner designate to Barbados
 - ◆ Consul-General for France, Mr Marc Finaud
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- ◆ Dr Robert Woonton MP, Minister for Foreign Affairs and Immigration, and delegation from the Cook Islands
- ◆ Professor Yehuda Bauer, Chairperson of the International Institute for Holocaust Research, Yad Vashem, Israel
- ◆ Baroness Symons of Vernham Dean, Minister of State for Defence Procurement from the United Kingdom
- ◆ Ms Annabel Anderson, State Director, Department of Foreign Affairs and Trade, Melbourne
- ◆ Professor Lord Meghnad Desai of St Clements Danes, Member of the House of Lords from the United Kingdom
- ◆ Mr Konstantinos Vrettos, Deputy Speaker of the Hellenic Parliament and delegation from Greece
- ◆ Mr Cao Keming, Vice Party Secretary of the Jiangsu CPC Committee and Chairman of the CPPCC Jiangsu Committee from the People's Republic of China
- ◆ Ms Nancy Staub, Chief of Protocol, Protocol and Special Events, Department of Premier and Cabinet, Melbourne
- ◆ The Right Honourable Christopher Patten CH and Mrs Lavender Patten
- ◆ The Most Reverend Dr George Pell, Catholic Archbishop of Melbourne
- ◆ Ms Christine Nixon APM, Chief Commissioner of Police for Victoria
- ◆ Presiding Officers and Clerks from the Commonwealth States and Territories of Australia
- ◆ Delegation from the Mpumalanga Board of the Legislature, South Africa
- ◆ Mr Jim Ziglar, Sergeant at Arms of the United States of America Senate
- ◆ Madame Li Shuzheng and delegation from the National People's Congress of China
- ◆ Human Rights Studies Committee, Turkish National Assembly
- ◆ Delegation from the Commonwealth Parliamentary Association (Vic Branch)

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 our own parliamentary committees and those from other

parliaments. Other uses included book and institutional launches, forums, Centenary of Federation planning meetings and events, and seminars.

Users of the Council Committee Room during the year (other than Victorian Parliamentary Committees) are listed in Table 1.

FILMING AT PARLIAMENT HOUSE

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

- ◆ "My Brother Jack";
- ◆ "Blonde – the Marilyn Monroe Story";
- ◆ Revolver Films – "Melbourne coming to life";
- ◆ Auditor-General's Department;
- ◆ "7.30 Report" – ABC TV with the Prime Minister; and
- ◆ "A Current Affair" – GTV 9 with the Shadow Minister for Education

STRANGERS' CORRIDOR AND PREMIERS' PORTRAITS

For some time it had been felt that the portraits of former Premiers located in Premiers' Corridor did not have the prominence they deserved. Accordingly, the Presiding Officers decided to alter materials displayed on a permanent and semi-permanent basis in Queen's Hall and Premiers' Corridor. The Department was given responsibility for effecting these changes which included:

- ◆ the relocation of the portraits of former Premiers of Victoria from Premiers' Corridor to Queen's Hall; overflow Premier's portraits will gradually fill Premier's Corridor, with the most recent past Premiers being placed in Queen's Hall; and
- ◆ transformation of Premier's Corridor into a display area for artefacts and memorabilia drawn from the Parliament's historical collections.

On 27 February 2001, the opportunity was taken to launch these rearrangements at the unveiling of the official portrait of the Hon Jeff Kennett. This function was organised by the President's Orderly and Assistant to the Usher of the Black Rod.

It is the intention of the Department to alter materials displayed in Premiers' Corridor on an annual basis. The next display scheduled for the space will promote the 150th anniversary of the first Legislative Council of Victoria.

OTHER EDUCATION AND COMMUNITY RELATIONS EVENTS

Departmental personnel participated in various education and community relations events during 2000-2001.

In conjunction with the Parliament's chaplains, the Very Rev Anthony Fisher OP and the Rev Dr John Davis, the Usher of the Black Rod's office organised the traditional Ecumenical Service, held at St Patrick's Cathedral, East Melbourne, on 27 February 2001, to mark the commencement of the parliamentary year.

Seminars and presentations were given by the Usher of the Black Rod to third year parliamentary interns from Monash and Melbourne Universities, to participants in the 2001 Williamson Community Leadership Program, and to guests and Members attending the launch of the new Parliament of Victoria website. The Usher also participated in Parliament of Victoria induction seminars, gave presentations as part of the Department'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.

As part of the ongoing community relations responsibility assumed by the Department, the Usher was interviewed by ABC Radio National on Parliament House and federation, and by Derek Guille of 774ABC, and by Channels 2, 9 and 10, for stories concerned with the anniversary of the theft of the Parliament's Mace.

The Procedure and Projects Office assisted in the preparation of several presentations given by the President in the course of the year. These included a presentation regarding Australia's federation at the Regional Schools Constitutional Convention in Warrnambool in July 2001 and a presentation at the Higinbotham Electorate Dinner in May 2001 concerning the career of former Victorian Attorney-General, George Higinbotham.

PARLYMATE

Along with the other parliamentary departments, this Department is participating in the development of the 'Parlymate' database that will ultimately be accessible to staff and the public via the intranet and/or internet. Both the Manager, Procedure and Projects and the Manager, Papers Office, are Council representatives on the project team.

The project has been divided into two principal areas. Firstly, an extensive glossary database will be established which will include 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. Secondly, the 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. A content management

system will increase the site's content and provide for more efficient workflows. This, in turn, will allow quicker production times and, it is hoped, will create a more dynamic site. Different content management products are being trialled by the content management team before a final decision is made as to which system is best suited to Parliament's needs.

PARLIAMENT HOUSE PICTORIAL BOOKLET

The Clerks of both Houses and the Parliamentary Librarian have initiated a project to develop a pictorial booklet featuring Parliament House's many architectural highlights. The booklet is intended to be sold to visitors to the building.

A joint departmental project group, including the Manager, Procedure and Projects from this Department, has subsequently engaged 'graphic-generation' to design the booklet, and Mr John Gollings, who is a specialist in architectural photography. Legislative Council areas within the building will be prominent in the booklet: apart from photographs of the Chamber (which include a number of detailed shots), the Council Committee Room, lightwell, corridors and the President's suite will be featured.

It is anticipated that the booklet, which will be reasonably large (38 pages including a fold out six page cover), will be published during the Spring Sittings of 2001.

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. Seven information sheets were produced by the Procedure and Projects Office during the course of the year under review and it is envisaged that a similar number will be completed in the forthcoming year.

The sheets are intended for the use of staff and the general public, particularly students and other visitors to Parliament. The information sheets' accessibility will be enhanced when they are included in the Department's website which is expected to be operational early in 2001-2002.

PARLIAMENTARY PUBLICATIONS

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

VICTORIAN GOVERNMENT DIRECTORY

The Department co-ordinated the updating of the Parliament of Victoria's entries for the 2001-02 Victorian Government Directory.

NOTICE PAPERS, MINUTES OF PROCEEDINGS AND DIVISIONS IN COMMITTEE

The number of these publications is directly related to the sittings of the House. In 2000-2001 the following publications were issued:

Notice Papers (daily).....	45
Minutes (weekly)	16
Divisions in Committee	3
Unanswered Questions on Notice	8

LIST OF MEMBERS

In the reporting period, a list of Members of the Legislative Council was issued in March 2001.

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.

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

PARLIAMENTARY PRECINCTS ACT

On 10 April 2001, the *Parliamentary Precincts Act 2001* received Royal Assent and came into operation the following day. The Act for the first time defined the parliamentary precincts and clarified the authority of the Victorian Parliament to provide for their security. It gives to the Presiding Officers clear responsibility for the control and management of the precincts, without impairing Parliament's inherent privileges to protect itself from outside interference.

