

DEPARTMENT OF THE LEGISLATIVE COUNCIL



annual report 2002-2003

1 JULY 2002
to
30 JUNE 2003

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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 2002 TO 30 JUNE 2003

clerk's overview

I have pleasure in presenting my report on the operations of the Department of the Legislative Council for 2002-2003.

The Department's vision is to provide quality apolitical, professional, innovative and integrated support services and information to the President, Members of the Legislative Council and other clients, in the interest of Victorians. In what has been a particularly busy year for the Department, both in relation to the sittings of the House and the other activities within the Parliament in which the Department has been involved, I am pleased to say that I believe the Department has met its objectives. This is borne out by the results of the initial customer satisfaction survey, commissioned by the Parliament in early 2002, which suggests that the Department is well regarded by its many clients. It is a gratifying result and a tribute to the staff.

There were a number of highlights in what proved to be an election year. So far as the House is concerned the completion of the Standing Orders Committee's Report and the adoption of a new set of Standing Orders for the first time since 1924 was particularly significant. The new modern up-to-date set of rules provide a sound basis for the more efficient operation of the House in the future. When combined with substantially different Sessional Orders the House is operating in many respects in a vastly different way to that of the past. I am pleased to say that the many challenges presented to House staff as a result have been well met.

The second ever sitting of the Council outside of Melbourne in Benalla in October 2002, the second last sitting day of the 54th Parliament, proved to be an outstanding success. It largely came about through the hard work of many staff in the Department. Additional challenges were presented by the sitting back in Melbourne the day after and I am happy to report that the transition from sitting in Benalla one day to Melbourne the next was seamless.

Election years always present new challenges to the Parliament and 2002-2003 was no exception. So far as this Department is concerned, there was a larger number of new Members than usual, new Leaders of the Government and the Opposition in the House and a new President and Deputy President. I am satisfied that very effective working relationships have been established between them and staff in this Department and look forward to continuing to work with them in the future.

Away from the Chamber, there were also a number of important initiatives undertaken during the year. The ongoing office refurbishment program was continued and the former Housekeeper's Quarters renovations were largely completed with Members housed there in particularly high quality accommodation given the constraints of a heritage building such as ours. Much of the Department's public relations material has been revamped to complement the changes made last year to the website with the result that the quality of the material provided to our clients has been significantly enhanced.

The planning for the Victorian Parliament's 150th Anniversary celebrations in 2006 has commenced and the Department, together with the Legislative Assembly, will play a large part in ensuring its success. We are certainly looking forward to the series of events which will be held to commemorate this important milestone with much anticipation.

The committee system was expanded after the commencement of the 55th Parliament with three new joint investigatory committees being established. The Legislative Council's responsibilities increased as a consequence with the Department assuming

responsibility for overseeing the administration of two of the new committees, as well as the four administered in the previous Parliament.

In conclusion, 2002-2003 has been another very good year for this Department. Once again it is a tribute to the hard work of a team of people who are simply dedicated to providing the highest possible standard of service to our clients. It would not have been possible to have achieved so much throughout the year without their untiring efforts. I sincerely thank all staff in the Department for their work during the year.

Wayne Tunnecliffe
Clerk of the Legislative Council.

VISION

To provide quality apolitical, professional, innovative and integrated support services and information to the President, Members of the Legislative Council and other clients, in the interests of Victorians.

DEPARTMENTAL GOALS

In meeting its Vision, 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 administered by the Department is conducted in accordance with the law, decisions of the Council and parliamentary practice.
2. To utilise modern and cost-effective technological information systems for the delivery of high level specialist support services to our clients, to implement records management best practices and to provide high quality, timely information services.
3. To promote public awareness and understanding of parliamentary democracy and of the role, functions and processes of the Legislative Council and the Parliament generally.
4. To provide the Legislative Council's Members and staff with a safe and healthy working environment, to ensure the Legislative Council's maintenance and security, and to assist in the management and use of the wider parliamentary precincts.
5. To ensure that departmental strategic planning, administration, and financial and resource management is efficient and effective, acknowledges proper standards of accountability and contributes to the Parliament's corporate goals.
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.

BUSINESS OF THE DEPARTMENT

The business of the Department is to:

- ◆ provide procedural advice to Members of the Legislative Council;
- ◆ process legislation;
- ◆ prepare documentation required for sittings of the Legislative Council;
- ◆ prepare records of the proceedings of the Legislative Council;
- ◆ provide procedural and policy advice to parliamentary committees;
- ◆ provide administrative and research assistance to parliamentary committees;
- ◆ provide information relating to the proceedings of the Council;

- ◆ provide operational support to Members of the Legislative Council;
- ◆ promote public awareness of the role, functions and process of the Legislative Council and the Parliament;
- ◆ co-ordinate parliamentary events, functions and special visits; and
- ◆ provide a secure, safe and healthy workplace.

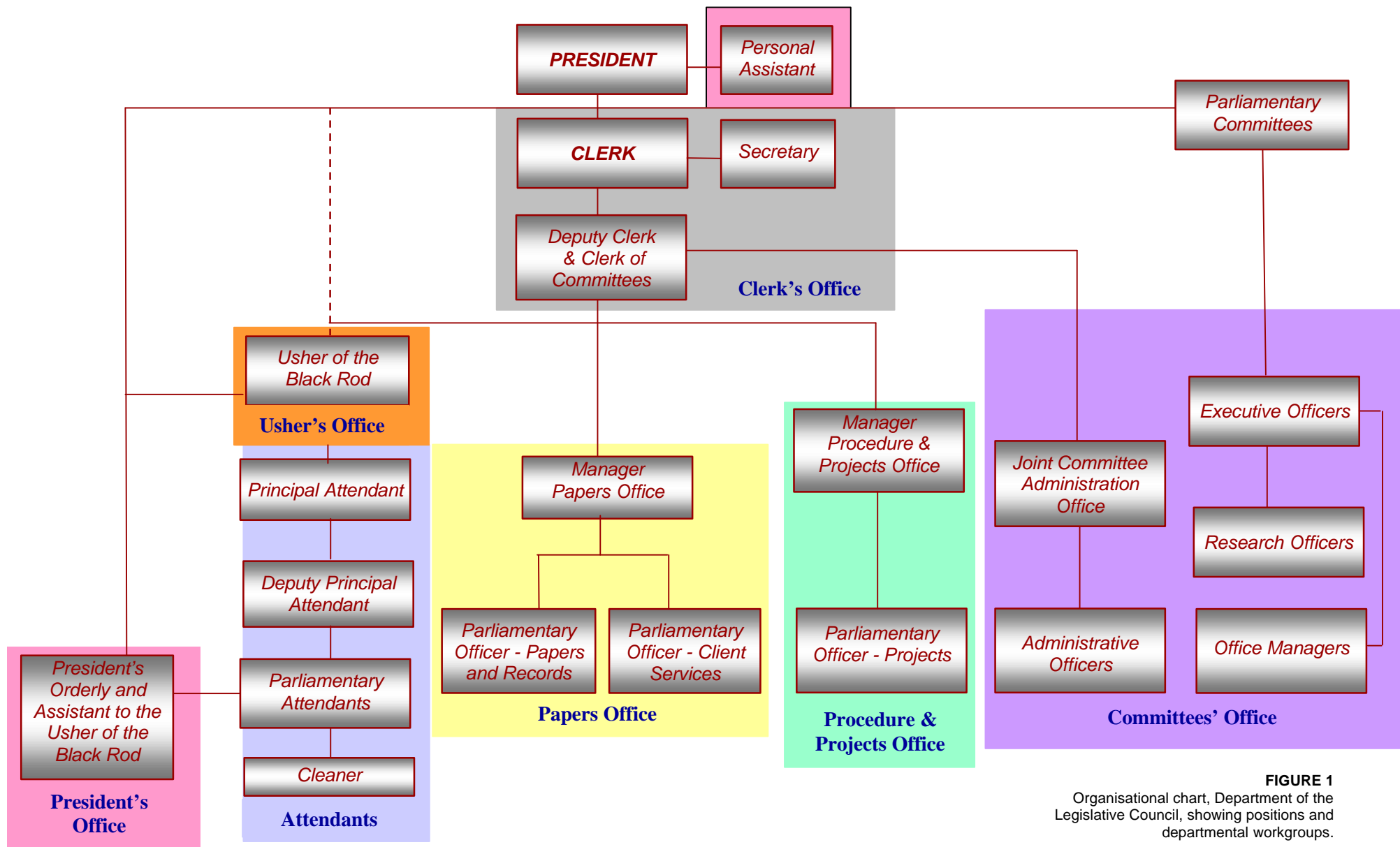


FIGURE 1
Organisational chart, Department of the Legislative Council, showing positions and departmental workgroups.

**DEPARTMENTAL GOAL 1: PROCEDURE
AND ADVICE**

To ensure that the business of the Legislative Council and of parliamentary committees administered by the Department is conducted in accordance with the law, decisions of the Council and parliamentary practice.

SITTINGS OF THE HOUSE

The Legislative Council resumed for the Spring Sittings on 8 October 2002. These Sittings were scheduled to continue until 12 December 2002 but were curtailed upon the Council's prorogation and the Legislative Assembly's dissolution on 5 November 2002. A general election was subsequently held on 30 November 2002.

On the nine days that the Council met during the Spring, the average length of sitting was 10 hours and 18 minutes, including a regional sitting in Benalla on 30 October 2002. During the sitting period, the House dealt with a total of 26 Bills, of which 2 were amended. One Bill, a Private Member's Bill, was initiated in the Council.

The Autumn Sittings commenced on 25 February 2003 with the opening of the 55th Parliament and concluded on 11 June 2003. During the sitting period, the House met on 28 days with the average length of daily sittings being 9 hours and 58 minutes. The House dealt with 64 Bills of which 14 were considered in Committee, four amended, 61 passed and none were rejected.

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

The short Spring sitting period in 2002 produced no unusual highlights, other than the Benalla Sitting and the adoption of new Standing Orders, both of which will be reported on later in this section. However, the Autumn Sittings of 2003 were characterised by a number of infrequently used procedures which necessitated the researching of procedural precedents by departmental staff. The first of these was the use of the guillotine procedure adopted as part of the Council's new Sessional Orders which will also be outlined in greater detail later in this report. The first use of this procedure in the Council's history occurred on Friday, 2 May when, at 4.00 p.m., the President interrupted the Committee stage of the final Bill on the Government Business Program to put the remaining questions required for its passage.

Two other unusual procedures for the Council were initiated during the Autumn Sittings and had the effect of limiting debate. The first occurred on Tuesday, 4 March, which was not originally part of the House's sitting program but was rescheduled as a sitting day after the Opposition denied leave for the Public Holidays and Shop Trading Reform Acts (Amendment) Bill to be read a second time on the same day as its introduction. Immediately after the second reading, the President called on the Honourable Bruce Atkinson to speak, only to have the Leader of the Government, Mr John Lenders, move under Standing Order 9.05 'That Mr Matt Viney be now heard'. Under this Standing Order, when two or more Members rise to speak, the President will call the first observed; however, a motion can be moved that another Member who has risen 'be now heard'. Mr Lenders stated that he had taken this action as he believed the Opposition Member was intending to speak for one hour to delay the Government from

finalising its business for the day. Mr Lenders' motion, which was agreed to after a thirty minute debate (the new time limit for a debate on a procedural motion) and a Division, is believed to be the first occasion this procedure has been used in the Council.

The first closure motion moved since 1985, and only the sixth such motion since the procedure's inclusion in the Council's Standing Orders in 1926, was another feature of the Autumn Sittings. The closure motion was moved towards the end of a General Business debate by the Honourable Theo Theophanous who claimed that the motion was required as it was clear that the Opposition did not intend bringing the matter to a vote.

OPENING OF THE 55TH PARLIAMENT OF VICTORIA

The first Session of the 55th Parliament was formally opened by the Governor, John Landy, AC, MBE, on Tuesday, 25 February 2003.

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

Prior to the official Opening, the House met at 11.00 a.m. that day when Commissioners from the Governor began the Session and Members were sworn in by the Chief Justice.

As with all Openings, the Usher of the Black Rod and his staff, managed the detailed arrangements for the ceremony. In excess of 1000 guests attended the ceremony and were seated in both the Council Chamber and in Queen's Hall. Guests seated in Queen's Hall viewed the ceremony on two large banks of video screens.

RETIREMENT OF PREVIOUS PRESIDENT

24 February 2003 saw the retirement from Parliament of the President of the Legislative Council, the Honourable Bruce Chamberlain. Although Mr Chamberlain's retirement as a Member of the House took effect from the date of the dissolution of the 54th Parliament, 5 November 2002, by virtue of section 24 of the *Constitution Act 1975*, he continued to hold office as President until the day before a new President was to be chosen by the Council.

Mr Chamberlain was first elected as a Member of the Legislative Council on 27 June 1976 and became President on 27 October 1992. At the time of his retirement he was the longest serving Presiding Officer in the Australasian and Pacific Region.

ELECTION OF NEW PRESIDENT AND DEPUTY PRESIDENT

Ms Monica Gould was elected President of the Legislative Council on the Opening day of the 55th Parliament, while Ms Glenyys Romanes was elected as Deputy President and Chair of Committees the following day. Ms Gould, who was previously Leader of the Government in the Legislative Council, was first elected as a Member for Doutta Galla Province in September 1993. Ms Romanes was first elected as a Member for Melbourne Province in September 1999. Both Members are the first female occupants of their respective offices.

MEMBERSHIP CHANGES

In conjunction with the General Election held on 30 November 2003 there were by-elections for East Yarra and Western Provinces caused by the mid-term resignations of the Honourables Mark Birrell and Roger Hallam. Sixteen of the 24 Members sworn in on Opening Day were new to the Legislative Council, although three had been Members of the Legislative Assembly during the previous Parliament.

The names of Members who ceased to hold office and the years in which their service in the Legislative Council commenced are listed below. Members of the Legislative Council as at 30 June 2003 are listed in Appendix C.

<i>Hon Bruce Chamberlain, MLC</i>	1976
<i>Hon Mark Birrell, MLC</i>	1983
<i>Hon Roger Hallam, MLC</i>	1985
<i>Hon Gerald Ashman, MLC</i>	1988
<i>Hon Ron Best, MLC</i>	1988
<i>Hon Geoff Craige, MLC</i>	1988
<i>Hon Ken Smith, MLC</i>	1988
<i>Cameron Boardman, MLC</i>	1996
<i>Ian Cover, MLC</i>	1996
<i>Carlo Furletti, MLC</i>	1996
<i>Peter Katsambanis, MLC</i>	1996
<i>Neil Lucas, MLC</i>	1996
<i>Maree Luckins, MLC</i>	1996
<i>Jeanette Powell, MLC</i>	1996
<i>John Ross, MLC</i>	1996
<i>Wendy Smith, MLC</i>	1996

NEW MEMBERS' SEMINARS

The Parliament adopted a significantly revised approach when conducting induction seminars for new Members who were elected in November 2002. On this occasion, the program was broken up into three days.

The first session held on 17 December 2002 concentrated on matters of immediate concern to newly elected Members, and the services provided to Members by the various units of the Joint Services Department and the Parliamentary Library.

The second session on 11 February 2003 concentrated on expectations placed on Members in the House itself. The topics covered included issues of a general nature such as the role of the President and Table Officers; sources of parliamentary procedure; conduct of Members; and specific matters related to questions and the daily Adjournment debate.

The third session held on 7 April 2003 was in two distinct parts. The first included further information for Members on the operations of Hansard, the Parliamentary Library and Joint Services Department, whilst the second concentrated specifically on the issues which arise in the Chamber during a typical sitting day including questions, the order of business, the tabling of papers and petitions, the stages of a Bill and the conduct of divisions.

Holding the seminar for new Members in three parts represented a major departure from previous practice and the feedback received by the parliamentary departments from the new Members was extremely positive. It is highly likely that this process will be the benchmark for the future.