The Act's passing represents the culmination of a process begun in 1997 with a submission by the Presiding Officers to the Scrutiny of Acts and Regulations Committee's Inquiry into the Review of Redundant and Unclear Legislation, in particular, the *Unlawful Assemblies and Processions Act 1958*. Following the Committee's recommendation that a Parliamentary Precincts Act modelled on similar legislation to New South Wales be enacted in Victoria, officers of the Parliament were involved in discussions with officers from the Legislation Branch of the Department of Premier and Cabinet in drawing up, firstly, the drafting instructions and, secondly, the Bill itself.

The key provisions of the Act are:

- ◆ for the first time, the parliamentary reserve is defined in legally recognisable terms by utilising the Surveyor-General's permanent reservation documentation and descriptions. These are shown in the plan in the schedule to the Act and clearly show that the precincts commence at the first step adjoining the Spring Street boundary;
- ◆ additional premises can be defined as part of the precincts by order of the Governor in Council;
- ◆ control and management of the parliamentary precincts are formally conferred on the Presiding Officers and the definition of the Presiding Officers' authority has not diminished the existing powers of the House Committee to manage, maintain and extend the Parliament building;

- ◆ it is now possible to develop a memorandum of understanding with the Victoria Police to facilitate management of the parliamentary precincts. Such a memorandum is considered an instrument to assist in the definition of operational matters; it is not considered as a means to restrict the powers of either the Presiding Officers or Victoria Police. Significantly any memorandum of understanding will continue to apply until specifically revoked by the Presiding Officers including during periods when the Assembly is dissolved; and
- ◆ the Presiding Officers have acquired a 'negative power' in that they can now direct Victoria Police not to exercise a power or function.

The key powers of the Act are:

- ◆ individuals or groups can be directed to leave or not enter all or part of the parliamentary precincts. Should they not comply with any direction, they may be forcibly removed or arrested;
- ◆ a period of eviction can now be specified;
- ◆ if no period of eviction is specified, then a minimum exclusion time of 24 hours may be presumed;
- ◆ a notice to vacate the precincts may be given orally or in writing; and
- ◆ penalty units may be applied for breaches of the Act.

The Act also makes provision for authorised officers, defined as the Presiding Officers, the Usher of the Black Rod, the Serjeant-at-Arms, the Clerks and Deputy Clerks of either House, a member of the Police Force or a Protective Services Officer, to order the removal of a person from the precincts or the prevention of a person from re-entering. If necessary, a person can be removed by force.

As at 30 June, the first Order in Council defining the parliamentary precincts as Parliament House, the Committee premises at Level 8, 35 Spring Street and the new Parliamentary Annexe at 157 Spring Street was being drawn up. Preliminary work on the instrument of delegation and the memorandum of understanding between the Parliament and Victoria Police had also commenced.

USHER'S CORRIDOR EXTENSION

In September and October 2000, preliminary discussions between the President, senior officers of the Department, and Fish Payne Pattenden and Viney Pty Ltd, architects and environmental planners, indicated that it would be possible to demolish the existing Usher's Office, located over the Courtyard Entrance to Parliament House, and replace it with a larger suite of rooms. Preliminary planning suggested that such an extension would accommodate two offices, two meeting rooms, a reception area and a toilet. In addition, it

would also be possible to refurbish the President's Orderly's office in order to improve the work environment.

Following more detailed planning and cost estimates, appropriate funding was successfully sought from the Department of Treasury and Finance. Approval for demolition of the existing office and construction of a new extension was also granted by Heritage Victoria. Once Centenary of Federation activities were completed in May 2001, tenders were let in June 2001 with the preferred contractor expected to be identified on or immediately after 27 June 2001. It is now anticipated that demolition of the existing Usher's Office will commence immediately. It is planned to complete the construction of the new wing by mid-August 2001 and fit out by late October 2001.

This extension marks the first major building work to be carried out at Parliament House since the mid-1950s construction of the original Usher's Office. Not only will the extension provide two significant meeting rooms on the principal floor of the building, but it will also permit all of the President's executive staff to be located within easy access of the President. In addition, refurbishment of the President's Orderly's office will provide a more congenial work space and entry corridor to the Leader of the Government's office.

AIR CONDITIONING PROJECT

After consideration by the House Committee, the Presiding Officers gave approval in December 2000 for the air conditioning of Parliament House. This followed funding being made available in the 2000-2001 budget. The engineering firm Sinclair Knight Merz was engaged to manage the project, which will be undertaken in stages, and tenders were called on 21 March 2001 for Stages 1 and 2. A number of offices in the Legislative Council are part of these first two stages. They include the 3rd floor offices, the Council Committee Room, the Clerk's and Deputy Clerk's offices, and the offices occupied by the Leader of the National Party, Leader of the Opposition and National and Liberal Party Members on the first and second floors.

Tenders were called from five qualified contractors short-listed by Sinclair Knight Merz and, from those, Kane Constructions Pty Ltd was the successful tenderer.

Work began on the project in late June and it is expected that the first two stages will be completed, and the air conditioning switched on, in November this year.

LEASING OF 157 SPRING STREET

In December 2000, the Presiding Officers gave approval for the Parliament to secure a long-term lease on the premises across the road from Parliament House at 157 Spring Street, Melbourne. Consequently, the lease of agreement between the Minister for Finance, as the lessee, and the building lessor, was signed. The lease is for 10 years with an option of occupancy for a further six years.

The building became available to the Parliament on 17 January 2001, with the exception of the ground and first floors which continued to be occupied by the Ticketek organisation until 4 March; the Parliament subsequently took over those floors on 5 March.

FPPV Architects was engaged by the Minister for Finance on the Parliament's behalf to draw up plans for, and co-ordinate, the refurbishment of the building. All floors will be refurbished and a progressively staged occupation of the building is planned from November 2001.

At this stage, the Presiding Officers have decided that the Joint Services Department's staff, including the Information Technology Group and the Training Officer, as well as the Education Officer from the Department of the Parliamentary Library, will move to the new premises. A number of meeting rooms and a training room are also included in plans for the building.

In order to overcome occupational health and safety issues concerning the Information Technology Group, which was accommodated at the Trade Centre, the Presiding Officers decided to relocate that group to the ground floor of 157 Spring Street on a temporary basis; this occurred in May 2001. They will be permanently housed on the first floor and it is proposed that the education and training functions also be established on the first floor, together with a fully equipped reception area, which will also cater for the provision of souvenirs from the Parliament and other information to the Parliament. The Human Resources, Finance and Electorate Offices Units will be housed on the second floor. As at 30 June 2001, the Presiding Officers were still considering which functions from the Parliament will be housed on the third and fourth floors of the new building.

PRESIDENT'S KITCHENETTE REFURBISHMENT

In early November 2000, the President's kitchenette was refurbished. The need to provide better working space and storage, and the need to upgrade plumbing, fixtures, utilities and joinery had been identified in May and June 2000. Tenders were let and the work completed on time by 13 November 2001. The new kitchenette provides both a more efficient and effective utility and a more pleasant aesthetic appearance.

BASEMENT STORAGE AREA RENOVATIONS

In conjunction with the review of the Department's filing system, it was considered important to refurbish the compactus and adjacent storage area, so as bound volumes, files and archives could be accessed in a more useable and efficient manner.

During the review period a number of meetings were held with Fish Payne Pattenden and Viney Pty Ltd to discuss the project and to have plans of the area drawn up. This process took some time as various designs were discussed to best suit the Department's needs for both now and for years to

come. A final design was decided upon and Formfile (Aust) Pty Ltd was chosen to construct and install the new shelving.

The first stages of this process have been completed, with the area having been cleared and the shelving installed. Materials removed from the storage area need to be sorted and put in appropriate places. Different options for a new filing system are still to be looked at.