BRIEFING FOR TEMPORARY CHAIRS OF COMMITTEES

Two seminars were held for the Temporary Chairs of Committees. The first seminar was held on 10 April 2003, with the second on 1 May 2003. The program included briefings from the Clerk and Deputy Clerk on features of the Committee Stage on Bills, the role of the Chair, the role of the Clerks, the order in which a Bill is dealt with in Committee, putting the questions, conducting a division and reporting back to the President. It is proposed to hold a supplementary briefing during 2003-04.

COUNCIL'S SITTING IN BENALLA

On Wednesday, 30 October 2002, the Legislative Council held its second ever sitting outside of Melbourne in the Benalla Town Hall, Nunn Street, Benalla. The arrangements for the day were prescribed in the Resolution of the House on 13 June 2002 which specified that the sitting would commence at 10.00 a.m. and that the order of business would be:

- ❖ Formal Business;
- ❖ Questions without Notice; Motions to take note of Answers to Questions without Notice and Answers to Questions on Notice;
- ❖ General Business (for 2 hours);
- ❖ Members' Statements (at 2.00 pm for 15 minutes);
- ❖ Government Business until 6.00 pm; and
- ❖ Adjournment.

On 28 and 29 October 2002, Legislative Council and Benalla Rural City personnel transformed the historic Benalla Town Hall into a legislative chamber. In addition, a Welcome/Orientation Centre was created in a vacant shop on one side of the Town Hall, while a large section of the Benalla Regional Library was converted into a Departure Centre for visitors to the Chamber. Invited guests, students, etc. first convened in the Orientation Centre where the Parliament's Education Officer, assisted by other parliamentary staff, briefed the visitors on what to expect in the Chamber, distributed hand-outs, and answered questions. A live television feed of the proceedings assisted in preparing our visitors for the "chamber experience". Similarly, in the Departure Centre, parliamentary staff, under the Parliamentary Librarian's direction, answered questions and engaged visitors in discussions and explanations of what they had seen. This was also assisted by live coverage of events from the Chamber.

The actual sitting day was an outstanding success. The day commenced with the Clerk reading a Proclamation from the Governor in Council permitting the sitting to take place outside Parliament House, Melbourne, and defining Benalla Town Hall as parliamentary precincts under the *Parliamentary Precincts Act 2001*. The day's proceedings had a distinctly local touch. A number of questions without notice focussed on drought and attendant rural difficulties. The subject of General Business was the possible decommissioning of Lake Mokoan, a water body used for recreational and utility purposes situated just north of Benalla. Government Business saw the second and third reading debates on the Regional Development Victoria Bill.

Facilities for Members were first-rate, with the provision of an individual desk for each Member in the Chamber provoking many to observe that the facilities were better than in Parliament House. In addition, not only were standard telephone, data, and refreshment facilities available, but a direct broadcast of the proceedings was provided to each of the party rooms. A Papers Office, Hansard room and IT room were located on the ground floor. The visitor galleries were constantly full and people moved in and out of the galleries with ease. During the luncheon recess, Members met with community leaders and representatives in a function room opposite the Town Hall. Such a meeting had worked well at Ballarat and proved as successful in Benalla.

ADOPTION OF NEW STANDING ORDERS

On the first day of the Spring Sittings, the Standing Orders Committee tabled its report on the review of the Standing Orders, following the completion of the inquiry begun in 2001. The report on the first major review of the Standing Orders since 1924 recommended some very significant changes including:

- ❖ the omission of 33 obsolete Standing Orders and the addition of 37 new Orders in their place;
- ❖ the incorporation of longstanding Sessional Orders (with the exception of those dealing with sitting arrangements for each Session) and some trial Sessional Orders operating during 2002;
- ❖ numerous changes to gender neutral language which include, amongst other things, the adoption of the title "Chair of Committees";
- ❖ clearer language;
- ❖ a simpler, easier to understand format;
- ❖ a new system of numbering the Standing Orders, on a chapter by chapter basis; and
- ❖ the adoption of formal Standing Rules of Practice to supplement the Standing Orders.

Some other changes of a practical nature were proposed, but otherwise the Committee considered that the remaining Standing Orders were still relevant to the present-day operations of the Council and should therefore be preserved and updated where necessary.

One of the major issues concerning the Committee was the extent to which the Sessional Orders should be incorporated into the Standing Orders as it has been the practice over the years to introduce a new procedure as a Sessional Order, trial it for a period and then make it a Standing Order. For many years the Council has had a number of Sessional Orders dealing with such diverse matters as the days and hours of meeting and the precedence of business, the discharge of Orders of the Day, General Business, the tabling of proclamations fixing operative dates of Acts, temporary relief in the Chair, privilege, the broadcasting of proceedings and, more latterly, the right of reply to persons adversely affected in debate in the House.

In 2002, the Council adopted a number of additional Sessional Orders to operate on a trial basis during that year. These included new arrangements regarding questions without notice including time limits, supplementary questions, motions to take note of answers to questions without notice, Members' 90 second statements, presentation of reports of parliamentary committees and debate on motions to take note of reports and other papers tabled during the Session.

This issue proved to be one of the most difficult the Committee confronted. There was unanimous agreement that the longstanding Sessional Orders, with the exception of those fixing the days and times of meetings and the precedence of business, be now adopted as Standing Orders. However, the future of the 2002 trial Sessional Orders was more contentious.

Eventually, the Committee decided that the only trial Sessional Orders to be incorporated into the Standing Orders at this stage should be those related to Members' 90 second statements; advice to the House regarding answers to questions on notice; and the new procedures for the presentation of reports of Select Committees of the Council and other parliamentary committees. The others will be subject to review in due course.

The final issue to which the Committee referred in its report concerned the Joint Standing Orders of both Houses which were approved in 1893 and amended in 1904, 1915 and 1993. Although not within the terms of reference for the inquiry, the Committee felt that it was time that they be reviewed and updated to reflect current practice. The report therefore contained a recommendation that both Houses take

action to convene a joint inquiry by the Standing Orders Committees of both Houses and it will be up to the Houses as to whether this recommendation is adopted.

After tabling the report on behalf of the President, the Deputy President then moved that the Council take note of the report and, in accordance with Sessional Orders, there was a short debate on the motion before it was adjourned. The following day, on 9 October, the Leader of the Government gave notice of a motion to adopt the Standing Orders and Rules of Practice recommended by the Committee and that they apply from the first sitting day in 2003.

On 31 October, which proved to be the final sitting day of the 54th Parliament, the Council agreed to the motion and the new Standing Orders therefore took effect when the new Parliament was opened on 25 February 2003.

ADOPTION OF NEW SESSIONAL ORDERS

On 26 February 2003, the Council agreed to a large number of new Sessional Orders which constituted some of the most significant modifications of the House's procedures in its history. The new Sessional Orders were opposed by the non-Government parties but were agreed to on a Division of 24 to 19.

Arguably, the two most important reforms concerned time limits and the adoption of a Government Business Program.

Time Limits

Prior to the 55th Parliament, the application of time limits to Members' contributions was limited to occasions such as the Adjournment debate and questions without notice. Time limits had never applied in the Council to debate on bills.

Under the new Sessional Orders, time limits of 60 minutes for the lead Government and Opposition speakers and 45 minutes for the lead third party speaker apply to Government and General Business motions, second reading debates and the Address in Reply. Other Members are restricted to 15 minutes with this limit further reduced to 10 minutes after one-third of Members have spoken and 5 minutes once two-thirds of Members have spoken.

Restrictions imposed through time limits apply not only to individual contributions but to the House's overall sitting times. Previously, there was no set time for the Council's adjournment each day. The new Sessional Orders require the President to interrupt the House's business at 10.00 p.m. on Tuesday and Wednesday and 4.00 p.m. on Thursday. Unless a Minister moves that the sitting continues, the President is required to propose the House's Adjournment. On most occasions during the Autumn Sittings of 2003, particularly on Tuesdays and Wednesdays, the House went on the Adjournment at the nominated time.

Government Business Program

A Government Business Program has never previously operated in the Legislative Council. The Program allows the Government to set times and dates by which particular bills or items of business must be completed in a sitting week. On expiration of that time, the Chair will bring proceedings on any remaining bills or motions to a close and put any questions required to finalise these matters. Thus, a form of 'guillotine' has been introduced into the Council.

The 'guillotine' has been blunted somewhat by the option in the Sessional Orders for the Government Business Program to be extended — until 10 p.m. on Thursday and, if required, the House can sit on Friday until 4 p.m. solely for the purpose of completing the Program.

Other notable innovations for the Council within the new Sessional Orders include:

- ❖ an overall limit of fifteen now applies to the number of Members' Statements that can be made each day, with each Member limited to one per week and no party entitled to more than 50% of a sitting week's potential statements;
- ❖ identical restrictions to those above now apply to the raising of matters on the daily Adjournment debate;
- ❖ disorderly Members can be sent to the 'sin bin' for up to thirty minutes (a procedure not applied during the Autumn Sittings); and
- ❖ the incorporation of second reading speeches into Hansard on Bills transmitted from the Assembly.

CONSTITUTION (PARLIAMENTARY REFORM) BILL

Perhaps the most significant Bill passed during the Autumn Sittings in 2003 was the Constitution (Parliamentary Reform) Bill which had been alluded to in the Governor's Opening Speech. This Bill was received from the Assembly on 20 March and was passed by the Legislative Council a week later. This followed a second reading debate of twelve hours in which all Members, other than the President, participated and a Committee stage lasting an additional four hours.

The passage of the Bill represented the culmination of several attempts by the Labor Government to reform the parliamentary system, particularly in relation to the Upper House, and was made possible by the outcome of the last general election in which the Government gained an absolute majority in both Houses. Some of the provisions contained in the legislation of particular importance to the Legislative Council are:

- ❖ the Council's power to block Supply, which has provoked considerable controversy throughout its history, has been removed. The Council can still scrutinise appropriation bills and propose amendments. However, if an appropriation bill is not passed by the Council within one month of having passed the Assembly, it must be presented to the Governor for Royal Assent;
- ❖ prior to the Reform Bill's passage, Legislative Councillors were elected for two terms of the Assembly, which amounted to 6-8 years. This has altered to fixed, four year terms for Members of both Houses with general elections held on the last Saturday in November every four years. The next State election will occur on 25 November 2006;
- ❖ a dispute resolution process has been established for non-appropriation bills rejected by the Legislative Council. These will be examined by a Dispute Resolution Committee consisting of Members from both Houses. If this Committee is unable to find a solution to the disagreement between the Houses, the deadlocked bill can be a ground for a double dissolution. Ultimately, if the bill is again rejected by the Council after a subsequent election, a joint sitting can be convened where the bill can be passed if it gains the support of a majority of the total number of Members of both Houses;
- ❖ the Council's existing 22 provinces, each represented by two Members, will be abolished prior to the next general election to be replaced by eight electoral regions with five Members in each region. Thus, the Council's membership will be reduced from 44 to 40. Proportional representation will replace preferential voting in future Legislative Council elections; and
- ❖ the President of the Legislative Council will no longer have a casting vote but will be able to exercise a deliberative vote in the House.

Another reform established by the Constitution (Parliamentary Reform) Bill of considerable importance to the political system as a whole is the establishment of core

provisions within the Constitution which can only be changed through a referendum. These provisions relate to matters such as the number of Members in each House, the Council's loss of the right to block Supply and the dispute resolution process for deadlocked bills.

PRESIDING OFFICERS' AND CLERKS' CONFERENCE

The 33rd Conference of Presiding Officers and Clerks was held at Parliament House in Brisbane, Queensland, from 1 to 5 July 2002. Most Houses in Australasia and the Pacific were represented and the House of Commons again sent a senior Clerk as an observer. The Legislative Council was represented by the President and the Clerk with the President presenting two papers, one on "Parliament versus the Executive: An Examination of a State Legislature's Claim to Privilege" and one titled "Meet the Legislative Council: Ballarat Regional Sitting 16 August 2001". The Clerk's paper was on "New Sessional Orders for the Legislative Council: An Early Evaluation".

The President's paper on Parliament versus the Executive related to the Select Committee on the Urban and Regional Land Corporation Managing Director, which was established by the House on 5 December 2001. The paper focused on the difficulties experienced by the Committee in accessing documents and obtaining evidence from witnesses. The paper examined three principal areas in which the Select Committee's powers and privileges had been challenged. These concerned access to documents held by representatives of the Executive; the right to examine public servants including ministerial advisers; and access to Ministers.

The President's paper on the Ballarat Regional Sitting reviewed the processes that led to the sitting in Ballarat and discussed some of the lessons learned from what was the Council's first experience of conducting a regional sitting. This was particularly important in view of the Council's decision to again sit out of Melbourne in Benalla in October 2002.

The Clerk's paper on the trial Sessional Orders introduced in 2002 outlined the extent of the changes and made a preliminary assessment as to how effectively they had functioned in the early months of their operation.

PROCEDURAL BULLETINS

The Department publishes two Procedural Bulletins each year which are produced by the Procedure and Projects Office. These provide an account of the most significant events, procedural issues and rulings from the Chair for each sitting period. During the year under review, Bulletins for both the Autumn and Spring Sittings in 2002 were published and distributed to Members of the Council and Clerks of each of the other Houses of Australian parliaments.

The Procedural Bulletin for the Autumn 2003 Sittings was being prepared at the conclusion of 2002-03.

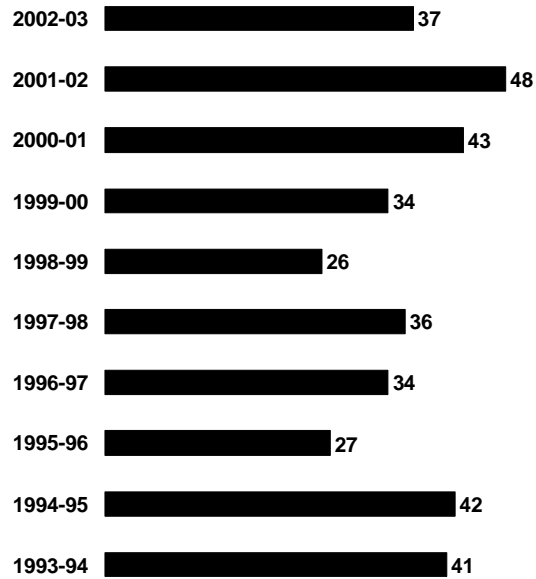
ANZACATT HALF-YEARLY BULLETIN

The Australia and New Zealand Association of Clerks-at-the Table produced two half-yearly bulletins (Issues 8 and 9) during the year which principally covered the Autumn and Spring Sittings of 2002 in each of the Australasian Houses of Parliament.

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

FIGURE 2

Sitting Days, Legislative Council, 1993-94 to 2002-03

**FIGURE 3**

Sitting Hours, Legislative Council, 1993-94 to 2002-03

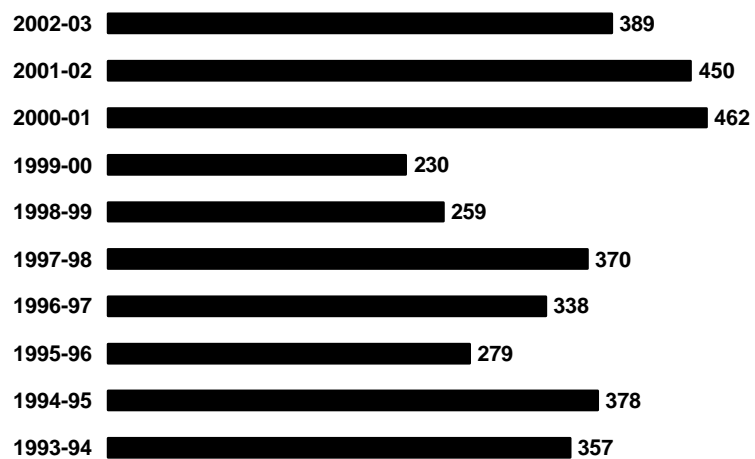


FIGURE 4

Average length of daily sittings (hours), Legislative Council, 1993-94 to 2002-2003

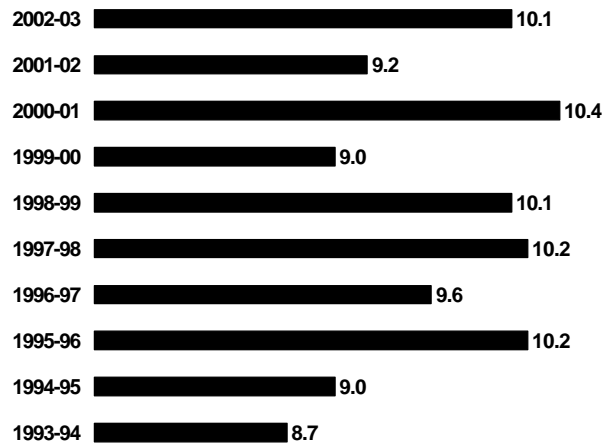
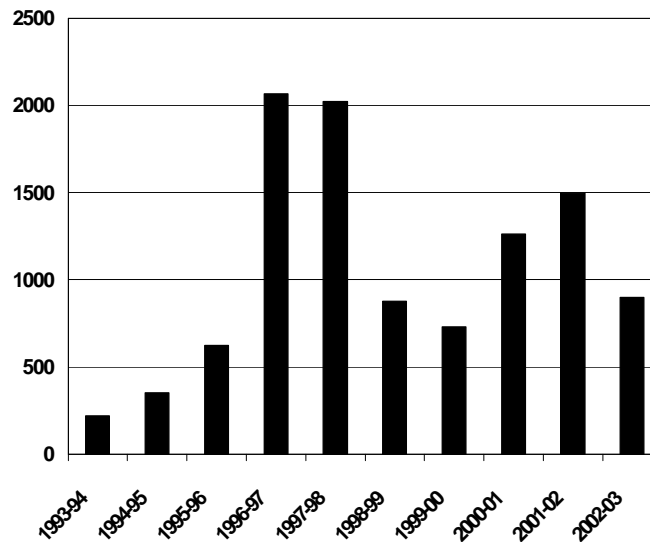


FIGURE 5

Questions on Notice processed by the Department of the Legislative Council, 1993-94 to 2002-2003.



DEPARTMENTAL GOAL 2: INFORMATION MANAGEMENT

To utilise modern and cost-effective technological information systems for the delivery of high level specialist support services to our clients, to implement records management best practices and to provide high quality, timely information services.

PARLYNET 2002 ROLL-OUT

As reported in the previous Annual Report, Parliament embarked on upgrading its information technology (IT) following development of a parliamentary IT strategy by consultants appointed in November 2001. Known as the Parlynet 2002 Project, it was designed to:

- ❖ be compatible with and function at a level similar to other government departments;
- ❖ allow for ease of migration to Microsoft's XP operating system and an upgrade to Office 2002 and Lotus Notes 5;
- ❖ upgrade computer hardware equipment.

In November 2002, Parlynet 2002 was rolled out throughout the parliamentary precinct and Members electorate offices across Victoria. The Legislative Council was one of the first groups involved in the process.

Staff of this department experienced a number of problems with the new IT system relating to the speed and reliability of the hardware, and to the reliability of the software-operating environment. Most of these problems were rectified by May 2003.

Following ongoing complaints from Members, their staff and other staff working in the parliamentary precinct about the performance and reliability of the new IT system, the Speaker of the Legislative Assembly requested in March 2003 that the Auditor-General undertake an audit of the IT upgrade.

The Auditor-General's audit focused on the achievements of the Parlynet Project against its deliverables and associated factors; key risks associated with the Project and actions required to overcome problems now and in the future.

The Auditor-General is expected to report his findings to the Parliament under section 16AB of the *Audit Act 1994* early in 2003-04.

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 2002-03, a Summary of Returns for the return period 2001-02 and a Summary of Variations notified between 6 June and 30 September 2002, was prepared and tabled on 31 October 2002. A Cumulative Summary of Returns as at 30 September 2002 was also tabled on 31 October 2002. A Summary of Variations notified between 1 May 2003 and 5 June 2003 was tabled on 5 June 2003. A Summary of Primary Returns – April 2003 and a Summary of Variations notified between 1 October 2002 and 30 April 2003 was tabled on 6 May 2003.

Ordinary Return forms will be sent to all Members of the Parliament on 1 July 2003 and a summary of those returns, together with a Cumulative Summary as at 30 September 2003, will be tabled during the Spring Sittings of 2003.

On 1 February 2003, the Members of Parliament (Register of Interests) Regulations 2003 (S.R. No. 14/2003) came into operation, replacing the previous 1992 Regulations.

LEGISLATIVE COUNCIL DAILY SITTING SUMMARY

From the beginning of the 55th Parliament, the Legislative Council's Papers Office has produced a *Daily Sitting Summary* for each sitting day which can be viewed by the public on the Council's website.

The *Daily Sitting Summary* is prepared as a convenient account of each day's proceedings and includes items such as: progress made on bills; committee and special reports tabled; petitions tabled; and motions moved, agreed to and debated. Essentially, the *Daily Sitting Summary* consists of information included in the daily *Minutes of the Proceedings*, but presented in a simplified form.

Feedback from various sources, including Victorian Government departments, has indicated that the *Daily Sitting Summary* is a valuable addition to the Legislative Council's website.

LEGISLATIVE COUNCIL WEBSITE

As a result of the 2002 State election, many changes were required to the Legislative Council's website. Some of the major changes involved details associated with the President and other Members, the Legislative Council's Standing and Sessional Orders, Routine of Business and Information Sheets. In addition to the changes made after the election, various other items were continually updated during the review period to ensure that users were receiving the most relevant and up to date information.

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, Legislative Assembly and Parliamentary Debates, who met at the end of each sitting period to discuss printing requirements and concerns. Each department was required to submit a report outlining any positive or negative feedback in relation to printing requirements that occurred during each sitting week.

PARLIAMENTARY PUBLICATIONS

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

Victorian Government Directory

The Procedure and Projects Office co-ordinated the updating of the Parliament of Victoria's entries for the *Victorian Government Directory 2003/2004* with information being supplied by the respective parliamentary departments. On this occasion, the

significant number of Members elected to the two Houses for the first time at the 2002 State election resulted in the update being quite a substantial task.

Notice Papers, Minutes of Proceedings and Divisions of Committee

The number of these publications is directly related to the sittings of the House. In 2002-03 the following publications were issued:

Notice Papers (daily)	38
Minutes (weekly)	13
Divisions in Committee	9
Unanswered Questions on Notice.....	7

List of Members

In the reporting period, a list of Members of the Legislative Council was issued in March 2003 and June 2003.

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, eight editions of Progress on Investigations and one edition 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. 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.

**DEPARTMENTAL GOAL 3: EDUCATION AND
COMMUNITY RELATIONS**

To promote public awareness and understanding of parliamentary democracy and of the role, functions and processes of the Legislative Council and the Parliament generally.

VICTORIAN PARLIAMENT'S 150th ANNIVERSARY

25 November 2006 will mark the 150th Anniversary of the Official Opening of the first Parliament of Victoria. In June 2002, the Usher of the Black Rod proposed a series of initiatives aimed at celebrating this significant event. He made the point that the 150th Anniversary represents a unique opportunity to promote the Parliament of Victoria and make it more accessible and comprehensible to all Victorians and that the Parliament's goal that year should be to ensure that every Victorian is more aware of the Parliament, its activities and its history.

The Presiding Officers and Department Heads readily acknowledged the significance of the event and an initial amount was included in the Parliament's budget for 2003-04 to commence planning for this event. A Programming Committee is being established comprising the Presiding Officers, the Clerks, a representative from the Government Branch of the Department of Premier and Cabinet and the Electoral Commissioner, who is being involved given that by coincidence 25 November 2006 will be the date of the next State Election and it should therefore be linked in some way with the celebrations for the Anniversary itself. It is proposed that the Committee hold its first meeting early in 2003-04.

YMCA YOUTH PARLIAMENT

The Sixteenth YMCA Youth Parliament was staged at Parliament House on 24 and 26 September 2002.

The "Opening Ceremony" was held in the Legislative Council Chamber at which the "Youth Governor", Mr Richard Grant, officially declared open the Youth Parliament. The Honourable Bruce Chamberlain, President of the Legislative Council, the Honourable Monica Gould, Minister for Youth Affairs, and Dr Denis Napthine, MP, representing the Liberal Party, also participated in the ceremony.

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

Over the two days some 60 young persons, forming both a "Government" and "Opposition" in the Council, debated a series of "Bills" on issues including: improving business and community connections; the introduction of a student union policy within all Victorian secondary schools; breast cancer awareness in high schools; "morning after pill" availability and education campaign; compulsory literacy testing; Victorian class sizes; inhalation of prohibited substances; compulsory blood donation; reversion of all subordinate authorities to Government; and restriction of logging in Victoria. An Adjournment debate was also held.

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 the Minister for Youth Affairs.

Arrangements for the Youth Parliament were handled by the Usher of the Black Rod and the Serjeant-at-Arms. The Usher, together with officers from the Legislative Council Procedure and Projects Office, and from the Papers Office, performed the Table duties. Legislative Council Attendants also assisted in the Chamber.

STUDENTS' PARLIAMENT

On 3, 4 and 5 September 2002, a Students' Parliament was again held in the Legislative Council and Legislative Assembly Chambers. A total of 108 schools participated with students ranging from years 7 to 9. The Honourables Monica Gould, Elaine Carbines, Andrew Brideson and Gavin Jennings, and Mr Peter Spratt of the Parliamentary Library, served as Presidents. Forty-six schools sat in the Legislative Council. Debates covered topics such as: mobile phones as teenage fashion accessories; volunteer community service by university students in exchange for discounted fees; ending the Commonwealth Games; banning of spray cans; respect for sports' umpires; the banning of boxing; female body images; replacement of Queen's Birthday by "Mabo Day"; and the under-representation of women in State and Federal Parliaments.

The Legislative Council provided logistical support and assistance in the Chamber.

WORK EXPERIENCE PROGRAM

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

Students are exposed to a number of different work environments during their weekly placement, including viewing the proceedings in both Houses, working in this Department's various work groups, as well as working in each of the other parliamentary departments and the Joint Committee Administration Office. At the conclusion of the attachment, feedback is provided to the school concerning the student's performance. In addition, students are required to write an article about their work experience which is then published in the Department's newsletter, *Red Alert*.

OPEN DAY

On Saturday, 21 June 2003, the Parliament held an Open Day. Co-operative planning between the various parliamentary departments saw a highly successful day with 3,106 people visiting Parliament House, the parliamentary reserve and 157 Spring Street.

As well as the usual rooms and spaces accessible on Open Days, visitors this year were also able to observe the Speaker's Office and Members' Offices in the basement. School bands provided entertainment in Queen's Hall, while the Victorian Electoral Commission and the Auditor-General's Office distributed information to the public. The parliamentary committees, and representatives from the Council and Assembly Papers and Procedures Offices, also distributed information and reports, and gave demonstrations of the Parliament's internet resources. Visitors exited through the South-West Basement door which led them to the Bali Memorial Garden.

The Honourable Monica Gould, President of the Legislative Council, met with numerous visitors in the Legislative Council Chamber. Legislative Council personnel, including Committee staff, together with officers from all other parliamentary departments, acted as guides and provided information to visitors. On 20 June 2003, the Usher was interviewed on ABC 774 about the Open Day and what people could

expect to see. It is anticipated that future Open Days will see yet more of the "hidden" parts of Parliament House opened to the public.

OTHER EDUCATION AND COMMUNITY RELATIONS EVENTS

The Department of the Legislative Council is committed to promoting the role and responsibilities of the Parliament. To this end, it actively supports such events as Open Days, Student and YMCA Youth Parliaments, and the Parliament's stand at the Royal Melbourne Show. Other major community relations events in the 2002-03 period included the Regional Sitting of the Legislative Council in Benalla (30 October 2003) and conduct of the Opening of Parliament Ceremony.

The Usher gave presentations to the Williamson Leadership Group (August 2002) and Parliamentary Interns (August 2002). On 17 June 2003 he presented the Royal Historical Society's annual A.G.L. Shaw Lecture. He also appeared on ABC 774 in order to discuss his role as Usher (January 2003) and the forthcoming Parliament of Victoria Open Day (June 2003). On Friday, 9 May 2003, at a ceremony in the Ballarat Town Hall, the Usher was presented with a Centenary Medal for his contributions to Victorian parliamentary history.

OFFICIAL VISITS

Official delegations

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

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

Official calls

Official calls are also made by individual visitors on the Parliament from time to time, mainly diplomats of ambassadorial status. All ambassadorial calls are co-ordinated by the Usher of the Black Rod. Appendix H shows callers received in 2002-03.

Officers from other parliaments

The Department of the Legislative Council also continued to receive many visits from officers of the parliaments of Commonwealth States and Territories during the year under review. These included visits from the Clerks of the Legislative Council of Tasmania (for the Benalla Regional Sitting) and the Legislative Assembly (for the Opening of Parliament Ceremony).

VISIT TO AICHI PREFECTURE

In September-October 2002 the President, the Honourable Bruce Chamberlain, led an all-party delegation from the Parliament of Victoria to Aichi Prefecture in Japan as part of the Sister State relationship between the State of Victoria and Aichi Prefecture. The delegation comprised the Speaker, the Honourable Alex Andrianopoulos, the Honourable Barry Bishop, Mrs Judy Maddigan MP, the Honourable Glenyys Romanes, Mr Martin Dixon MP and the Clerk of the Legislative Council, Wayne Tunnecliffe.

During the week long visit the delegation visited the cities of Nagoya, Osaka, Kyoto and Tokyo. In Nagoya, the delegation visited the Aichi Prefectural Assembly and met with the Chairperson, the Honourable Gaku Teranishi, and senior members and officials as well as meeting with His Excellency Mr Masaaki Kanda, Governor of Aichi Prefecture. The delegation also visited the Aichi Ceramic Museum, the site of Expo 2005, the Aichi Arts Centre, Tokugawa Art Museum and the Toyota Commemorative Museum of Industry and Technology.

In Osaka, with which the city of Melbourne has a Sister City relationship, the delegation visited the Austrade Office and met with Mr John Drummond Montgomery, Consul-

General and Austrade Senior Trade Commissioner, who briefed the delegation on Osaka's economy and Austrade's activities in the city. The delegation also visited City Hall and met with the Deputy Mayor of Osaka, Mr Masashi Igoshi.

In Tokyo the delegation visited the Japanese Diet and met with Mr Kabun Muto, Member of the Japanese House of Representatives and Chairman of the Japan-Australia Diet Members League. Meetings were also held at the Diet with Mr Ichiro Aisawa, a Member of the House of Representatives. The delegation was also briefed by senior officials at the Australian Embassy and, finally, visited the Victorian Government Business Office for a briefing by Mr Kevin Knowles, Head of the Office, who also facilitated the arrangements for the visit to Japan. Organisational arrangements for the delegation's visit were handled by the President's Office.

ASPG ANNUAL CONFERENCE

The Australasian Study of Parliament Group's 2002 Annual National Conference was hosted by its Victorian Chapter at Parliament House, Melbourne, on 11 and 12 October. The theme of the conference was parliamentary privilege in Australasia and, within this theme, several sub-themes were examined: privilege of parliamentary proceedings; privilege claimed by the Executive; Parliament and the courts; and privilege and public perceptions of Parliament. Papers were presented by fifteen parliamentarians, academics and parliamentary officers including the Chair of the Senate Privileges Committee, Senator Robert Ray, the Chair of the House of Representatives Standing Committee of Privileges, Alex Somlyay MP, the Clerks of the Senate (Harry Evans) and House of Representatives (Ian Harris), and the Acting Clerk of the Queensland Parliament (Neil Laurie). The Conference, which was opened by former Governor-General, Sir Ninian Stephen, included a reception hosted by Victoria's Minister for Education Services and Minister for Youth Affairs, the Honourable Monica Gould.