OTHER WORKS

As reported in last year's Annual Report, the Usher of the Black Rod, the Serjeant-at-Arms, the Parliamentary Engineer and the Head Gardener, had been investigating the replacement of the northern perimeter fence. The age and poor condition of the fence, combined with security problems caused by trespassers scaling the fence (particularly on weekends), necessitate its replacement. Altered security priorities, in conjunction with planning associated with Centenary of Federation activities, have seen this project being assigned a lower priority than was previously the case.

Security and safety considerations at the Albert Street entrance to the parliamentary reserve necessitated the replacement of the existing gate. Again, the Serjeant-at-Arms, Usher of the Black Rod, and representatives from the Joint Services Department have been closely involved in furthering this project. Installation of the new security gate and associated CCTV monitor was successfully completed in November 2000.

Investigation of a new master key system has been initiated with a view to providing rationalisation and modernisation of the Parliament of Victoria's master key system. Specifications and tenders were sought in September 2000 both to identify a new lock and key suitable for the building, and to install the new system. It is anticipated that this project will soon be reactivated.

Department of the Legislative Council

Work on the refurbishment of the Level Three Office, started in June 2000, was completed by August 2000. These works involved major repainting, carpet laying, electrical and air conditioning works, and the replacement of all fixtures in the office. The office has now been used since August 2000 and has proved to be a modern, efficient and more effective work environment for Legislative Council staff.

BUILDING EMERGENCY AND EVACUATION COMMITTEE

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

The Committee has control over the building emergency staff, which comprises 18 area wardens and 10 door wardens.

Seventeen staff are trained first aid officers, 11 of whom also serve as area or door wardens. An important aspect of its operation is the conduct of fire drills, regular testing of emergency/evacuation equipment and the training of staff in the use of fire combatting equipment by the Metropolitan Fire Brigade.

On 5 February 2001, under the auspices of the Occupational Health and Safety Committee, a new Emergency Procedures Manual was issued to all fire wardens and first aid officers by the Usher of the Black Rod and Serjeant-at-Arms. Copies of the Manual are also posted on Parlynet.

On 14 February 2001, the Metropolitan Fire Brigade provided on-site training in emergency procedures, evacuation drills and associated equipment. This proved to be highly successful with controllers, area wardens, door wardens and first aid officers participating in the course. Evacuation packs have also been ordered for all Parliament House evacuation personnel and will be distributed shortly.

On 27 March 2001, an emergency evacuation drill was conducted. It is planned to conduct another, preferably during a sitting period, in the latter half of 2001. This evacuation drill more fully involved first aid officers than had been the case previously; certain staff were identified as having "injuries" and first aid staff were asked to deal with those injuries appropriately. All evacuation systems proceeded very smoothly and Parliament House staff evacuated the building efficiently and expeditiously.

FIRE PROTECTION COMMITTEE

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

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

Smoke compartmentation or works associated with the installation of smoke isolation doors in various staircases within the building and modification of the existing exit doors continues to prove challenging. Considerable technical challenges associated with mechanisms to clamp open doors, to prevent smoke spread and to seal areas need to be overcome.

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

The draft Meinhardt Report was presented in August and, following modifications, was finalised in November 2000. On

the basis of the fire modelling results, it was assumed that the work of solving smoke compartmentation problems could proceed. In the meantime, planning for the installation of air conditioning units and ducts throughout Parliament House was finalised with the result that a number of the Meinhardt report findings were compromised.

Successful installation of the water mains, fire detection units, CCTV cameras, production of the Emergency Evacuation Manual, and evacuation and fire training now mean that the only outstanding feature associated with fire control in Parliament House is smoke compartmentation. It is therefore envisaged that the highest priority, subject to the impact of the air conditioning project, will now be given to solving smoke compartmentation technicalities.

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

The Usher of the Black Rod is the Department's management representative on this committee and, since December 2000, its Chairman. Peter Anastasiou is the employee representative. Felicity Murphy is the first aid officers' representative.

The Committee held four meetings in the period since December 2000, its main aim being to facilitate co-operation between the parliamentary departments and their employees in developing and implementing measures designed to protect the health and safety of employees at work.

The Committee successfully recommended purchase of a defibrillator, organised Metropolitan Fire Brigade fire and evacuation training, purchased emergency evacuation packs for area and door wardens and first aid officers, and raised a number of issues associated with manual handling with the Heads of Departments. Most importantly, the Committee recognised the need for a Constitution and, following ratification by the Heads of Departments, an election process for the Committee. Work on the draft Constitution has been intensive and it is hoped shortly to finalise and submit the Constitution to the Heads of Department for final approval.

management and administration

DEPARTMENTAL GOAL 5

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

FINANCE

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

Special appropriations cover the payment of Members' salaries and allowances pursuant to the *Parliamentary Salaries and Superannuation Act 1968* where whatever is required to be paid by way of prescribed salary, allowances and superannuation contributions is automatically appropriated. They also cover 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*.

The *Appropriation (Parliament 2000/2001) Act 2000* provided funds for the Legislative Council on two bases — provision of outputs and additions to the net asset base. The appropriation for the provision of outputs covers the expenses of departments of the Parliament incurred in the delivery and purchase of outputs and the appropriation for additions to the net asset base.

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

The 2000/01 Act again provided funds for each parliamentary department, as well as the Auditor-General, rather than on a 'global' one-line basis as was the case with the remainder of the public sector. The Department continues to support this approach which is in the best interests of the Legislative Council because it ensures that the Legislative Council's annual budget is guaranteed by law.

For budgeting purposes, the 'Legislative Council' is treated as an output group which is required to meet certain performance targets in delivering outputs in return for the Department's budget resources. These outputs, which are grouped on a quantity, quality and timeliness basis in the budget documents, represent a summary of the Department's main functions in relation to the sittings of the House, together with the expected number of committee meetings and some education and public relations related activities. Some of these measures and targets were revised in the 2000-2001 Budget Papers to more accurately summarise the major outputs of the Department.

The sources of the Council's budget for 2000-2001 were —

<i>Special Appropriations</i>	
◆ Members' salaries and allowances	\$5,094,000
◆ Parliamentary Contributory Superannuation Fund	\$3,531,000
◆ Clerk and expenses of the Legislative Council	\$100,000
◆ Auditor-General's Office Audit	\$5,000
<i>Parliament Appropriation Bill</i>	
◆ Provision of outputs	\$2,600,000
◆ Additions to the net asset base	\$50,000
<i>Carryover of unexpended funds from 1999-2000</i>	<i>\$63,000</i>
<i>Special Appropriations – Committees</i>	
◆ Council's share	\$1,996,000

The Council's share of the total special appropriations of \$3,783,000 for the Joint Investigatory Committees is for the four committees serviced by the Department.

The detailed figures for 2000-2001 for both the Department and the committees appear in the financial statement in Appendix F to this report and a breakdown of expenditure for the Legislative Council on a percentage basis is depicted in the following charts.

FIGURE 6
Total Expenditure, Members and Departmental Expenditure, 2000-2001. N= \$9,687,395 (Source: Appendix F).