This Department, with Stephen Redenbach, Manager, Procedure and Projects acting as Conference Convenor, worked with ASPG members from other departments in the organisation of the event. Considerable positive feedback was received concerning both the event's organisation and the quality of the papers presented.

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. Two new information sheets were produced by the Procedure and Projects Office during the course of the year under review, bringing the total number to thirteen. In addition, all of the existing information sheets were reviewed and, in most cases, revised significantly due to changes emanating from the establishment of the 55th Parliament, the application of new Standing Orders and Rules of Practice which had been accepted by the House on the final sitting day of the 54th Parliament, and the adoption of a substantial number of new Sessional Orders.

The information sheets, which are available both in hard copy from the Papers Office and on the Department's website, are intended for the use of staff and the general public, particularly students and other visitors to Parliament. It is anticipated that internal printing of the information sheets will cease during 2003-04, with this task being assigned to an external printer. This will enhance the appearance of the information sheets and, in most cases, slightly reduce production costs.

OTHER PUBLICATIONS

The Department was responsible for several other publications during the year under review, including the Procedure and Projects Office's production of a new version of the 'Seating Plan of the Legislative Council Chamber' and the design of a new Members' Photo Guide which is expected to be published during the Spring Sittings 2003. In co-

operation with the Legislative Assembly, the Department assisted with editing a new edition of the free, colour booklet for visitors to the building titled 'Parliament of Victoria'.

DEPARTMENTAL GOAL 4: PHYSICAL RESOURCES

To provide the Legislative Council's Members and staff with a safe and healthy working environment, to ensure the Legislative Council's maintenance and security, and to assist in the management and use of the wider parliamentary precincts.

AIR CONDITIONING PROJECT

The only portions of Parliament House that remain to be air-conditioned are the Legislative Council Chamber and Queen's Hall. The need to air condition the Legislative Council Chamber was emphasised in the Opening of Parliament Ceremony held on 25 February 2003: the Opening Ceremony coincided with a day of high temperature and humidity which left Members, official participants and guests uncomfortable. In April 2003, urgent discussions were held with SKM as to the viability of providing air-conditioning to the Chamber. Difficulties involved in extracting the volume of air required from the Chamber, and the need to be sensitive to the implications of introducing air-conditioning to such a historic room require a cautious approach. It is also the case that the proposed plans may require a reduction in the number of seats available for visitors in the north and south main level galleries. Subject to these proposals being approved, it is anticipated that design and technical plans will permit the project to proceed in the Summer of 2003-04.

HOUSEKEEPER'S QUARTERS RENOVATIONS

On 30 June 2002, Bill Jarrett, Legislative Council Housekeeper, retired. As with his predecessors in the position, Mr Jarrett and his family occupied a three bedroom flat in the south basement of the Legislative Council.

At the time of Mr Jarrett's retirement, all Members of the Legislative Council were provided with office space in Parliament House. Available space, however, meant that in some cases four Members had to share a single office. Former President, the Honourable Bruce Chamberlain, therefore directed that the Housekeeper's quarters be converted into office space for use by Members of the Legislative Council. The space provided by the additional offices ensured that Members could be accommodated in offices with no more than two to an office. The refurbishment would also make possible the placement of Members in close proximity to their colleagues from the same political party. FPPV Pty Ltd, an architectural firm with significant experience in undertaking works in Parliament House, were engaged to manage the refurbishment.

The works program was divided into three stages. Stage One involved demolition works, provision of power and data cabling, various fixtures, lighting, painting and carpeting of the lounge room and three bedrooms. Work commenced in June 2002 and by Spring 2002 Members could occupy the available office space. Although the refurbished space was designed to hold seven Members, eight Members occupied the available space. As a further consequence of the attempt to have no more than two Members in an office, and where possible one Member to an office, a Level Two office was partitioned as part of the wider works to create two single-Member's offices.

Stage Two involved the demolition, provision of power and data cabling, lighting, painting and carpeting of the kitchen and former "Old TV Room". A new doorway was also provided adjacent to the "Old TV Room". These works were undertaken during Parliament's Summer recess. Following the 2002 General Election and Opening of Parliament, the combined Stage One and Stage Two offices were occupied by two

Ministers and their staff, and by seven other Government Members. This modified the original plan to accommodate 11 Members, but provided Ministers with two high-quality offices.

Stage Three involves the demolition and refurbishment of the former laundry and bathroom. An in-principle decision has been taken to convert the former bathroom into a bathroom with multiple shower units for Members. Discussions have been held on the conversion of the former laundry either into a kitchenette or an office. Pending the outcome of these discussions, it is anticipated that work will commence on the final phase of the project in the Spring or Summer of 2003.

LEGISLATIVE COUNCIL CHAMBER WORKS

Changes in representation of the three parties in the Legislative Council as a result of the 2002 General Election, necessitated the re-allocation of seating within the Legislative Council which in turn had consequential effects elsewhere in the Chamber. The new President of the Legislative Council, the Honourable Monica Gould, determined that in order better to accommodate Members in the Chamber, the Department of Parliamentary Debates' computer monitoring station would be moved from the north to the south side of the Chamber. This required extensive rewiring of the Chamber which was conducted in January and February 2003.

A further change saw the press gallery moved from its position in the visitors' gallery on the main floor of the Chamber to the south-east corner of the upper gallery of the Chamber. Again, this required extensive rewiring of the electronics needed to support the press gallery. This work was carried out in January and February 2003.

Another change was the provision of an additional ministerial desk on the Government front bench. This required both the construction of a new desk together with new wiring and floor boxes for microphones. As a result, six desks are now located on the Government front bench and four on the Opposition front bench. Additional wiring works were also carried out on various lecterns and other desks in the Chamber.

OTHER WORKS

The changes in representation of the three parties in the Legislative Council due to the 2002 General Election also resulted in alterations in the allocation and use of rooms and spaces in the Council precincts. As noted in relation to the Housekeeper's Quarters, major works were undertaken to accommodate Members.

In April 2003, the offices of the Leader of the Government and Leader of the Opposition were extensively refitted. The refit involved the provision of additional power, data facilities and lighting, repainting and recarpeting, and the provision of new furniture to meet the needs of the leaders and their staff.

In June 2003, furniture needed to facilitate meetings was ordered for a ministerial office within Parliament House. It is anticipated that the furniture will be delivered in August 2003.

The Department has also facilitated the installation of additional telephone and data connection points in various Members' offices since the Opening of the 55th Parliament.

Meeting Rooms 1 and 2 in the south basement level of Parliament House have been extensively refitted with meeting tables and chairs sympathetic to the design of the building. It is now the case that the five meeting rooms that fall under the responsibility of the Department of the Legislative Council are modern, comfortable, flexible and compliant with all occupational health and safety requirements.

The summer period of 2002-03 saw the introduction of a new key lock system within Parliament House. This system limits the number of master and departmental keys to those who require them. The system also provides greater flexibility in management of the system, in the replacement and reordering of keys, in the "tracking" of key allocations, in security control over access, and in the life of the system.

Finally, on 13 January 2003, the Parliament of Victoria unveiled the Bali Memorial Garden on the lawn flanking the south Spring Street basement of Parliament House. A multi-faith commemorative service led by the Speaker, the Honourable Alex Andrianopoulos and the President, the Honourable Bruce Chamberlain, marked the occasion. The Department acknowledges the work of the Speaker's office in co-ordinating this important ceremony. The President's office also assisted with the arrangements and with the wording of the memorial plaque.

SECURITY REVIEW

In May 2002, the Presiding Officers and Department Heads resolved to commission an expert study into the question of security provision at Parliament House. In particular, the Parliament was conscious of the need to balance public accessibility with workplace safety. To this end, Alan Brown and Associates Pty Ltd were commissioned to undertake a security audit of Parliament House, to propose suggestions on how best to accommodate a discreet security presence at the Spring Street entrance to the building, and to outline the cost and personnel consequences of any security proposals they identified. The report of Alan Brown and Associates Pty Ltd was submitted in late October 2002 when it then became an agenda item for the Presiding Officers and Heads of Departments. Changes in the Presiding Officers, the development of a "Whole-of-Government" approach to security, and "Change Management" discussions identifying alternative strategic directions for the Parliament have deferred consideration and implementation of the report's recommendations. It is anticipated that these recommendations will be considered in the new financial year.

From 31 March 2003, the Presiding Officers determined that the north and south basement entry doors to Parliament House would be "exit" doors only and could not be used to enter the building. To assist Members' entry, the north and south lobby doors at the Colonnade level were made available for entrance from 6.00am to 6.00pm on the south side and from 8.00am to 8.00pm on the north side. Finally, the gate between the Bali Memorial Gardens and the Courtyard Carpark was opened only between 8.00am and 6.00pm. Reactions to these initiatives have been mixed with the result that the trial continues.

BUILDING EMERGENCY AND EVACUATION COMMITTEE

In emergencies, the Usher of the Black Rod and the Serjeant-at-Arms are Joint Controllers. Together with the Principal Attendants of the Legislative Council and Legislative Assembly, and with the Parliamentary Engineer, they comprise the Building and Evacuation Committee. This Committee was established in 1989 to deal with emergency situations arising at Parliament House. During the last financial year, there were a number of contingencies that involved the Committee.

On 17 October 2002, police and emergency workers attended Parliament House on a sitting day to deal with a suspected anthrax threat received in the mail. Police, emergency workers and parliamentary officers worked effectively to isolate and contain the threat (which proved to be a hoax). There was no disruption to the sittings of the Chambers. Although the Parliament had procedures in place to deal with such a situation, these procedures have been strengthened so that suspicious or misaddressed correspondence/ packages are assessed in a separate building rather than being brought into Parliament House. In addition, in order to contain completely any future biological threats, the Parliament has purchased special handling and isolation equipment which ensures that no one handles the suspicious product and that any suspicious materials cannot escape into the air.

On 19 March 2003, one-third of Parliament House lost electricity when a major switchboard power breaker failed. Areas affected included the Legislative Council and Legislative Assembly Chambers, and the Library. This saw sittings of the Chambers suspended from 3.35 p.m. until 7.15 p.m. On 12 April 2003, the faulty breaker was upgraded from a rating of 450 amps to 650 amps in order to carry a greater load. The provision of regular information by means of announcements over the parliamentary public address system ensured that Members, staff and visitors were informed of what was happening.

In keeping with Occupational Health and Safety standards, and in accordance with the Parliament's own policies, a fire evacuation drill was conducted on 11 March 2003. This was a non-sitting day which saw the building cleared in under five minutes. On 21 May 2003, for the first time in the Parliament's history, a fire evacuation drill was conducted on a parliamentary sitting day. Parliament House was evacuated in seven minutes; for want of a faulty message, the evacuation would again have been under five minutes. Significantly, the latter evacuation drill demonstrated that although better provision has to be made for the evacuation of people with disabilities, the system of using floor and door wardens worked efficiently and effectively.

FIRE PROTECTION COMMITTEE

As was reported in the previous Annual Report, the Fire Protection Committee was established to detail and prioritise various works for the enhancement of fire protection in the Parliament buildings. The Committee comprises representatives from the Legislative Council, Legislative Assembly and Joint Services departments.

As has been reported previously, major works concerned with smoke compartmentation and fire modelling have been deferred pending the completion of the air-conditioning project. With the recent installation of new water mains, fire detection units, CCTV cameras, the development and distribution of an Emergency Evacuation Manual, evacuation and fire training, and evacuation drills, the only outstanding feature associated with fire control is the smoke compartmentation project. Once the air-conditioning project has been completed, possibly in the Summer of 2003-04, consideration of how best to progress the smoke compartmentation project can take place.

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

Felicity Murphy is the Department of the Legislative Council's elected representative on the Occupational Health & Safety (OH&S) Committee, with Ray Wright the management representative. Until October 2002, Sarah Davey was the First Aid representative. The Committee is chaired by Mark Roberts.

In 2002, the Committee took a policy decision to meet monthly. This has seen the Committee work actively both at the practical level of resolving OH&S matters brought before it by departmental representatives, and at the level of policy where a number of draft OH&S guidelines for procedures and practices have been developed for comment and implementation. The Committee has been active in promoting a "healthy" Parliament and a workplace that is aware and informed of OH&S issues.

FUNCTIONS

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

COUNCIL CHAMBER AND COUNCIL COMMITTEE ROOM

The most notable event in the Council Chamber during 2002-03 was the swearing-in of Members and the official Opening of the 55th Parliament of Victoria Ceremony which occurred on 25 February 2003 (**see page 12**).

The President, on advice from the Department, deals with requests for use of the Council Chamber and the Legislative Council Committee Room. Co-ordination of arrangements for those venues and their servicing is undertaken by attendant staff under the direction of the Usher. Apart from Legislative Council sittings, the Chamber was used for student and youth parliaments, university debating teams, a United Nations Youth Forum, and for a variety of meetings and seminars.

As with previous years, the Legislative Council Committee Room again proved to be one of the most used rooms in Parliament House. Members of Parliament frequently use the room for functions, while parliamentary committees regularly use the room for public hearings. Other uses included book and institutional launches, presentations, seminars and lectures. A list of users of the Legislative Council Committee Room in 2002-03, excluding Victorian parliamentary committees, may be found in Appendix G.

FILMING IN THE LEGISLATIVE COUNCIL PRECINCTS

Sessional Orders adopted in the 2002-03 period saw the rules on filming of sittings of the Legislative Council relaxed. This encouraged television film crews to film the Chamber regularly. Filming of Legislative Council Committee Room public hearings also increased, particularly when Committees deemed to be controversial met for public hearings. The net result was that in 2002-03 the Legislative Council and its committees received greater coverage than had hitherto been the case.

**DEPARTMENTAL GOAL 5: MANAGEMENT
AND ADMINISTRATION**

To ensure that departmental strategic planning, administration, and financial and resource management is efficient and effective, acknowledges proper standards of accountability and contributes to the Parliament's corporate goals.

CORPORATE MANAGEMENT OF THE PARLIAMENT

With five separate departments having responsibility for the management of Parliament's various functions, it is essential that the management structure in place fosters a high level of co-operation between the departments which will, in turn, ensure the highest possible level of service to the Parliament's clients. The Legislative Council fully supports and actively participates in such a corporate approach to the management of the Parliament.

During the year, seven meetings were held between the Presiding Officers and the Department Heads and this group operated very cohesively throughout. The Department Heads themselves usually meet fortnightly (or sooner if required) and during the year held 23 meetings.

FINANCE

Funding for the Legislative Council is provided in four ways — via Special Appropriations, the annual Parliament Appropriation Act, Treasurer's Advance, usually to meet salaries and wages increases and, subject to certain conditions, some unspent appropriations carried forward from the previous year with the approval of the Treasurer.

Special Appropriations cover the payment of Members' salaries and allowances pursuant to the *Parliamentary Salaries and Superannuation Act 1968*, under which prescribed salary, allowances and superannuation contributions are automatically appropriated. They also cover the fixed appropriation for the Council paid under the *Constitution Act 1975*. Funding for the joint parliamentary committees in 2002-03 was, for the first time, also included in the Parliament's Appropriation Act. This change in funding arrangement occurred as a result of representations by the Parliament's Presiding Officers over the years as well as a recommendation made by the Public Accounts and Estimates Committee.

The *Appropriation (Parliament 2002/2003) Act 2002* provided funds for the Legislative Council on two bases — provision of outputs and additions to the net asset base. The appropriation for the provision of outputs covers the expenses of departments of the Parliament incurred in the delivery and purchase of outputs.

The Department's funds for the provision of outputs cover salaries and overtime, operating expenses, subsidiary expenses associated with the employment of personnel, including both Members and staff employed in the parliamentary precinct (i.e., payroll tax, superannuation levy, WorkCover levy), and parliamentary printing.

The 2002/03 Act again provided separate funds for each parliamentary department, as well as the Auditor-General, rather than on a 'global' one-line basis as was the case with the remainder of the public sector. The Department continues to support this approach which is in the best interests of the Legislative Council because it continues to ensure that the Legislative Council's annual budget is guaranteed by law.

For budgeting purposes, the 'Legislative Council' is treated as an output group which is required to meet certain performance targets in delivering outputs in return for the Department's budget resources. These outputs, which are grouped on a quantity, quality and timeliness basis in the budget documents, represent a summary of the Department's main functions in relation to the sittings of the House and some education and public relations related activities. Some of these measures and targets were revised in the 2003-2004 Budget Papers to more accurately summarise the major outputs of the Department.

The sources of the Council's budget for 2002-03 were —

<i>Special Appropriations</i>	
◆ Members' salaries and allowances	\$5,879,000
◆ Parliamentary Contributory Superannuation Fund	\$5,166,667
◆ Clerk and expenses of the Legislative Council	\$100,000
◆ Auditor-General's Office Audit	\$5,000
<i>Parliament Appropriation Act</i>	
◆ Provision of outputs	\$2,090,000
<i>Treasurer's Advance</i>	
	\$43,300
<i>Carryover of difference between budgeted and actual unexpended funds from 2001-2002</i>	
	\$62,000
TOTAL	\$13,345,967

The *Appropriation (Parliament 2003/2004) Act 2003* provides \$2,394,000 to the Legislative Council for the provision of outputs only. This figure will be supplemented by a carryover of unspent funds to be approved by the Treasurer in the latter part of 2003.

The detailed figures for 2002-03 for both the Department and the committees appear in the expenditure statement in Appendix F to this report and a breakdown of expenditure for the Legislative Council on a percentage basis is depicted in the following charts:

FIGURE 6

Total Expenditure, Members and Departmental Expenditure, 2002-2003. N= \$12,644,957 (Source: Appendix F).

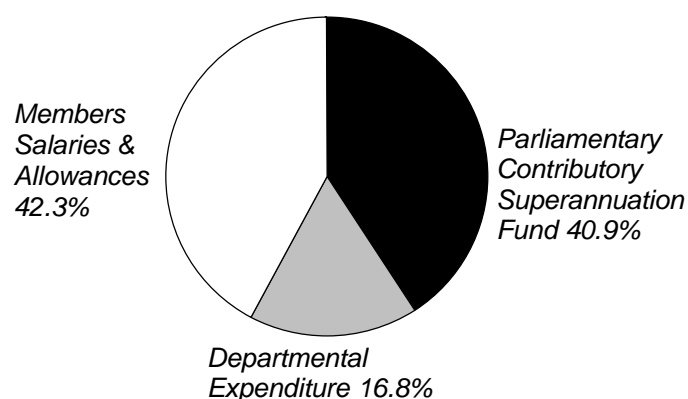
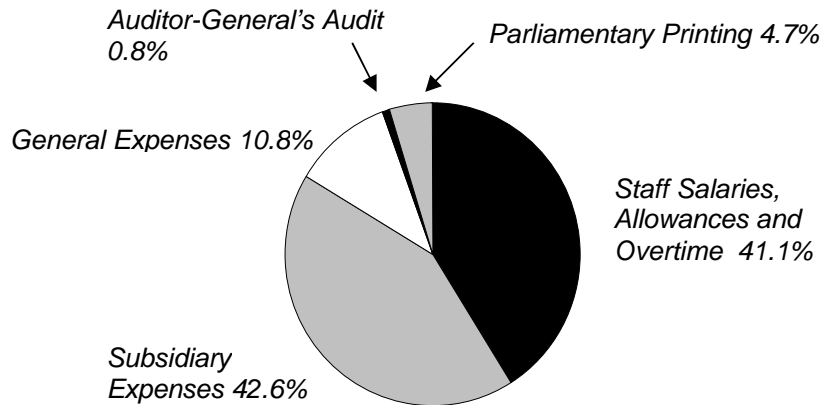


FIGURE 7

Expenditure, Department of the Legislative Council, 2002-2003.
N= \$2,124,602 (Source: Appendix F).

**PUBLIC ACCOUNTS AND ESTIMATES COMMITTEE HEARING**

On 24 June 2003 the Presiding Officers and Department Heads appeared before the Public Accounts and Estimates Committee in relation to its inquiry into the 2003-04 budget estimates. Prior to the hearing this department, through the Deputy Clerk, Matthew Tricarico, had contributed to the work of a project team headed by the Finance Manager in the Joint Services Department, which was given the task of completing the detailed questionnaire submitted by the Committee.

At the hearing the Parliament again gave a PowerPoint presentation which outlined the break-up of the Parliament's budget, the distribution of the Parliament's supplies and services expenditure and details of the client survey results referred to in the next entry in this report. In addition, the Committee was given details of the progress of each of the major projects identified in the 2002-03 output requirements. In relation to this Department, it is pleasing to report that the new offices in the former Housekeeper's quarters, which was this Department's major project during the year, was completed on time and within budget. Finally, the Committee was given details of the proposed projects for 2003-04 which will be reported on in next year's Annual Report.

CUSTOMER SATISFACTION SURVEY

In March 2002, the Parliament commissioned Roy Morgan Research to conduct a web-based survey of Members, electorate officers and parliamentary officers concerning the quality of services provided by the parliament departments. The purpose of this research was to gain an insight into our clients' level of satisfaction with these services. It was intended to conduct the survey annually with the results of the first survey constituting a benchmark for future comparisons. Thus, on 14 June 2002 a web-based survey was sent by e-mail to all Members, electorate officers and parliamentary officers which contained a hyperlink to the survey website.

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

The results of the survey were given to the Department Heads in August 2002. In relation to this Department, 43 of the Department's clients, comprising 17 Members and 26 electorate officers, responded to the survey. It is pleasing to report that the Department's clients were generally extremely happy with the services provided. On a

scale of 1 to 7, with 1 representing 'never' and 7 representing 'always', all Members who responded to the survey rated Legislative Council staff somewhere between 4 and 7 in terms of being courteous, providing advice that was reliable and easy to understand, dealing with requests promptly and being easy to contact. Electorate officers indicated a higher level of use and satisfaction with the Legislative Council website than Members.

Based on the same scale of 1 to 7, a significant number of Members and electorate officers who responded to the survey read the Department's Information Sheets and Procedural Bulletins. Although approximately half of those Members advised that they read the Department's Annual Report at least 50% of the time, far fewer electorate officers indicated that they did so.

In April 2003 the Presiding Officers and Department Heads decided that they would again commission a client survey and questionnaires were distributed to clients in May 2003. The full results of the survey in relation to this Department will appear in next year's Annual Report.

CHANGE MANAGEMENT PROGRAM

On 16 and 17 June 2003, the Presiding Officers together with the Department Heads and their deputies, the Usher of the Black Rod, the Sergeant-at-Arms and the Directors of the Joint Services Department attended a Planning for the Future Workshop at Aitken Hill Conference Centre, Yuroke. The workshop was the first stage of a long term strategic planning program initiated by the Presiding Officers which will markedly change the way the Parliament operates. This stage of the project sought to develop a united team approach amongst senior management and focus on a broader Parliament-wide outlook, rather than on a department specific basis.

It is proposed that all staff in the Parliament be involved in this project and sessions for middle line managers and then the remaining staff will be held in the first few months of 2003-04.

DEPARTMENT OF THE LEGISLATIVE COUNCIL ANNUAL PLAN

The Department's Annual Plan 2002-03 underwent review and subsequent revision to establish an even clearer distinction than in past years between key departmental activities specific to the year in question and those of an ongoing nature. As a result, specific priorities for 2002-03 were given greater prominence in the document, although ongoing targets continued to be identified. The Annual Plan continued practices of past years such as dividing objectives on a goal by goal basis rather than according to work group; identifying performance measures for all key targets; and further shortening the document with the aim of making it as succinct as possible

As usual, a draft version of the Plan was circulated to staff for their comments. Following subsequent feedback and further revisions, the document was finalised in September 2002. The 2003-04 Annual Plan was in the very early planning stage at the close of the year under review.

CHANGES TO PARLIAMENTARY COMMITTEE SYSTEM

During the 54th Parliament, the Department was responsible for the administration of three joint investigatory committees: Environment and Natural Resources; Law Reform; and Road Safety. In addition, the Department administered 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 reverted to being a joint investigatory committee, with membership from both Houses, after the prorogation of the Legislative Council and dissolution of the Legislative Assembly on 5 November 2002.

Soon after the commencement of the 55th Parliament, the Government introduced amending legislation to increase the number of parliamentary committees. The *Parliamentary Committees and Parliamentary Salaries and Superannuation Acts (Amendment) Act 2003* was passed in April 2003. As a result, the number of joint investigatory committees increased from 8 to 11, with all existing investigatory committees being retained and three new committees being established which were:

- ❖ Education and Training;
- ❖ Outer Suburban/Interface Services and Development; and
- ❖ Rural and Regional Services and Development Committee.

Because of the large number of committees, the membership of each committee was limited to seven (with the exception of the Public Accounts and Estimates Committee and the Scrutiny of Acts and Regulations Committee, both of which have nine members).

The Legislative Council, by arrangement with the Legislative Assembly, assumed responsibility for the administration of two of the new committees – Education and Training and Outer Suburban/Interface Services and Development – giving it responsibility for six committees in total.

Mark Roberts, Manager, Joint Committee Administration Office and Andrew Campbell, Administrative Officer, Joint Committee Administration Office, acted as the interim Executive Officer and Office Manager, respectively, for both Committees, whilst each Committee commenced staff recruitment in May/June 2003.

The Rural and Regional Services and Development Committee was located at 35 Spring Street, taking the space previously occupied by the Federal-State Relations Committee. The other two Committees, although initially located at 35 Spring Street, will be relocated to Level 3, 157 Spring Street once refurbishment works are completed in late 2003.

Two other select committees were administered by the Department during 2002-03. These committees, appointed by resolution of the House, were the Legislative Council Select Committee on the Urban and Regional Land Corporation Managing Director and the Legislative Council Select Committee on the Seal Rocks Project. Details concerning the activities of these two committees can be found later in this section.

ECONOMIC DEVELOPMENT COMMITTEE

The 54th Parliament's Economic Development Committee tabled its Report into the Incidence of Youth Unemployment in October 2002 and, following the formation of the 55th Parliament, the newly formed Committee made substantial progress throughout the first half of 2003 in completing the Inquiry into Export Opportunities for Victorian Rural Industries.

Inquiry into Incidence of Youth Unemployment in Victoria

The Inquiry into Youth Unemployment commenced in April 2002 with the majority of investigations taking place in the second half of the year. The Committee's investigations paid particular attention to the importance of education and training in enhancing the transition to employment as well as to the extent of youth unemployment in indigenous and culturally and linguistically diverse communities.

The Committee conducted a study tour of Western Europe from 28 June to 18 July 2002 to examine innovative initiatives implemented in other jurisdictions. The cities visited were Rome, Geneva, Paris, Brussels, Berlin, London and Dublin. Key findings from the visit included the importance of vocational training and apprenticeships in

assisting transitions from school-to-work; the importance of early intervention strategies in primary schools and the need for mentoring programs.

The Committee conducted 11 days of public hearings in metropolitan and regional locations throughout Victoria, taking evidence from over 100 witnesses during August and September 2002. Sixty-nine written submissions were also received during 2002.

The Committee's Report was tabled in the Legislative Council on 30 October 2002.

Inquiry into Export Opportunities for Victorian Rural Industries

The newly formed Committee for the 55th Parliament was required to complete the Inquiry into Export Opportunities for Victorian Rural Industries that had commenced during the previous Parliament. The previous Committee did not undertake any work on this Inquiry in the first half of 2002-03. The Terms of Reference was re-issued by the Governor-in-Council on 15 April 2003 with a final reporting date of 30 September 2003.

The Committee sought and obtained the release of all evidence received during the previous Parliament. In addition, the Committee agreed to seek updated written submissions from individuals and organisations that had previously contributed to the Inquiry. Six additional written submissions were received (21 in total). In June 2003, two further days of public hearings were conducted in Melbourne collecting evidence from 14 witnesses.

A series of meetings was also being planned to take place in Canberra, Wellington and Auckland in July 2003, in order to receive an update on relevant Commonwealth Government programs and, in the case of New Zealand, to examine the success of that country's food related export industries.

The Committee aims to table its final report by mid-September 2003.

New Inquiries

In June 2003, the Committee received two new References for completion in the 2004-05 financial year. The new Inquiries are: Labour Hire Employment in Victoria; and the Economic Contribution of Victoria's Culturally Diverse Population.

The Committee will commence both inquiries in the second half of 2003.

EDUCATION AND TRAINING COMMITTEE

This new committee consists of seven Members, two drawn from the Legislative Council and five from the Legislative Assembly. The Committee carries out investigations and reports to Parliament on proposals and other matters associated with education and/or training.

Terms of Reference

On 3 June 2003, the Education and Training Committee received Terms of Reference from the Legislative Assembly to inquire into, consider and report on the impact of the high levels of unmet demand for places in higher education institutions on Victoria, and in particular to consider:

- ❖ the relationship between unmet demand and high-level skill shortages in the Victorian economy;
- ❖ whether unmet demand has a negative effect on Victorian industry;
- ❖ how the demand for teaching and nursing places is affected by insufficient numbers of HECS places (ie. in courses not available as full-fee paying courses);

- ❖ how unmet demand impacts on the demand for TAFE places;
- ❖ the degree to which Commonwealth higher education funding policies directly contribute to unmet demand; and
- ❖ the need at a national level to improve cooperative arrangements between the vocational education and training and higher education sectors.

The Committee is required to report to Parliament by 30 June 2004.

Also on 3 June 2003, the Education and Training Committee received Terms of Reference from the Legislative Assembly to inquire into, consider and report on the suitability of current pre-service teacher training courses, including:

- ❖ future requirements of such courses to train teachers appropriate for future schooling; and
- ❖ the particular training needs and arrangements for mature-age entrants from other professions

– and, in conducting the inquiry, the Committee is to:

- ❖ determine the range and nature of pre-service teacher training courses within Victoria and the variation among these courses in areas of contact and practicum time, and in course focus on content and pedagogy;
- ❖ examine a range of pre-service teacher training courses across Australia and internationally, focussing on how these courses differ and how they meet the needs of teachers and education systems for the 21st century;
- ❖ determine the skills and knowledge required of teachers, and therefore of pre-service teacher training courses, in response to reflect the changing nature of education in the 21st century;
- ❖ examine issues related to attracting people from other professions to become qualified teachers in Victoria; and
- ❖ make recommendations on specific requirements for pre-service teacher training courses, based on the skills and knowledge required of teachers in the 21st century and to support increased entry of mature-age entrants from other professions.

The Committee is required to report to Parliament by 30 September 2004.

Neither inquiry had commenced as at 30 June 2003.

ENVIRONMENT AND NATURAL RESOURCES COMMITTEE

There were several changes to the membership of the Environment and Natural Resources Committee during the year, with four new members appointed for the 55th Parliament in April 2003. Ms Jenny Lindell, MP became Chair of the Committee and the Honourable Andrea Coote, MLC was appointed as Deputy Chair.

The Committee completed two inquiries during 2002-03 into the Fishing Charter Industry (October 2002) and Veterinary Pathology Services (June 2003). It also commenced an inquiry on the Impact and Trends in Soil Acidity.

Inquiry into Management of the Fishing Charter Industry in Victoria

The Committee of the 54th Parliament reported during the year on Management of the Fishing Charter Industry in Victoria.