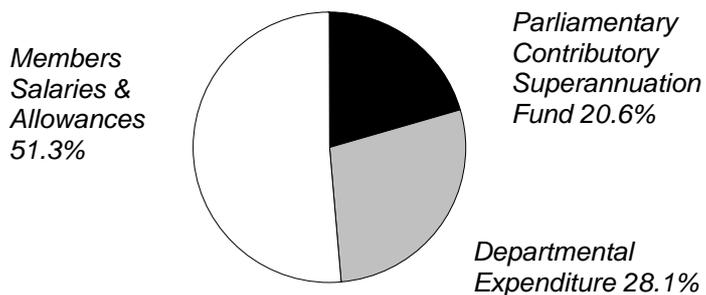
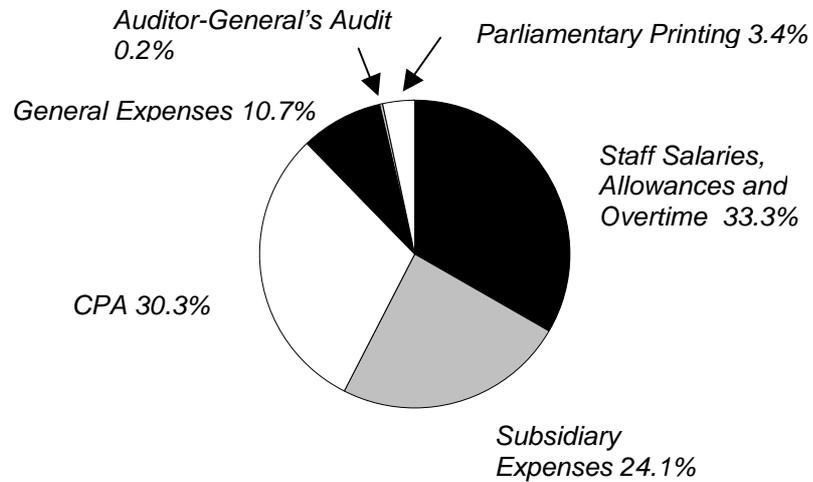


FIGURE 7

Expenditure (%), Department of the Legislative Council, 2000-2001. N= \$2,721,619 (Source: Appendix F).



RESTRUCTURE OF THE DEPARTMENT OF PARLIAMENTARY SERVICES

In March 2000 the Presiding Officers gave approval to a new structure proposed by the Clerks for the management of the Department of Parliamentary Services and details were given to the House Committee on Wednesday, 4 April. A summary of the principal recommendations is as follows:

- ◆ the name of the Department was changed to the Joint Services Department which focuses on the fundamental requirement of the Department to jointly serve the two Houses and its Members;
- ◆ a single Secretary of the Department will not be appointed in future and the two Clerks are now the Joint Secretaries of the new Joint Services Department;
- ◆ two new Directors for the Joint Services Department have been appointed. A Director, Infrastructure Services, has responsibility for Information Technology, Electorate Offices, Maintenance, Gardens and Grounds and Projects, and a Director, Corporate Services, is now responsible for Finance, Human Resources, Training and Catering. Following the selection process the new Directors commenced duty on 18 June 2001; and
- ◆ the responsibility for electorate offices has been removed from the Finance and Resources Unit and a new Electorate Offices Unit with a Manager and two others is being established with responsibility for electorate offices.

Under the new structure, the two Directors are largely autonomous operating under broad parameters. Although the Clerks now have ultimate responsibility for Joint Services related matters, the Directors have day to day responsibility for their respective areas and report to the Clerks only at a higher policy level.

The new structure is expected to result in improved service delivery for the Department's clients including Members and the parliamentary departments.

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 2000-2001, a Summary of Returns for the return period 1999-2000 and a Summary of Variations notified between 1 June and 30 September 2000 was prepared and tabled on 24 October 2000. A Cumulative Summary of Returns as at 30 September 2000 was also tabled on 21 November 2000. A Summary of Variations notified between 1 October and 22 November 2000 was tabled on 23 November 2000. A further Summary of Variations notified between 23 November 2000 and 13 June 2001 was tabled on 14 June 2001.

Ordinary Return forms will be sent to all Members of the Parliament on 2 July 2001 and a summary of those returns, together with a Cumulative Summary as at 30 September 2001, will be tabled during the Spring sittings.

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.

ECONOMIC DEVELOPMENT COMMITTEE

The Economic Development Committee had one membership change during the year under review. The Hon Wendy Smith, MLC, was discharged from duties on 6 September 2000, and was replaced by the Hon Andrea Coote, MLC.

Investigations on the Inquiry into the Impact of the Goods and Services Tax continued during the year, with the Committee required to examine the impact of the GST on LPG and petrol

prices, electricity prices, compliance costs and on the cost of government services.

The Committee was required to report to Parliament by the first day of the Spring sittings 2000 and, in order to meet this deadline, tabled an interim report on 29 August 2000.

The Committee received 11 written submissions and conducted a series of public hearings in metropolitan, regional and rural Victoria.

On 10 October the Premier made a variation to the Terms of Reference and the reporting timeline for the GST Inquiry. The varied terms of reference required the Committee to investigate two additional areas:

- ◆ The adequacy of the compliance assistance package and ongoing support provided by the Commonwealth Government; and
- ◆ The impact on small and medium sized businesses of The New Tax System's reporting requirements, including the first two BAS returns.

On 2 November 2000, the Committee tabled its GST Report No. 1 which addressed the evidence received relating to the initial terms of reference. After a further round of regional hearings, a second report was tabled on 12 June 2001 which addressed the varied terms of reference.

On 6 September 2000, the Committee received an inquiry by resolution of the Legislative Council to inquire into, consider and report on WorkCover premiums for 2000-01. Investigations on this inquiry commenced on 25 September 2000, with the Committee receiving 73 written submissions and holding an extensive series of public hearings throughout regional and rural Victoria.

The terms of reference required an interim report to be tabled in Parliament by 30 November 2000, with a final report tabled by 31 March 2001. The Committee tabled a brief interim report on 30 November 2000 and, due to the large amount of evidence gathered, tabled a second interim report on 21 March 2001 in order to meet the tabling requirements.

The final report into WorkCover premiums was tabled on 20 June 2001.

Committee investigations into the Inquiry into Structural Changes in the Victorian Economy commenced in November 2000. The reference requires the Committee to examine and assess structural changes in:

- ◆ banking;
- ◆ postal communications;
- ◆ municipal services;
- ◆ public transport; and

- ◆ employment services.

An examination of the impact of the withdrawal of these services from small and medium sized towns is also required.

To date, 49 written submissions have been received and the Committee has spoken informally with key business groups and government departments in Sydney and Canberra. A number of public hearings in regional and rural Victoria are planned throughout 2001-2002.

Investigations into the Inquiry into Export Opportunities for Victorian Rural Industries commenced in early 2001, with meetings in Mildura and Swan Hill. To date, thirteen written submissions have been received, and the Committee has planned a series of public hearings and site-visits with export businesses across Victoria.

The Committee was represented during the course of the year at the following conferences:

- ◆ Trade and Cooperation with the European Union in the new millennium - Melbourne, December 2000; and
- ◆ Economic Futures Victoria - Melbourne, April 2001.

ENVIRONMENT AND NATURAL RESOURCES COMMITTEE

The Environment and Natural Resources Committee completed a busy year with work focussing on two major inquiries. One discussion paper and two reports were published.

The Committee completed its Inquiry into the Control of Ovine Johne's Disease. As the Chairman of the Committee reported in his preface to the Inquiry Report, this inquiry was a difficult and, indeed, harrowing inquiry for the Committee. Ovine Johne's Disease (OJD) is an incurable and ultimately fatal disease of sheep, whose control is complex and controversial. The staff of the Committee arranged a series of inspections and briefings in New South Wales (where, in places, the disease is common and widespread) and the Australian Capital Territory (from which the national control programs are being run) to complement a wide ranging inspection program previously undertaken in rural Victoria. Public hearings were held in Melbourne, again supplementing those held in rural Victoria in the previous year. In all, 128 written submissions were received and 136 witnesses heard.

A key finding of the inquiry was that the social impacts of the disease and its control program are as important as the actual impact of the disease itself. The Committee considered that, in the short term, the further spread of OJD should be prevented and affected farmers supported, and recommended that an increased range of control approaches be made available. Another key recommendation was the establishment of a broad-based committee of stakeholders to give ongoing advice to the Minister on the management of OJD in Victoria.

The report was tabled in October 2000. Throughout the inquiry the Committee attracted strong interest from the rural media and the report received good coverage on its release. The Government response subsequently tabled in Parliament was most positive – only one recommendation was specifically rejected.