The Committee investigated a number of issues affecting the industry, including sustainable fishing practices, business management, safety and service standards. It recommended a system of management involving the registration of charter vessels, a voluntary accreditation program and the use of voluntary catch and effort logbooks. Twelve recommendations were made in total. The Government supported, or supported in principle, ten of the Committee's recommendations.

The Government also responded to the Committee's report on Fisheries Management in 2002-03 with most of the previous Committee's 85 recommendations being supported.

Inquiry into Veterinary Pathology Services

The Committee's inquiry into the adequacy and effectiveness of Veterinary Pathology Services was timely given:

- ❖ the substantial changes that have occurred in the delivery of pathology services in Victoria over the last 10 years;
- ❖ the increasing emphasis being placed on animal health issues by world markets; and
- ❖ the tragic outbreak of Foot and Mouth Disease in Britain in 2001.

Under the current service delivery model in Victoria, private service providers supply routine laboratory pathology tests for the needs of government and the livestock sector. The public sector provides specialist and complex veterinary pathology services; for example, specialised diagnostic services for endemic and exotic diseases. The Committee supported this basic structure for the delivery of veterinary pathology services in Victoria.

The Committee recommended that some modifications be made to the contract for the delivery of government pathology services. It also recommended that a network of veterinary pathologist positions be created in regional Victoria. The creation of these additional positions would address a number of issues raised by witnesses during the Inquiry:

- ❖ increasing access to expertise;
- ❖ improving the collection and dissemination of surveillance information;
- ❖ making post mortems more affordable; and
- ❖ retaining competition for the supply of government needs.

Finally, the Committee recommended that a centre of excellence be created to foster research and training in veterinary pathology techniques.

The Government's response to the Committee's report is due in December 2003.

Inquiry into Acid Soils

The Committee is currently in the early stages of an inquiry into acid soils, a reference received on 5 June 2003. The terms of reference require the Committee to:

- ❖ review projected social, economic and environmental impacts of soil acidity at a regional and catchment scale;
- ❖ develop recommendations to reduce the projected impact of soil acidity identifying areas for potential partnerships with industry and the community; and

- ❖ identify future research and development priorities.

Soil acidification is a major land degradation issue in Australia. Soil acidification is a natural process but can be accelerated by a number of activities, including certain agricultural practices. It has been estimated that approximately 25% of Victoria's agriculturally productive soils are affected by losses in productivity due to acidity. The (former) Department of Natural Resources and Environment has projected that the amount of land in Victoria that will become strongly acidic will double by the year 2050 to 6 million hectares.

The Committee is required to report to Parliament by the end of March 2004.

Conferences

The Committee attended the National Conference of Public Works and Environment Committees in Western Australia which commenced on 29 June 2003.

LAW REFORM COMMITTEE

The Law Reform Committee had significant membership changes during the year under review, with an almost entirely new Committee being appointed for the 55th Parliament, the one exception being Ms Dianne Hadden.

One inquiry was completed during the year, three incomplete inquiries lapsed at the conclusion of the 54th Parliament (two of which were re-instated following the commencement of the 55th Parliament) and another two new references were received.

Inquiry into Oaths and Affirmations with reference to the Multicultural Community

The Final Report for this inquiry was tabled on 30 October 2002. The inquiry considered the significance of sacred texts to witnesses, other parties and jury members of particular faiths and whether there was provision of a sufficient range of appropriate texts and minimum standards in their use in Victorian jurisdictions. The inquiry also considered whether there was a need for cultural awareness training for court staff and persons before whom affidavits are sworn.

The main Committee recommendations were aimed at amending current legislation to provide a choice of an oath or affirmation as equal options, and providing more information to witnesses about their choices. Cultural awareness training for court officers and better court manuals were also recommended.

Inquiry into Forensic Sampling and the use of DNA Databases in Criminal Investigations

The work on this reference was well advanced when the inquiry lapsed at the conclusion of the 54th Parliament in November 2002. For the duration of the reporting period up to that point, the Committee received 28 written submissions. Public hearings were held on 22 and 23 July 2002 with a total of 24 witnesses providing evidence. In addition, the Committee travelled to Brisbane, Sydney and Adelaide in September 2002 to hold meetings with a further 11 organisations. The inquiry lapsed in November 2002.

The Committee of the 55th Parliament received a reference in the same terms as the previous reference from the Governor in Council on 17 April 2003. Evidence and submissions received by the previous Committee were provided to the new Committee. An additional day of public hearings was held on 2 June 2003.

The Inquiry focuses on the legislation controlling the collection and use of DNA profiles for the purposes of criminal investigations.

Inquiry into the *Administration and Probate Act 1958*

This inquiry lapsed at the conclusion of the 54th Parliament. The Committee had not yet commenced work on the reference at that time.

The Committee of the 55th Parliament received a reference in the same terms from the Governor in Council on 3 June 2003. No work was done on this reference during the reporting period.

Inquiry into Administration of Justice Offences

The Committee received this reference from the Governor in Council on 6 May 2003. Research work for the inquiry commenced immediately with the first priority being preparation of a discussion paper. The reference will look at offences such as perjury and perverting the course of justice.

Inquiry into Existing Warrant Procedures

The Committee received this reference from the Governor in Council on 3 June 2003. No work was done on this reference during the reporting period.

Conferences

The Committee was represented at the Commonwealth Law Conference held in Melbourne in April 2003. Three Committee members and three staff members attended sessions of the conference.

OUTER SUBURBAN/INTERFACE SERVICES AND DEVELOPMENT COMMITTEE

The Outer Suburban/Interface Services and Development Committee's only meeting during the review period was on Monday, 5 May 2003, at which time the Chair and Deputy Chair were elected. Further meetings, as well as the appointment of the Committee's Executive Officer, Research Officer and Office Manager were planned for the early part of 2003-04.

On 3 June 2003, the Legislative Assembly referred to the Committee for inquiry, consideration and report by 31 March 2004, a reference on sustainable urban design for new communities in outer suburban areas.

ROAD SAFETY COMMITTEE

Inquiry into Road Safety for Older Road Users

The Committee of the 54th Parliament continued its hearings and inspections concerning this inquiry which was originally referred by the Governor in Council on 22 May 2001. Two days of public hearings were held in early August 2002 and at the end of that month the Committee, together with the Australian College of Road Safety, hosted a two-day conference on mobility and safety. This conference included international keynote speakers, as well as workshops centred on themes around the Committee's terms of reference. The conference was attended by more than 220 people, with the Committee gathering information that eventually helped form its recommendations.

The Road Safety Committee had begun deliberating on these recommendations when the dissolution occurred in November 2002. Although the inquiry subsequently lapsed, the newly established Committee was re-issued with essentially the same Terms of Reference for the 55th Parliament in April 2003. The Committee then sought and obtained release of all evidence received under the previous Parliament. In addition, the Committee agreed to seek updated written submissions from individuals and organisations that had previously contributed to the inquiry.

Between April and June 2003 the Committee held ten briefings with ten key organizations: VicRoads; Department of Infrastructure; Victoria Police; the Transport Accident Commission; the Royal Automobile Club of Victoria; the Department of Human Services; Centre for Eye Research, Melbourne University; Accident Research

Centre, Monash University; Alzheimer's Association; and School of Occupational Therapy, La Trobe University.

In June 2003 the Committee held hearings in Sydney with relevant agencies, academics and community organisations.

New Inquiries

By resolution of the Legislative Assembly, the Committee was issued with terms of reference for two new inquiries on 3 June 2003. These were: Inquiry into the Country Road Toll; and Inquiry into Crashes Involving Roadside Objects.

Conferences

The Committee attended the following conferences during the year under review: Developing Safer Drivers and Riders, Brisbane, July 2002; Road Safety, Research, Policing and Education Conference, Adelaide, November 2002; Mobility and Safety of Older People Conference, Melbourne – co-hosted by the Road Safety Committee – August 2002.

JOINT COMMITTEE ADMINISTRATION OFFICE

The Joint Committee Administration Office (JCAO) experienced several staff changes during 2002-03. Sonya Caruana's secondment to the Scrutiny of Acts and Regulations Committee for the whole year necessitated the appointment of temporary staff to fill her position.

Following the commencement of the 55th Parliament, initial administrative services to two of the Parliament's new joint investigatory committees – Education and Training and Outer Suburban /Interface Services and Development – were provided by Mark Roberts (Interim Executive Officer) and Andrew Campbell (Acting Office Manager). Both officers continued to deal with their normal JCAO responsibilities, as well as the additional work load required by the two new Committees.

At various times during the year, JCAO staff also provided short term office manager assistance to a number of other committees when staff were on recreation or maternity leave.

There are definite advantages to JCAO staff acting or assisting as office managers from time to time. The additional experience gained makes JCAO staff very suitable as future office managers when opportunities arise, which has already occurred on a number of occasions.

It should also be noted that following the commencement of the Parliamentary Officers' (Non Executive Staff – Victoria) Agreement 2001 effective from 1 July 2002, JCAO staff are now deemed ongoing, rather than employed on a parliamentary term basis like other committee staff.

Also of note during the year was the prolonged absence of the committees' computer systems officer following a period of sick leave and long service leave. This required the Manager of JCAO to manage some of the workload normally undertaken by that officer and liaise extensively with the Parliamentary IT staff.

The Committee staff were also very fortunate to have the capable services of a number of Office Managers to assist with computer related issues during the Computer Systems Officer's absence.

COMMITTEE BUDGET ARRANGEMENTS

The *Appropriation (Parliament 2002/2003) Act 2002* provided an amount of \$4.068 million for parliamentary committees in 2002-03. This was the first time that parliamentary committees have been funded via the Parliament's Appropriation Act and

is a direct result of recommendations to Government by the Presiding Officers and the Parliament's Public Accounts and Estimates Committee over a number of years. Actual expenditure for the year was \$3.867 million.

An immediate benefit to the parliamentary committees of this change in funding arrangement will be the ability to carry over up to 3 per cent of certain unspent funds into financial year 2003-04.

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

The *Appropriation (Parliament 2003/04) Act 2003* provided an amount of \$4.936 million for parliamentary committees in 2003-04 – reflecting the increased number of committees established in the 55th Parliament. In addition, a one-off amount of \$300,000 was made available to assist with establishment costs for the three new committees.

CHAIRS' PANEL

The Parliamentary Committees Act 1968 provides for a committee consisting of the Presiding Officers and the Chairs of the joint investigatory committees to meet and consider matters aimed at ensuring the effective functioning of the committees. This body, known as the Chairs' Panel, meets as required and is assisted by both Clerks of Committees who attend as advisers. The Chairs' Panel met on one occasion during the reporting period.

SELECT COMMITTEE ON THE URBAN AND REGIONAL LAND CORPORATION MANAGER DIRECTOR

The Select Committee of the Legislative Council on the Urban and Regional Land Corporation Managing Director was formed by resolution of the Legislative Council on 5 December 2001. The Committee was asked "to enquire into and report on any matters relating to the selection, appointment and resignation of Mr Jim Reeves as Managing Director of the Urban and Regional Land Corporation, together with any involvement of external agencies and consultants". Resolutions amending the original terms of reference were agreed to by the Legislative Council on 19 March 2002 (permitting minority reports) and 29 May 2002 (granting an extension of the reporting date).

The Honourables Gavin Jennings, Theo Theophanous, Neil Lucas, Gordon Rich-Phillips and Roger Hallam were appointed to the Committee which first met on 7 December 2001. Mr Lucas was elected Chair, and Mr Hallam Deputy Chair. The Usher of the Black Rod, Ray Wright, was appointed Secretary of the Committee. Sarah Davey of the Department's Procedure and Projects Office was appointed Research Officer.

Between 7 December 2001 and 16 September 2002, the Committee held 21 meetings of which eight were public hearings at which the Committee took evidence from 19 witnesses. The Committee presented Interim Reports to the Legislative Council on 20 March 2002 (First Interim Report) and 16 May 2002 (Second Interim Report).

On 8 October 2002 the Chairman presented to the Legislative Council the Committee's Report, together with appendices, extracts from the proceedings, a minority report and minutes of evidence. The Committee tabled 21 findings and two recommendations.

The inquiry concerned attempts to fill the vacant position of Managing Director of the Urban and Regional Land Corporation, a state-owned Government Business Enterprise, which fell vacant on 1 July 2001. Following two separate selection processes, an offer of appointment was made to urban planner Mr Jim Reeves of the City of Brisbane on 16 October 2001. On 28 November 2001, following media

speculation that the appointment was a direct result of Executive interference, Mr Reeves withdrew his candidacy.

The Committee found that the Executive had intervened and made recommendations concerning the conduct of future senior appointments based on “consultative processes”. This finding and conclusion were contested in a Minority Report.

Procedurally, the inquiry raised numerous issues of privilege, witness protection, committee powers, and Executive interference in the conduct of parliamentary inquiries. It tested the ability of committees to call for “people, papers and records”, and to seek information across jurisdictional boundaries. Other matters concerned the extent to which the Speaker could intervene in the affairs of a Council Committee, and whether ministerial advisers were exempt from summons issued by the Committee.

SELECT COMMITTEE ON THE SEAL ROCKS PROJECT

On 9 October 2002, the Leader of the Opposition moved a motion to establish a Select Committee of five members to inquire into and report on:

1. the involvement of the Victorian Government, its various agents and agencies or any person or persons in the development and management of the Seal Rocks project and of all matters leading up to and culminating in the Notice of Termination dated 9 August 2002 and the transfer of the Seal Rocks Centre to the Victorian Government on 19 August 2002, including its effect on staff employed at Seal Rocks; and
2. the circumstances surrounding the break-in at the Seal Rocks Centre on 5 July 1998 and the subsequent investigation of that event.

The Committee, which consisted of two Government and three Opposition Members, held its first deliberative meeting on 11 October 2002, when the Honourable Chris Strong was elected Chair and the Honourable Theo Theophanous elected Deputy Chair. The Committee’s first public hearing was on 15 October 2002 when it took evidence from the Managing Director of Seal Rocks Victoria (Australia) Pty Ltd. Three other public hearings followed during which evidence was taken from a number of public servants who had been involved in the Project. An interesting aspect of the inquiry was the Committee’s decision, in most cases, to summons witnesses and documents without first issuing invitations.

Although the Committee’s Terms of Reference required the tabling of a final report on or before 1 May 2003, the inquiry ultimately lapsed without a report being tabled upon prorogation of the Legislative Council on 5 November 2002.

As occurred with the two other Legislative Council Select Committees established during the 54th Parliament, the Department provided the Committee with research and administrative assistance. Stephen Redenbach, Manager, Procedure and Projects, was Secretary to the Committee, while Sarah Davey, Parliamentary Officer – Projects, acted as Research Officer.

WHISTLEBLOWERS PROTECTION ACT 2001

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

In the last Annual Report, mention was made that the Parliament of Victoria had established a set of written procedures for handling disclosures made under the Act. Those procedures created a system for reporting disclosures of improper conduct or detrimental action by Members of Parliament. The system enables such disclosures to be made to the President of the Legislative Council, if the disclosure relates to a

Member of the Legislative Council, or the Speaker of the Legislative Assembly, if the disclosure relates to a Member of the Legislative Assembly.

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

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

In 2002-03, no disclosures were made to the President under the *Whistleblowers Protection Act 2001*.

**DEPARTMENTAL GOAL 6: HUMAN
RESOURCES**

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

REVIEW OF ATTENDANTS' STRUCTURE

In December 2001, a Working Group comprising Greg Mills, Philip Stoits, Michael Stubbings and the Usher was formed to examine the roles of attendants within the Legislative Council in order to identify any initiatives that might improve or enhance these roles.

The Working Group met in January, February and November 2002. On 20 November 2002, the Working Group presented its report to the Clerk. It recommended that the Attendant work unit be returned to a strength of eight and that the structure of the unit be modified to reflect current and anticipated needs. In particular, the Working Group recommended that the position of President's Orderly and Assistant to the Usher of the Black Rod, ostensibly an attendant position, be converted into a non-attendant administrative role, and that an additional attendant's position be created at the VPS Grade 1 level. It also recommended that the position of Housekeeper, which had become redundant, be replaced with that of Principal Attendant (and Deputy Principal Attendant).

The Working Group further recommended that the Clerk confer with the Clerk of the Legislative Assembly in order to ascertain whether Legislative Council attendants might have a presence in the Vestibule and conduct tours. An additional recommendation related to Legislative Council attendants undertaking duties in the Parliament of Victoria shop at 157 Spring Street.

These recommendations were endorsed by the Clerk and, after her election on 25 February 2003, by the President, and were subsequently implemented. Russel Bowman and Michael Stubbings were installed as Principal Attendant and Deputy Principal Attendant respectively. The position of President's Orderly was redefined as an administrative position while an additional attendant position was created. Discussions have commenced with the Legislative Assembly on providing for Legislative Council attendants to work in the Vestibule and on tours. Discussions have also commenced with the Joint Services Department for Council attendants to work in the Parliament's shop.

COMMUTED OVERTIME REVIEW

In mid-2002, discussions concerning commuted overtime commenced with the CPSU. In 2000 and 2001 parliamentary sitting hours had increased with the result that data used to calculate commuted overtime for parliamentary attendants no longer reflected the number of hours worked. On 27 September 2002 agreement was reached to adjust the salaries of Legislative Council (and Legislative Assembly) attendants to reflect the longer average hours worked in sitting periods. These changes to the salary structure, effective from 1 July 2001, were endorsed by the attendants.

With the Council's adoption of new Sessional Orders following the commencement of the 55th Parliament in February 2003, a further adjustment had to be made to the calculation of attendants' working hours. As all staff now have to commence work on certain sitting days at 8.00 a.m., rather than the previous time of 8.30 a.m., an

additional 8 hours per session has been added to the calculation of Council attendants' accrued overtime time sheets.

ANZACATT PROFESSIONAL DEVELOPMENT SEMINARS

The Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) conducted its Annual General Meeting, followed by its fourth Professional Development Seminar for parliamentary staff, in Alice Springs during late January 2003. The two day Professional Development Seminar, which was held at the Alice Springs Convention Centre, was opened by the Clerk of this Department who is also President of ANZACATT. Other attendees from this Department were the Manager, Procedure and Projects and the Manager, Papers Office.

The seminar program included guest speakers, including former Northern Territory Administrator and Chief Justice of the Northern Territory Supreme Court, the Honourable Austin Asche AC QC, and a panel of three Northern Territory parliamentarians who discussed their experiences in representing electorates in Central Australia. A worthwhile innovation was a lunchtime question and answer session titled 'Off the Record' in which delegates' anonymous questions were, literally, taken out of hat to be answered by other participants. In addition, four workshops were conducted on the following topics:

- ◆ Parliamentary privilege;
- ◆ Code of conduct/ethics for parliamentary officers;
- ◆ Education/training for parliamentary officers; and
- ◆ New Members seminars/induction programs;

The seminar was attended by delegates from all Australasian Houses of Parliament, as well as parliamentary officers from the United Kingdom's House of Commons and House of Lords, the Western Cape Provincial Parliament in South Africa and the Saskatchewan Legislative Assembly in Canada.

The seminar was very successful, with participants thoroughly enjoying the facilities provided and the opportunity to visit Central Australia. ANZACATT's next Professional Development Seminar will be hosted by the New South Wales Parliament in Sydney in January 2004.

VISIT TO THE UNITED STATES OF AMERICA AND CANADA BY PRESIDENT AND CLERK

In July-August 2002 the President of the Legislative Council, the Honourable Bruce Chamberlain and the Clerk, Wayne Tunnecliffe, undertook a visit to the United States of America and Canada. The aims of the visit were twofold. Firstly, to attend the annual meeting of the National Conference of State Legislatures (NCSL) in Denver, Colorado. Secondly, to undertake a study tour at the State Capitols in Oklahoma City, Oklahoma; Sacramento, California; Olympia, Washington; and Victoria, British Columbia in Canada.

At the NCSL Meeting, the President addressed the Agriculture and International Trade Committee, as well as international delegates, at a session entitled "Subsidising Agriculture: An International Comparison of Means, Methods and Trade Effects" and presented an Australian perspective on the consequences of the recently adopted Farm Security Act. At the meeting the Clerk also addressed the American Society of Legislative Clerks and Secretaries' International Communication and Development Committee, in his capacity as President of the Australia and New Zealand Association of Clerks-at-the-Table, on developments in the establishment of that Association.

The study tour of the State Capitols, which also included a visit to the Colorado State Capitol in Denver as part of the program for international delegates at the NCSL, was designed to gain an overview of some of the unique features of the political and parliamentary systems applying there, as well as pursuing through meetings, discussions and inspections a range of issues identified as pertinent to the operations of the Parliament of Victoria. The issues pursued were:

- ❖ management of the legislature, particularly resourcing, budget process and staffing and the management of joint services functions where the legislature is bicameral;
- ❖ use of technology, both in the legislative chamber itself and the services provided to Members;
- ❖ information management issues handled by the Library or otherwise;
- ❖ renovation, restoration and extension works undertaken in the parliamentary building, especially striking a balance with heritage issues in older buildings;
- ❖ security measures taken to protect legislators and staff, the changes made in response to September 11 and the responsibility for security; and
- ❖ the committee system, how committees are resourced, and the conduct of inquiries, particularly the power of committees to require the attendance of witnesses and the production of documents.

Although not specifically pursued, the President and Clerk were provided with some very useful information on California's program for education and training of Members during the visit to Sacramento.

A report on the visit was circulated to all Members of the Council and a copy placed in the Parliamentary Library.

PARLIAMENT HOUSE CONSULTATIVE COMMITTEE

The Parliament House Consultative Committee consists of an employer and staff representative from each parliamentary department. The employer representatives are nominated by the Department Heads and 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. Sarah Davey, Parliamentary Officer - Projects (replaced by Rebecca White, Parliamentary Officer - Client Services, when Ms Davey commenced her secondment with the Department of Premier and Cabinet) were the Department's staff representative during the reporting period.

The Committee met on several occasions during the year and made representations to the Department Heads regarding a staff amenities room and dining facilities at Parliament House, waste recycle, bicycle compound and general issues associated with security at Parliament House.

GRIEVANCE REVIEW COMMITTEE

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

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

STAFF DEVELOPMENT COMMITTEE

As mentioned in the last Annual Report, Parliament's "E-Learning Campus" was launched in June 2002. The Campus provides on-line Business and Professional Development and Computer/Desktop courses. Some of the key features of E-Learning Campus include access to training 7 days a week, 24 hours a day, flexible access and delivery options giving users the choice of when and where they want to learn. Over 120 computer and personal skills courses are available on-line of which a variety were undertaken by departmental staff during the year under review.

A dedicated training room for staff is located on the ground level at 157 Spring Street, fully equipped with laptop computer, audio-visual and related equipment. The "e-learning" lab located near the training room is equipped with 2 desktop computers available for on-line training.

With the migration to the new standard operating computer system in November 2002, all staff undertook specific training on the new features of Microsoft Office XP and Lotus Notes Version 5. Some staff also took the opportunity between the 54th and 55th Parliament to undergo further training on Office XP/2002 courses on Word, Excel, PowerPoint, Access and Front Page.

STAFF NEWSLETTER

Red Alert, the Department's fortnightly newsletter, continued to be produced by the Project Officer in the Procedure and Projects Office. The newsletter, which is full colour and contains contributions from management and other staff, is distributed in a hard copy format to all Council staff, including those employed by committees administered by the Department; the presiding officers; and the Parliament's Manager, Training and Development. To ensure that the newsletter was more widely accessible throughout the Parliament, it was decided during the year under review to include *Red Alert* on the Parliament's Bulletin Board which all parliamentary staff could access via Lotus Notes.

DEATH OF FORMER STAFF MEMBER

Barry Aitken, who served as a Committee Executive Officer from 1992 to 2002, passed away on 29 December 2002 after a very long illness.

Barry commenced his parliamentary career in March 1992 as Executive Officer to the Public Bodies Review Committee. In 1996 he was appointed Executive Officer of the Road Safety Committee.

Barry was involved in a number of inquiries including the Corporatisation of the State Electricity Commission; review of the Metropolitan Fire Brigades Board and the Liquor Licensing Commission; Effects of Drugs (Other than Alcohol) on Road Safety; Incidence and Prevention of Pedestrian Accidents; and Review of Motorcycle Safety in Victoria.

STAFF CHANGES

A full list of staff employed in the Department during 2002-03 appears as Appendix B.

A number of staff changes took place during the year. Amongst these was Lois Grogan's retirement from her position as Office Manager with the Road Safety Committee on 2 May 2003 after a career of nearly 17 years with the Parliament. Lois had held this position since 1993, having been first appointed as a Stenographer/Word Processing Officer with the Social Development Committee in 1986.

The year under review saw the departure of a number of other staff including Anthony Pierorazio and Phillip Richardson from this Department, and Jillian McQuade, James Sisson, Natalie Baran and Karen Ellingford from the Committees. Several staff also undertook secondments to other parliamentary and government departments including Geoff Barnett, Sarah Davey and Tania Esposito.

Amongst new staff appointments were Deborah Gillette (Papers Office), Melissa Large (Procedure and Projects Office), Carrie Jansen, Joanna Hansen and Neil McCormack (Attendant staff) and Andrea Agosta and Beth Klein (Committees).

ELECTORATE OFFICERS' ORIENTATION DAY

On 13 March 2003, an orientation day for new Electorate Office staff was held in Parliament House, Melbourne. Some 60 electorate office staff participated in the all-day event. The Deputy Clerk was one of a number of parliamentary officers from the various departments who addressed the group on aspects of the parliamentary administration's roles, functions and responsibilities.

appendices

appendices

- ◆ A ROLE OF LEGISLATIVE COUNCIL STAFF

- ◆ B STAFF EMPLOYED DURING 2002-2003

- ◆ C MEMBERS OF THE LEGISLATIVE COUNCIL,
55TH PARLIAMENT OF VICTORIA

- ◆ D SELECT STATISTICS RELATING TO SITTINGS
OF THE LEGISLATIVE COUNCIL, 1998-1999
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- ◆ E STATISTICS RELATING TO COMMITTEES
ADMINISTERED BY THE DEPARTMENT OF
THE LEGISLATIVE COUNCIL

- ◆ F EXPENDITURE STATEMENTS, 2002-2003

- ◆ G PROVISION OF SERVICES BY THE
LEGISLATIVE COUNCIL, 2002-2003

- ◆ H DISTINGUISHED VISITORS, OFFICIAL
DELEGATIONS AND OFFICIAL CALLS,
LEGISLATIVE COUNCIL, 2002-2003

- ◆ I SUPPLEMENTARY INFORMATION AS AT 30
JUNE 2003

- ◆ J NON-CURRENT PHYSICAL ASSETS

- ◆ K ADMINISTRATION OF ACTS

APPENDIX A

ROLE OF LEGISLATIVE COUNCIL STAFF

CLERKS

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

The Clerk of the Legislative Council is also Honorary Assistant Secretary to the Victoria Branch of the Commonwealth Parliamentary Association. The Department accordingly provides some support services to the Branch. The Deputy Clerk 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, management of Attendant 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 Department's 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 Principal Attendant manages and supervises a team of Attendants and a cleaner. The Principal Attendant provides general assistance to 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, assistance in the Parliament's information and gift shop 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

During the 55th Parliament the Department will be responsible for administering six of the Parliament's eleven joint investigatory committees — Economic Development, Education and Training, Environment and Natural Resources, Law Reform, Outer Suburban/Interface Services and Development and Road Safety. 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, and an Orderly drawn from the Attendant staff. They provide secretarial and hospitality services to the President when acting as "Ministerial Head" of the Department of the Legislative Council and in 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 2002-2003

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
SARAH DAVEY	Parliamentary Officer – Projects (<i>on secondment from 11 November 2002</i>)
MELISSA LARGE	Parliamentary Officer – Projects (<i>from 6 January 2003</i>)
REBECCA WHITE	Parliamentary Officer – Client Services
ANTHONY PIERORAZIO	Parliamentary Officer - Papers and Records(<i>until 9 August 2002</i>)
DEBORAH GILLETTE	Parliamentary Officer – Papers and Records (<i>from 9 September 2002</i>)
RUSSEL BOWMAN	Senior Parliamentary Attendant - Acting Housekeeper (<i>until 12 February 2003</i>) Principal Attendant (<i>from 13 February 2003</i>)
MICHAEL STUBBINGS	Parliamentary Attendant, Grade 3 (<i>until 9 April 2003</i>) Deputy Principal Attendant, Grade 3 (<i>from 10 April 2003</i>)
GEOFFREY BARNETT	Parliamentary Attendant, Grade 3 and Assistant to the Usher of the Black Rod (<i>until 25 April 2003</i>)
GREGORY MILLS	Parliamentary Attendant Grade 3
CARRIE JANSEN	Parliamentary Attendant, Grade 3 (<i>from 16 June 2003</i>)
PETER ANASTASIOU	Parliamentary Attendant Grade 2
PHILIP STOITS	Parliamentary Attendant, Grade 1
PHILLIP RICHARDSON	Parliamentary Attendant, Grade 1 (<i>until 31 March 2003</i>)
JOANNA HANSEN	Parliamentary Attendant, Grade 1 (<i>from 26 May 2003</i>)
NEIL McCORMACK	Parliamentary Attendant, Grade 1 (<i>from 2 June 2003</i>)
QUENTIN CORNELIUS	General Hand

At the Committee premises — 35 Spring Street, Melbourne**ENVIRONMENT AND NATURAL RESOURCES COMMITTEE**

BRAD MILES	Executive Officer (<i>until 23 June 2003</i>)
CAROLINE WILLIAMS	Executive Officer (<i>from 16 June 2003</i>)
JILLIAN McQUADE	Research Officer (<i>from 14 October 2002 until 24 April 2003</i>)
JAMES SISSON	Research Officer (<i>until 24 December 2002</i>)
NATALIE BARAN	Research Officer (<i>until 23 August 2002</i>)
MARION PILLEY	Office Manager

ECONOMIC DEVELOPMENT COMMITTEE

RICHARD WILLIS	Executive Officer
KAREN ELLINGFORD	Research Officer (<i>until 21 January 2003</i>)
TANIA ESPOSITO	Office Manager (<i>until 13 June 2003</i>)
ANDREA AGOSTA	Office Manager (<i>from 23 June 2003</i>)

LAW REFORM COMMITTEE

MERRIN MASON	Executive Officer
KIRSTEN GILES	Research Officer
SUZANNE KAUFFMAN	Research Officer
JAIME COOK	Office Manager

ROAD SAFETY COMMITTEE

ALEX DOUGLAS	Executive Officer
GRAEME BOTH	Research Officer
LOIS GROGAN	Office Manager (<i>until 2 May 2003</i>)
BETH KLEIN	Office Manager (<i>from 27 May 2003</i>)

JOINT COMMITTEE ADMINISTRATION OFFICE

SONYA CARUANA	Administrative Officer
ANDREW CAMPBELL	Administrative Officer
ANDREA AGOSTA	Casual Administrative Officer (<i>from 16 September 2002 until 23 December 2002</i>)

APPENDIX C
MEMBERS OF THE LEGISLATIVE COUNCIL
55TH PARLIAMENT OF VICTORIA (FIRST SESSION OPENED
25 FEBRUARY 2003)

PROVINCE	NAME	PARTY
Ballarat	Ms. D. G. Hadden*	ALP
	Hon. J. M. McQuilten*	ALP
Central Highlands	Hon. R. G. Mitchell	ALP
	Hon. E. G. Stoney*	LP
Chelsea	Mr. R. F. Smith*	ALP
	Mr. M. S. Viney	ALP
Doutta Galla	Hon. M. M. Gould*	ALP
	Hon. J. M. Madden*	ALP
East Yarra	Hon. R. Dalla-Riva	LP
	Hon. D. M. Davis*	LP
Eumemmerring	Hon. G. K. Rich-Phillips*	LP
	Mr. A. Somyurek	ALP
Geelong	Mrs. E. C. Carbines*	ALP
	Hon. J. H. Eren	ALP
Gippsland	Hon. P. R. Davis*	LP
	Hon. P. R. Hall*	NP
Higinbotham	Mr. N. F. Pullen	ALP
	Hon. C. A. Strong*	LP
Jika Jika	Ms. J. Mikakos*	ALP
	Hon. T. C. Theophanous*	ALP
Koonung	Hon. B. N. Atkinson*	LP
	Hon. H. E. Buckingham	ALP
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. K. Darveniza*	ALP
	Hon. S. M. Nguyen*	ALP

PROVINCE	NAME	PARTY
Monash	Hon. A. Coote*	LP
	Mr. J. E. Scheffer	ALP
North Eastern	Hon. W. R. Baxter*	NP
	Hon. W. A. Lovell	LP
North Western	Hon. B.W. Bishop*	NP
	Hon. D. K. Drum	NP
Silvan	Hon. C. D. Hirsh	ALP
	Hon. A. P. Olexander*	LP
South Eastern ^o	Hon. R. H. Bowden*	LP
Templestowe	Ms. L. Argondizzo	ALP
	Hon. W. Forwood*	LP
Waverley	Hon. A. R. Brideson*	LP
	Mr. J. Lenders	ALP
Western	Hon. D. Koch	LP
	Hon. J. A. Vogels	LP
Western Port ^o	Hon. J. G. Hilton	ALP

NOTES

1. ALP — Australian Labor Party 25 Members
LP — Liberal Party 15 Members
NP — National Party 4 Members

* Also Members of the Legislative Council in the 54th Parliament which was dissolved on 5 November 2002.