The Fisheries Management Inquiry was the other inquiry that the Committee concentrated on during the last twelve months. As with most of the Committee's inquiries, a discussion paper was prepared to encourage and assist the making of submissions. Over 100 written submissions were received. Hearings were held in Alexandra, Lakes Entrance and Portland, as well as in Melbourne, with 82 witnesses giving evidence. In addition, the Committee undertook an extensive inspection program of the various fishing sectors across Victoria. Staff arranged hovercraft inspections of Western Port, mountain stream demonstrations of fly-fishing, fish market and processing plant tours and time at sea with commercial fishers.

In the Christmas parliamentary recess, the Committee took the opportunity to undertake a study tour of New Zealand to learn of their experience in quota management and approaches to traditional fisheries. Some twenty appointments were arranged, including a meeting with the management of one of the world's largest fish product processing companies, Maori groups, fisheries scientists and managers, marine park advocates, as well as representatives of the commercial, recreational and charter boat sectors.

The inquiry is continuing.

The Committee has also commenced an inquiry into the Allocation of Water Resources. This inquiry focusses on the use of water for agricultural and environmental uses. Written submissions were called for and field inspections carried out in western Victoria. An Interim report outlining progress on the inquiry was tabled in October 2001. This inquiry is also continuing.

Other Committee activities included attendance at the annual National Conference of Parliamentary Environment Committees in Darwin in July 2000. Staff also arranged a number of briefings for Committee members while they were in Darwin – with representatives of the various Northern Territorian fishing sectors and water police.

Staff attended a number of seminars and conferences related to the Committee's Fisheries Management and Water Allocation Inquiries, as well as the National Conference of the Australasian Study of Parliament Group.

The Chairman and senior staff of the Committee also presented evidence to an 'eminent person' team undertaking the Mid-Term Review of the National Ovine Johne's Disease Program.

LAW REFORM COMMITTEE

Two inquiries commenced in March 2000 were completed during the current reporting year.

The Review of Legal Services in Rural and Regional Victoria required the Committee to consider the accessibility and adequacy of such services and to examine the effect of any lack of services in these communities. The Committee was asked to consider the availability of legal aid facilities, court and tribunal facilities and legal professional services. In relation to courts and tribunals, this included an assessment of the appropriateness of the location of courts in the light of population shifts and the suitability of current circuit arrangements. In addition, the Committee was directed to consider how current and emerging technologies could be used to improve services in rural and regional areas.

The Committee undertook extensive intrastate travel for this inquiry and held public hearings around Victoria. In addition to those rural and regional locations listed in last year's Report, the Committee held further public hearings in Mildura, Swan Hill, Echuca and Bendigo during July 2000, and Bairnsdale, Morwell and Horsham during September 2000.

An additional five public hearings were held in Melbourne between September 2000 and April 2001. In total, the Committee held twelve public hearings during the year under review.

The Committee travelled to Canberra for meetings on 3 August 2000 and to Brisbane and Toowoomba on 20 and 21 September 2000. Meetings were also held in Robinvale, Swan Hill and Echuca in July 2000.

The Committee received 92 written submissions and heard from 192 witnesses in the course of this inquiry. The final report included 125 recommendations. A major theme running through the recommendations was the need for resources to be put into improving rural and regional access to new technologies, particularly video conferencing, as an effective way of overcoming some of the problems associated with distance and isolation.

An interim report was tabled on 28 February 2001 followed by a final report on 31 May 2001.

The final report of the Review of the Theatres Act was also tabled on 31 May 2001 following the tabling of an interim report on 28 February 2001. This review considered a number of issues related to the licensing of live entertainment and the existing permit system for entertainers and cinemas to operate on Good Friday, Anzac Day and Christmas Day. While the licensing system is not currently enforced, the permits required for the listed public holidays varied between live entertainment and cinema operators and were also different to restrictions on other types of entertainment.

The Committee recommended that the non-functioning licensing scheme be abolished and that restrictions on both live entertainment and cinemas be removed on Good Friday

and Christmas Day. These outcomes are to be achieved by the repeal of the *Theatres Act 1958*. Restrictions on opening hours on Anzac Day were supported by the Committee which recommended that the *Anzac Day Act 1958* be amended to include such restrictions, in a form consistent with restrictions on other types of entertainment.

The Committee held a public hearing for this inquiry in Melbourne on 7 August 2000. Nine written submissions were received and nine witnesses attended the public hearing.

The Committee received a reference from the Governor in Council on 18 April 2001 to review the Powers of Entry, Search, Seizure and Questioning of Authorised Persons. No work was undertaken on this inquiry before the previous two reports were completed.

The Committee also attended two conferences in the course of the year:

- ◆ National Pro Bono Conference – Canberra, August 2000; and
- ◆ Technology for Justice Conference – Melbourne, October 2000.

ROAD SAFETY COMMITTEE

The Committee continued its Inquiry into Vehicle Roadworthiness. A draft report of the inquiry was prepared and, following deliberation, adopted by the Committee on 26 February 2001 and tabled in the Parliament on 20 March 2001.

The Committee also continued its program of public hearings for the Inquiry into Rural Road Safety and Infrastructure, meeting with all but one of the rural municipalities in Victoria as well as several municipalities in New South Wales. Visits to Sydney and Canberra were also undertaken. Following further hearings in Melbourne with VicRoads and the Victoria Grants Commission in May 2001, and the Municipal Association of Victoria in June 2001, the writing of a draft report commenced.

On 22 May 2001, the Committee received terms of reference from the Governor in Council for an Inquiry into Improving Safety for Older Road Users. The terms of reference required the Committee to report on: the extent to which older road users are involved in motor vehicle accidents; strategies and programs to assist older road users to retain their mobility; suitability of current competency and medical testing for older drivers; licensing arrangements; the role of health services and others in assisting older drivers to manage the transition from driver to non-driver; mobility options for older people who give up driving; and the need for any legislative change as a result of the Committee's recommendations.

The Committee planned an overseas study tour in July 2001 to learn first-hand from experts in the field.

The Committee attended the following conferences:

- ◆ Local Government 'Saferoads' Conference – Melbourne, July 2000;
- ◆ Road Safety on Three Continents – Pretoria, South Africa, September 2000; and
- ◆ Managing Mobility: Sustainable Transport for our Second Century of Federation – Melbourne, June 2001.

JOINT COMMITTEE ADMINISTRATION OFFICE

The services provided by the Joint Committee Administration Office (JCAO) were heavily in demand during 2000-01. These services included a wide range of administrative support functions for the parliamentary committees.

Staff changes in the Office were due predominantly to the traditional arrangement of JCAO staff being seconded for short periods of time as Office Managers to committees or departments of the Parliament. Accordingly, it was necessary to appoint replacement staff from a variety of sources and usually for periods of one to two months whilst JCAO staff were on other duties. The advantages to the JCAO of staff being able to participate in secondments, together with the additional experience gained, made the process of JCAO staff acting as Office Managers very worthwhile.

During the year, JCAO continued its alliance with Stott's Business College. JCAO was faced with the need to find short term replacements for those staff on leave or appointed or seconded to committees and the arrangement with Stott's Business College continued to prove ideal. As occurred last year, JCAO was provided with a series of students who were completing their Advanced Certificate of Business Administration. Maria Santas, Nicole Egan and Kate Anthony all provided excellent service to the Parliamentary Committees. This enabled those students to gain valuable hands-on work experience in office administration. Of those students, Maria Santas later rejoined JCAO on a short-term appointment and Jaime Cook, who originally came from Stott's, has now been employed for the remainder of the current Parliament.

JCAO was also fortunate to be contacted by the Europe - Australasia Institute of Management seeking to place students from Europe with the committees for practical work placements. It is pleasing to report that the two students concerned were delighted with their placements and made many friends whilst working for the Committees.

PARLIAMENTARY COMMITTEES ACT INQUIRY

During the year, the Parliament's Scrutiny of Acts and Regulations Committee continued its Inquiry into the re-drafting of the *Parliamentary Committees Act 1968*.

In July 2000, the Presiding Officers provided to the Committee a detailed submission listing a number of

suggestions that they believed would lead to an improvement of the Act.

Following that submission, the Committee invited the Presiding Officers and the Clerks of Committees to informally discuss a number of issues relating to that submission and other matters. A meeting occurred on 30 April 2001 at which the Parliamentary Committees Act Sub-Committee discussed with the Presiding Officers and Clerks of Committees the status of the Inquiry as well as obtaining direct feedback on certain key proposals the Sub-Committee was contemplating.

The Sub-Committee is proposing to finalise a draft copy of a Bill that will streamline and bring up to date the current legislation and it is hoped that the final report will be tabled towards the end of 2001.

COMMITTEE BUDGET ARRANGEMENTS

The total budget for parliamentary committees in 2000-2001 was \$3.783 million provided by way of Special Appropriations and compares with total expenditure of \$3.507 million. This compares with \$3.931 million allocated to the committees in 1999-2000. One of the reasons for the reduced funding in 2000-2001 was the non-appointment of the Federal-State Relations Committee in the 54th Parliament, thereby reducing the number of parliamentary committees from nine to eight.

As a result of the reduced funding, the Presiding Officers decided to fully allocate the budget to the committees and not retain in reserve the usual \$200,000 to fund new or unforeseen inquiries.

The 2001-2002 Budget Papers provided for a Special Appropriation of \$3.890 million for parliamentary committees.

As parliamentary committees are funded by way of Special Appropriations, they are unable to 'carry-over' the maximum allowable amounts of unexpended funds from one financial year to the next. To overcome this, the Presiding Officers are now pursuing with Treasury officials changes to the basis of funding of parliamentary committees and examining the possible inclusion of committee funding in the Parliament's annual Appropriation Bill.

COMMITTEE EXECUTIVE OFFICERS' SALARY REVIEW

As reported last year, the Presiding Officers engaged a firm of consultants to conduct an independent review of the salary level of committee Executive Officers in recognition of the changes in the work value of those Officers.

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

The Consultant's report, which was completed in July 2000, identified salary inequities with other Victorian public service

and private sector positions. As a consequence, the Presiding Officers agreed to a general reclassification of Executive Officers positions from VPS 4 to VPS 5 and the introduction of a two tier salary system that recognised differing accountability levels between parliamentary committees.

CHAIRMEN'S PANEL

The *Parliamentary Committees Act 1968* provides for a committee consisting of the Presiding Officers and the Chairmen of the Joint Investigatory Committees 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.

DEPARTMENT OF THE LEGISLATIVE COUNCIL BUSINESS PLAN

Following the adoption of a Corporate Plan for the parliamentary departments, this Department has adopted three Business Plans.

The Department's Business Plan 2000-01, circulated in July 2000, is a comprehensive document that outlines the Department's goals, objectives and strategic priorities for the year for each of its seven work groups. Some priorities are of an ongoing nature and others are specific for the year in question. Performance measures have been set for each activity outlined in the Plan and, to ensure the Plan's effectiveness, these targets are reviewed at the end of each quarter by the Department's senior management group and priorities are then set for the next three months.

In June 2001, work began on updating the Plan for 2001-2002 and staff in each of the Department's work groups were invited to provide feedback on its contents.

The Annual Plan 2001-02 has been completely revised and simplified. There is a clearer distinction between specific priorities for 2001-02 and ongoing deliverables or outputs. The change of name to 'Annual Plan' reflects the Department's view that it is a more appropriate name for the principal strategic planning document of an organization of the nature of this Department.

WHISTLEBLOWERS PROTECTION ACT 2001

In June 2001, the Parliament passed the *Whistleblowers Protection Act 2001*. The purpose of this legislation is to encourage and facilitate disclosures of improper conduct by public officers and public bodies, and to provide protection for people who make such disclosures (whistleblowers). The provisions of the Act apply to Members of Parliament, who fall under the Section 3 definition of a 'public officer.'

While every public body must establish a set of procedures for handling disclosures made under the Act, the Department

of the Legislative Council, along with the other Victorian parliamentary departments, is not required to establish procedures for investigating disclosures made in relation to parliamentary officers. However, the Act specifies that disclosures made in respect of Members of Parliament must be made to either the President of the Legislative Council or the Speaker of the Legislative Assembly (depending on the House to which the Member belongs).

Under the Act, government departments and their associated statutory authorities need to internally investigate any disclosed matters; however, the President of the Legislative Council must forward any disclosures concerning Members of the Legislative Council directly to the Ombudsman who undertakes the investigation. The Department of the Legislative Council will need to establish procedures to – (i) facilitate the making of disclosures under the Act; and (ii) protect the whistleblower from reprisals because of the disclosures. The Act comes into force on 1 January 2002.

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.

WORKPLACE COLLECTIVE AGREEMENT NEGOTIATIONS

In July 2000, the Government and the Community and Public Sector Union (CPSU) reached an in-principle enterprise partnership agreement for the public service. It was agreed to finalise a one-year public service wide agreement pursuant to Section 170 LJ of the Commonwealth Workplace Relations Act which would provide a transition from the former system of individual contracts to the parties' desired outcome of a cooperative industrial relations approach. The finalised agreement was to incorporate a memorandum of understanding introducing a co-operative partnership approach and provide for departmental negotiations to develop subsequent three-year comprehensive agreements prior to the expiry of the one-year transitional agreement.

It was agreed that employees would receive a 3 per cent salary increase with effect from the pay day of 13 July 2000 and that existing departmental funding for 1999-2000 performance pay be distributed so that employees meeting or exceeding expectations would receive an additional one per cent salary increase.

Subsequently, on 24 July 2000 the Presiding Officers sought advice from Industrial Relations Victoria in relation to the position for officers of the Parliament. The Presiding Officers indicated in their letter that dialogue between the parliamentary Department Heads and the CPSU had commenced in May 2000 with regard to developing a collective workplace agreement for parliamentary officers. However, given that conditions of employment for parliamentary officers had traditionally followed those of the public service, both parties had agreed to wait until the Government had developed an in-principle negotiation position for the public service before commencing formal discussions. The Presiding Officers sought an assurance that parliamentary officers would not be disadvantaged and that the forthcoming negotiations with the CPSU would incorporate the same in-principle position as that achieved for the Victorian Public Service.

The Presiding Officers received a response from Industrial Relations Victoria in August 2000 which acknowledged that parliamentary officers had in the past had a close relationship with the public service, that the continuation of such a relationship could be appropriate and that the negotiation of a certified agreement with the union based on this relationship could also be appropriate. The Presiding Officers were told

that salary increases provided in certified agreements would in the normal course of events be prospective in nature and that any deviation from this principle would be a matter for the Industrial Relations Committee of Cabinet. In the meantime, however, the Presiding Officers were advised to commence negotiations with the union as soon as possible. On 23 August 2000, the Industrial Relations Committee of Cabinet approved the final agreement between the Government and the CPSU for the public service.

On 6 September 2000, staff in the Parliament were provided with a copy of the union's ambit claim in relation to a collective workplace agreement for parliamentary officers; feedback was sought from staff by the following week. Negotiations commenced with the CPSU in October 2000 and agreement was reached on a draft agreement by the end of November 2000.

In December 2000 staff were provided with a draft version of the new agreement subject to finalising negotiations with the union in relation to outstanding matters.

Following agreement on the outstanding matters, staff were provided with the final version of the agreement in January 2001, with the next stage in the process being a staff vote on whether to accept the agreement. The Australian Electoral Commission was to conduct the ballot; to assist all staff in the Parliament to fully understand the agreement, information sessions were held in late January and early February. Ballot papers were distributed by mail to all staff to their home address on 9 February 2000 and the ballot closed on 23 February.