^o South Eastern and Western Port Provinces each have only one Member as the former Province was abolished and replaced by Western Port as a result of the 2000-01 electoral redivision. However, South Eastern Province will continue to be represented by the Member elected at the 1999 General Election (Hon Ron Bowden) until the conclusion of the 55th Parliament.

The following Members of the Legislative Council in the 54th Parliament are no longer MLCs:

Hon. G. R. Craige (Central Highlands – LP); B. C. Boardman (Chelsea – LP); Hon. M. A. Birrell (East Yarra – LP); Hon. N. B. Lucas (Eumemmering – LP); I. J. Cover (Geelong – LP); Dr. J. W. G. Ross (Higinbotham – LP); Hon. G. B. Ashman (Koonung – LP); P. A. Katsambanis (Monash – LP); E. J. Powell[^] (North Eastern – NP); Hon. R. A. Best (North Western – NP); W. I. Smith (Silvan – LP); Hon. K. M. Smith[^] (South Eastern – LP); C. A. Furletti (Templestowe – LP); M. T. Luckins (Waverley – LP); Hon. B. A. Chamberlain (Western – LP); Hon. R. M. Hallam (Western – NP).

[^] Members of the Legislative Assembly in the 55th Parliament.

APPENDIX D

STATISTICS RELATING TO SITTINGS OF THE LEGISLATIVE COUNCIL, 1998-1999 TO 2002-2003

	1998-99	1999-00	2000-01	2001-02	2002-03
Number of days House met	26	34	43	48	37
Number of hours House met	258.47	230.50	462.15	450.13	389.57
Average number of hours per sitting	10.12	9.02	10.45	9.22	10.08
Bills dealt with					
Initiated in L.C.	10	16	9	10	13
Initiated in L.A.	89	63	101	91	77
Passed without amendment	95	75	92	90	69
Passed with amendments	5	3	9	11	6
Defeated	0	0	4	2	1
Lapsed	0	0	0	0	0
Withdrawn	0	0	0	0	0
Ruled out of Order	0	0	0	0	0
Sets of amendments circulated					
	15	10	12	16	25
Questions on notice processed					
	876	731	1263	1497	898
Petitions tabled					
	15	7	16	11	15
Papers tabled (total)					
Annual reports	337	285	443	369	322
Statutory Rules (incl. attachments)	129	120	128	159	142
Planning schemes & amendments	261	202	283	327	350
Proclamations	59	28	41	45	30
Other (including special reports, Parliamentary Committee reports etc)	49	66	63	40	164

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

	EDC	ETC	ENRC	LRC	OSISDC	RSC
Deliberative Meetings						
Full committee	17	4	10	10	1	13
Sub committee	—	—	4	—	—	2
Public Hearings						
Full committee	9	—	7	5	—	—
Sub committee	4	—	—	—	—	2
Visits/Inspections						
Full committee	7	—	20	13	—	2
Sub committee	—	—	—	—	—	1
Reports Presented	1	—	2	1	—	—
Discussion Papers Produced	—	—	—	—	—	—

Note

EDC	Economic Development Committee
ETC	Education and Training Committee (<i>55th Parliament only</i>)
ENRC	Environment and Natural Resources Committee
LRC	Law Reform Committee
OSISDC	Outer Suburban/Interface Services and Development Committee (<i>55th Parliament only</i>)
RSC	Road Safety Committee

APPENDIX F LEGISLATIVE COUNCIL EXPENDITURE STATEMENTS, 2002-03

2001-02 Actual	EXPENDITURE	2002-03 Budget	2002-03 Actual
870,825	STAFF SALARIES, ALLOWANCES AND OVERTIME	900,000	872,732
681,817	SUBSIDIARY EXPENSES (1)	960,000	905,214
314,468	GENERAL EXPENSES	300,100	228,985
147,367	PARLIAMENTARY PRINTING	120,200	99,596
511,000	COMMONWEALTH PARLIAMENTARY ASSOCIATION	0	0
5,000	AUDITOR-GENERAL'S OFFICE AUDITS	20,000	18,075
2,530,477	TOTAL - DEPARTMENTAL	2,300,300	2,124,602
LEGISLATIVE COUNCIL - MEMBERS - Special Appropriations			
5,414,227	MEMBERS SALARIES AND ALLOWANCES	5,879,000	5,353,688
2,000,000	PARLIAMENTARY CONTRIBUTORY SUPER. FUND	5,166,667	5,166,667
7,414,227	TOTAL - MEMBERS	11,045,667	10,520,355
9,944,704	TOTAL	13,345,967	12,644,957

NOTES:

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

JOINT INVESTIGATORY COMMITTEES

2001-02 Actual	EXPENDITURE	2002-2003 Budget	2002-2003 Actual
435,410	Drugs and Crime Prevention Committee	508,949	464,422
271,796	Economic Development Committee	352,808	291,515
323,756	Environment and Natural Resources Committee	315,882	318,869
193,744	Family and Community Development Committee	215,692	235,715
308,024	Law Reform Committee	330,126	342,704
637,580	Public Accounts and Estimates Committee	750,733	640,767
364,624	Road Safety Committee	312,068	336,737
485,453	Scrutiny of Acts and Regulations Committee	436,630	418,667
636,636	Joint Committee Administration Office	845,112	818,271
3,657,023	TOTAL	4,068,000	3,867,667

NOTES:

1. Committees administered by the Department of the Legislative Council — Economic Development; Education and Training*; Environment and Natural Resources; Law Reform; Outer Suburban/Interface Services and Development*; 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; Rural and Regional Services and Development*; 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.
4. The *Appropriation (Parliament 2002/03) Act 2002* provided an amount of \$3,890,000 for joint investigatory committees. The balance was provided by Treasurer's Advances to meet salary increases and related on-costs.

* Specific budgets for these committees for 2002-03 were not allocated due to their establishment late in the financial year.

APPENDIX G

PROVISION OF SERVICES BY THE LEGISLATIVE COUNCIL, 2002-2003

FUNCTIONS

- ❖ Mallesons Stephen Jaques Public Lecture
- ❖ Victorian Parliamentary Former Members' Association Annual Luncheon and General Meeting
- ❖ Victorian Concert Orchestra performance
- ❖ Commonwealth Law Conference Steering Committee 2003 Law Council Conference
- ❖ Refugee Week lunch and lecture
- ❖ "Women in Partnerships" Dinner
- ❖ Housing Week Frances Pennington Award presentation
- ❖ Austcare Women's Day lunch
- ❖ Indigenous Community Justice Awards
- ❖ Victorian Food and Wine Festival Dinner
- ❖ International Confederation of Free Trade Unions 8th World Women's Conference reception
- ❖ National Crime and Violence Prevention Awards
- ❖ Variety Club of Australia Children's Charity Reception
- ❖ Society of Victorian Law Solicitors Awards for Excellence
- ❖ Victorian Certificate of Applied Learning awards event
- ❖ Ivanhoe Grammar School Victorian Baccalaureate students awards ceremony
- ❖ Metropolitan Ambulance Service 2002 Community Hero Awards
- ❖ Victorian State Emergency Service Ministerial Awards
- ❖ Henry Bolte Lecture Trust lecture
- ❖ "Forward with the Fifth", a history of the 5th Battalion AIF
- ❖ Cardlink Services Ltd Corporate Conference Dinner Reception
- ❖ The Rule of Law in Peace Operations Conference dinner
- ❖ Independence Day of Lebanon Government Reception
- ❖ Australian International Airshow 2003 State Reception
- ❖ Tripartite Colorectal Executive Dinner
- ❖ Planning Week launch
- ❖ Quality of Care Reports launch
- ❖ Learning Cities and Regions Conference Welcome Reception

- ❖ Melbourne Festival Official Opening St Vincent's Hospital Department of Anaesthesia dinner
- ❖ Eltham East Primary School music performance
- ❖ Eco-Recycle School Waste Wise Awards
- ❖ 150th Birthday of the Victoria Police State Reception
- ❖ Victorian Mental Health Policy Launch
- ❖ Altona Schools Singing and Performing Group
- ❖ Victorian Wine Regions Launch
- ❖ 2003 Australian of the Year Awards launch
- ❖ Victorian Community History Awards
- ❖ Annual Monash Commemorative Service
- ❖ Trinity Grammar School Handbell Ensemble
- ❖ "Here for Life" Youth Week presentations

COUNCIL COMMITTEE ROOM USERS, (EXCLUDING VICTORIAN USERS)

- ❖ Senate Employment, Workplace Relations and Education Committee – Public Hearings and Roundtable Meetings for Inquiry into Current and Future Skills Needs
- ❖ House of Representatives Standing Committee on Aboriginal and Torres Strait Islander Affairs – Public Hearings
- ❖ Parliamentary Standing Committee on Public Works – Public Hearings
- ❖ Swearing In Ceremony of the Aboriginal Bail Justices
- ❖ Blue Ribbon Day Launch
- ❖ Victorian Multicultural Commission and Victorian Law Reform Commission meeting
- ❖ Senate Employment, Workplace Relations and Education Committee – Public Hearings into the Workplace Relations Amendment (Paid Maternity Leave) Bill 2002
- ❖ Economics References Committee – Public Hearing into the impact of public liability and professional indemnity insurance cost increases
- ❖ Senate Select Committee on Superannuation – Public Hearings into Superannuation and Standards of Living in Retirement

PARLIAMENTARY GARDENS AND FRONT STEPS

- ❖ 7TH Biennial Conference of the Australasian Public Accounts Committees Lunch
- ❖ Parliament House Social Club Christmas Barbeque/Fun Day
- ❖ National White Wreath Day Ceremony
- ❖ Wilderness Society World Water Day display
- ❖ Strides for Stroke Around Australia Walk Launch
- ❖ "Hair" Rock Musical Launch
- ❖ RMIT Union Arts dance piece in conjunction with the Melbourne Fashion Festival
- ❖ Variety Club presentation of cars to Specialist Schools
- ❖ Kids Under Cover bike ride launch
- ❖ National Gallery of Victoria's Art Relay launch
- ❖ Marine Safety Victoria advertising campaign launch
- ❖ Government's Women's Safety Strategy Launch
- ❖ Victorian Mental Health Policy launch
- ❖ Bicycle Victoria 2002 Ride to Work Day breakfast
- ❖ Remembrance Day Observance commemoration service
- ❖ Government Greenfleet subscription media event
- ❖ Annual NAIDOC March Speeches

QUEEN'S HALL EXHIBITIONS

- ❖ Indigenous Community Justice Artwork
 - ❖ Breast Care Victoria and Warrior Women art exhibition
 - ❖ Chinese Cultural Centre calligraphy art exhibition
 - ❖ "1918: Australians in France" exhibition
 - ❖ Co-ordinating Chilean Committee of Victoria exhibition of Spanish and Latin American paintings
 - ❖ East Gippsland Group "Fabulous Felt" Exhibition
 - ❖ Australian Volunteers International photographic exhibition
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APPENDIX H DISTINGUISHED VISITORS, OFFICIAL DELEGATIONS AND OFFICIAL CALLS, LEGISLATIVE COUNCIL, 2002-2003

DISTINGUISHED VISITORS AND OFFICIAL DELEGATIONS

- ❖ Parliamentary Delegation from Croatia, led by Mr Zlatko Tomcic
- ❖ Parliamentary Delegation from Iran, led by Dr Jafar Kambouzia
- ❖ Bangladesh Commonwealth Parliamentary Association Delegation
- ❖ Kanagawa Prefectural Assembly Delegation, led by Mr Masayuki Sato, Vice President
- ❖ Parliamentary Delegation from Thailand, led by Mr Pichet Pattanachote, First Vice-President of the Senate
- ❖ Delegation from Jiangsu Province, led by Mr Xu Cuojian, Senior Adviser of Jiangsu Provincial People's Government
- ❖ President of the Hellenic Republic, H E Mr Constantinos Stephanopoulos

OFFICIAL CALLS

- ◆ Ambassador of the European Commission, H E Mr Piergiorgio Mazzocchi
 - ◆ Ambassador of Ireland, H E Mr Declan Kelly
 - ◆ Ambassador of Bosnia and Herzegovina, H E Dr Zdravko Todorovic
 - ◆ High Commissioner for the Republic of Ghana, H E Dr Barfour Adjei-Barwuah
 - ◆ High Commissioner for the Republic of Mauritius, H E Mrs Jane Jouanis
 - ◆ Australian Consul-General, Mr John Montgomery
 - ◆ High Commissioner for New Zealand, H E Mrs Kate Lackey
 - ◆ Ambassador of Belgium, H E Mr Luk Darras
 - ◆ Consul-General of the United States of America, Mr David Hopper
 - ◆ Ambassador of Germany, H E Mr Klaus-Peter Klaiber
 - ◆ High Commissioner for Brunei Darussalam, H E Dato Jocklin Kongpaw
 - ◆ Ambassador of the Netherlands, His Excellency Dr Hans Sondaal
 - ◆ High Commissioner for Malaysia, H E Mr M H Arshad
 - ◆ Consul-General of the United States of America, Mr David Lyon
 - ◆ Ambassador of the Republic of Turkey, H E Mr Tansu Okandan
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APPENDIX I SUPPLEMENTARY INFORMATION AS AT 30 JUNE 2003

GENERAL STORES ON HAND

As at 30 June 2003, the Papers Office had the following stores on hand which were valued at cost:

Letterhead paper	\$1,566
Envelopes	\$4,136
Other Stores incl. Pads, With Compliments Slips,etc	\$2,811

CREDITORS

As at 30 June 2003, the Department had outstanding employee benefits including:

Annual Leave	\$92,387
Long Service Leave	\$349,063

APPENDIX J NON-CURRENT PHYSICAL ASSETS

THE BLACK ROD

DEPARTMENTAL UNIFORMS

FURNITURE AND FITTINGS

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

OFFICE EQUIPMENT

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

COMMUNICATIONS

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

WORD PROCESSING AND COMPUTER EQUIPMENT

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

APPENDIX K ADMINISTRATION OF ACTS

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

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

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