The results of the ballot, which were advised to staff in March 2001, showed an overwhelming number of staff approved of the proposed agreement. In accordance with the provisions of the Commonwealth Workplace Relations Act, the agreement then went before the Australian Industrial Relations Commission for certification. This occurred on 5 April 2001.

The next stage in the process will be negotiations with the union in relation to Part 2, or local issues as they apply to the Parliament. These were scheduled to commence early in the new financial year.

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 Felicity Murphy, Manager, Papers Office,

was the Department's staff representative during the reporting period.

The Committee met on five occasions during the year and made representations to the Department Heads regarding internal advertising of vacancies and the future of Parly Vous newsletter.

GRIEVANCE REVIEW COMMITTEE

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

The Committee did not meet 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 resurrected 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.

In March 2001, Peter Ahmed was appointed as the Parliament's Training and Development Officer.

One of the first training tools trialled at Parliament House during the period was E-Learning or computer based 'on-line' training.

Part of this strategy was the establishment of a Training and Development Learning Resource (TADLR) Intranet site. The site promotes many learning and development opportunities. It features three learning and development curricula - Management, Staff and Computer Training - with the Management and Staff curricula promoting over forty topics.

SOCIETY OF CLERKS' PROFESSIONAL DEVELOPMENT SEMINAR

At the Australian Clerks Meeting held in Hobart in February 2001, it was decided to accept the invitation of the Clerks of the Victorian Parliament to hold the next Professional Development Seminar for parliamentary officers in Melbourne in July 2001.

Consequently, a planning team comprising the Clerks and senior officers of the Parliament met to make arrangements for the seminar. It was decided that the seminar would have an overarching theme entitled *Taking Parliament to the People — The Challenges Ahead* from which a number of sub-themes would be developed. Two plenary sessions with keynote speakers would be held and workshops conducted on the following topics:

- ◆ Sittings of Parliament in regional areas;
- ◆ Public participation in Parliamentary Committee activities;
- ◆ Security of the precincts while maintaining public access;
- ◆ Accessing Parliament in the digital age;
- ◆ Addresses to Parliament by non-elected persons;
- ◆ Giving citizens the right of reply and questions of privilege; and
- ◆ Procedures — Members' statements and Question Time.

Representatives from each Parliament would have an opportunity to give a report on activities within their jurisdiction and a Chapter Meeting for the Society of Clerks was also included in the program.

On 29 May 2001 invitations were sent to all Clerks inviting them to nominate officers from their Houses to attend the seminar. As at 30 June the arrangements were proceeding well.

LEGISLATIVE COUNCIL INFORMATION SESSIONS FOR PARLIAMENTARY STAFF

During the year under review, the Department commenced a series of information sessions for staff related to Victorian parliamentary history, procedure, the building and the people who work within it. The sessions are open to staff from all parliamentary departments and committees and are intended to enhance their knowledge of the institution in which they work.

Two information sessions were conducted in the course of 2000-2001. The first session was divided into two parts: Victorian parliamentary history, presented by the Usher of the Black Rod; and the role of a presiding officer, presented by the President. The second information session was presented by the Clerk and Deputy Clerk and was on the theme 'A sitting day in the Life of the Council'. The session included a video presentation, prepared by the Procedure and Projects Office, which was linked to Microsoft PowerPoint. The video showed staff at work on a sitting day as well as parliamentary proceedings in the Chamber.

Both information sessions were well received and the Department intends to hold another two sessions in 2001-2002.

STAFF NEWSLETTER

In order to enhance communication within the Department, by providing information to staff on matters that concern them and on various activities and other events occurring within the Parliament, a staff newsletter titled *Red Alert* has been produced on a fortnightly basis since January 2001. The newsletter has contained contributions from management and, on occasions, other staff, and has covered matters including events within the Chamber, staff training, negotiations with unions, building works at Parliament House and committee activities. *Red Alert* has been produced by the Project Officer in the Procedure and Projects Office and is distributed to all Council staff, including those employed by committees administered by the Department.

EXECUTIVE EDUCATION PROGRAM

From 2 to 6 October 2000, the President and Usher of the Black Rod attended an Executive Education Program entitled "Inside Congress" conducted by The Brookings Institution, in Washington DC. The program proved an intensive introduction to the operations of the United States Congress. As well as attending the course, the President and Usher met with the Australian Ambassador and AusTrade representatives, and gave a seminar to the National Democratic Institute. On 11 October 2000, they visited the General Assembly of Virginia, located in Richmond, Virginia. A more detailed report has been prepared by the President and the Usher and was distributed to all Members.

STAFF CHANGES

A full list of staff employed in the Department during 2000-2001 appears as Appendix B.

A number of staff changes took place during the year. Following the departure of Lisa Ball, Sarah Davey was promoted to the position of Project Officer, Procedure and Projects Office on 26 September 2000. As a consequence, Rebecca White was appointed to the position of Parliamentary Officer - Administrative Support on 8 November 2000.

Phillip Richardson was appointed to the position of Parliamentary Attendant, Grade 1 on 16 October 2000 following the resignation of Mary Pink.

There were also several changes in the Department's committee staff. The year under review saw the departure of several Committee Office Managers, including Anne Morgan, Angelica Vergara and Kathy Karlevski. Merrin Mason was appointed Executive Officer to the Law Reform Committee following the promotion of Padma Raman to the Law Reform Commission and Alexandra Douglas was appointed Acting Executive Officer to the Road Safety Committee whilst Barry Aitken is on sick leave.

appendices

appendices

- ◆ A ROLE OF LEGISLATIVE COUNCIL STAFF

- ◆ B STAFF EMPLOYED DURING 2000-2001

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

- ◆ D SELECT STATISTICS RELATING TO SITTINGS
OF THE LEGISLATIVE COUNCIL, 2000-2001

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

- ◆ F FINANCIAL INFORMATION

- ◆ G SUPPLEMENTARY INFORMATION AS AT 30
JUNE 2001

- ◆ H NON-CURRENT PHYSICAL ASSETS

- ◆ I ADMINISTRATION OF ACTS

APPENDIX A ROLE OF LEGISLATIVE COUNCIL STAFF

CLERKS

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

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

USHER OF THE BLACK ROD'S OFFICE

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

PROCEDURE AND PROJECTS OFFICE

The Procedure and Projects Office 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 2000-2001

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 - Administrative Support (<i>until 25 September 2000</i>) Parliamentary Officer – Projects [<i>part time</i>] (<i>from 26 September 2000</i>) Parliamentary Officer – Projects [<i>full time</i>] (<i>from 4 December 2000</i>)
REBECCA WHITE	Parliamentary Officer - Administrative Support (<i>from 8 November 2000</i>)
WILLIAM JARRETT	Housekeeper
RUSSEL BOWMAN	Senior Parliamentary Attendant
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
MARY PINK	Temporary Parliamentary Attendant, Grade 1 (<i>until 22 September 2000</i>)
PHILLIP RICHARDSON	Parliamentary Attendant, Grade 1 (<i>from 16 October 2000</i>)
QUENTIN CORNELIUS	General Hand
CARMINE MARAFIOTI	General Hand (<i>until 27 November 2000</i>)

At the Committee premises — 35 Spring Street, Melbourne

ENVIRONMENT AND NATURAL RESOURCES COMMITTEE

BRAD MILES	Executive Officer
ANDREA LINDSAY	Research Officer
ARI VLASSOPOULOS	Research Officer (<i>until 7 July 2000</i>)
RICHARD FALLU	Research Officer (<i>from 23 October 2000</i>)
KATHERINE KARLEVSKI	Office Manager (<i>until 27 August 2000</i>)
GINA ARPEA	Office Manager (<i>from 13 September 2000</i>)

ECONOMIC DEVELOPMENT COMMITTEE

RICHARD WILLIS	Executive Officer
KAREN ELLINGFORD	Senior Research Officer (<i>from 12 July 2000</i>)
MARK RYAN	Research Officer (<i>from 25 September 2000</i>)
ANNE MORGAN	Office Manager (<i>until 4 May 2001</i>)
TANIA ESPOSITO	Office Manager (<i>from 24 August 2000</i>)

LAW REFORM COMMITTEE

PADMA RAMAN	Executive Officer (<i>until 8 January 2001</i>)
MERRIN MASON	Research Officer (<i>until 17 December 2000</i>) Acting Executive Officer (<i>from 18 December 2000</i>) Executive Officer (<i>from 18 June 2001</i>)
SHYLA VOHRA	Research Officer (<i>until 15 December 2000</i>)
KAREN FOORD	Research Officer (<i>until 18 May 2001</i>)
VERITY OSWIN	Casual Research Assistant (<i>from 9 March 2001 to 31 May 2001</i>)
ANGELICA VERGARA	Office Manager (<i>until 1 June 2001</i>)
KATHERINE KARLEVSKI	Office Manager (<i>from 28 August 2000; seconded to Law Reform Commission from 24 May 2001</i>)
JAIME COOK	Acting Office Manager (<i>from 28 May 2001</i>)

ROAD SAFETY COMMITTEE

BARRY AITKEN	Executive Officer
ALEX DOUGLAS	Acting Executive Officer (<i>from 5 April 2001</i>)
GRAEME BOTH	Research Officer (<i>from 4 June 2001</i>)
LOIS GROGAN	Office Manager

JOINT COMMITTEE ADMINISTRATION OFFICE

MICHELLE HEANE	Administrative Officer
JAIME COOK	Temporary Administrative Officer (<i>until 27 August 2000</i>) Administrative Assistant (<i>from 28 August 2000 to 27 May 2001</i>)
KATE. ANTHONY	Administrative Officer (<i>from 31 July 2000 to 31 August 2000</i>)
SONYA CARUANA	Administrative Officer (<i>from 4 September 2000</i>)
ANDREA AGOSTA	Casual Administrative Officer (<i>from 18 June 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, 1996-97 TO 2000-01

	1996-97	1997-98	1998-99	1999-00	2000-01
Number of days House met	34	36	26	34	43
Number of hours House met	338.45	370.07	258.47	230.50	462.15
Average number of hours per sitting	9.58	10.17	10.12	9.02	10.45
Bills dealt with					
Initiated in L.C.	1	4	10	16	9
Initiated in L.A.	110	111	89	63	101
Passed without amendment	95	106	95	75	92
Passed with amendments	14	5	5	3	9
Defeated	0	0	0	0	4
Lapsed	0	0	0	0	0
Withdrawn	1	0	0	0	0
Ruled out of Order	0	0	0	0	0
Sets of amendments circulated	46	34	15	10	12
Questions on notice processed	2068	2023	876	731	1263
Petitions tabled	4	14	15	7	16
Papers tabled (total)	1453	1431	835	701	958
Annual reports	454	360	337	285	443
Statutory Rules (incl. attachments)	157	322	129	120	128
Planning schemes & amendments	731	619	261	202	283
Proclamations	45	62	59	28	41
Other (including special reports, Parliamentary Committee reports etc)	66	68	49	66	63

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

	EDC	ENRC	LRC	RSC
Deliberative Meetings				
Full committee	49	16	10	15
Sub committee	—	1	—	—
Public Hearings				
Full committee	33	9	21	11
Sub committee	—	1	—	—
Visits/Inspections				
Full committee	1	10	7	3
Sub committee	—	—	—	—
Reports Presented	3	2	2	1
Discussion Papers Produced	—	1	—	—

Note

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

APPENDIX F LEGISLATIVE COUNCIL FINANCIAL STATEMENTS 2000-2001

1999-2000 Actual	EXPENDITURE	2000-2001 Budget	2000-2001 Actual
LEGISLATIVE COUNCIL - DEPARTMENTAL - Provision of outputs and additions to the net asset base			
781,576	STAFF SALARIES, ALLOWANCES AND OVERTIME	988,000	907,652
694,677	SUBSIDIARY EXPENSES (1)	633,000	654,853
215,573	GENERAL EXPENSES (2)	155,000	237,306
73,641	PARLIAMENTARY PRINTING	112,000	91,797
249,000	COMMONWEALTH PARLIAMENTARY ASSOCIATION	825,000	825,000
-	EXPENSES OF SELECT COMMITTEES	25,000	-
5,375	AUDITOR-GENERAL'S OFFICE AUDITS	5,000	5,011
-	PRESIDENT'S ADVANCE	25,000	-
-	CAPITAL WORKS	50,000	-
2,019,842	TOTAL - DEPARTMENTAL	2,818,000	2,721,619
LEGISLATIVE COUNCIL - MEMBERS - Special Appropriations			
4,581,823	MEMBERS SALARIES AND ALLOWANCES	5,094,000	4,965,776
2,803,046	PARLIAMENTARY CONTRIBUTORY SUPER. FUND	3,531,000	2,000,000
7,384,869	TOTAL - MEMBERS	8,625,000	6,965,776
9,404,711	TOTAL	11,443,000	9,687,395

NOTES:

1. Subsidiary expenses include long service leave and recreation leave provision, payroll tax, employer superannuation and WorkCover contributions
2. General expenses include \$63,000 carryover from 1999-2000.

JOINT INVESTIGATORY COMMITTEES

1999-2000 Actual	EXPENDITURE	2000-2001 Budget	2000-2001 Actual
299,096	Drugs and Crime Prevention Committee	406,636	323,345
180,615	Economic Development Committee	428,316	342,102
269,434	Environment and Natural Resources Committee	368,069	369,537
134,001	Family and Community Development Committee	250,449	197,929
308,715	Law Reform Committee	302,994	309,334
419,981	Public Accounts and Estimates Committee	606,696	609,000
188,565	Road Safety Committee	324,882	215,456
360,246	Scrutiny of Acts and Regulations Committee	473,000	497,793
743,227	Joint Committee Administration Office	621,958	641,723
2,960,629	TOTAL	3,783,000	3,507,019

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 SUPPLEMENTARY INFORMATION AS AT 30 JUNE 2001

GENERAL STORES ON HAND

As at 30 June 2001, the Papers Office had the following stores on hand which were valued at cost:

Letterhead paper	\$3,664
Envelopes	\$4,332
Other Stores incl. Pads, With Compliments Slips,etc	\$3, 256

CREDITORS

As at 30 June 2001, the Department had outstanding employee benefits including:

Annual Leave	\$137,633
Long Service Leave	\$312,984

APPENDIX H NON-CURRENT PHYSICAL ASSETS

THE BLACK ROD

DEPARTMENTAL UNIFORMS

FURNITURE AND FITTINGS

Includes desks, credenzas, filing cabinets, chairs, refrigerators, hall stands, bookcases, billiard table, wardrobes, works of art, safes, desk lamps and crockery.

OFFICE EQUIPMENT

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

COMMUNICATIONS

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

MOTOR VEHICLES

One ministerial motor vehicle.
Two departmental motor vehicles

WORD PROCESSING AND COMPUTER EQUIPMENT

Personal desktop computers, lap top computers, printers, scanners, file servers etc.

APPENDIX I ADMINISTRATION OF ACTS

By order under the *Administrative Arrangements Act 1983* the administration of Acts of the Parliament is vested in Ministers and, accordingly, a number of Acts have been assigned to the Premier. In several instances, however, the work involved in administration of those Acts is, in practice, either wholly or partly the responsibility of the parliamentary departments.

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

- ◆ *Constitution Act 1975*
- ◆ *Members of Parliament (Register of Interests) Act 1978*
- ◆ *Parliamentary Committees Act 1968*
- ◆ *Parliamentary Officers Act 1975*
- ◆ *Parliamentary Precincts Act 2001*
- ◆ *Parliamentary Salaries and Superannuation Act 1968.*