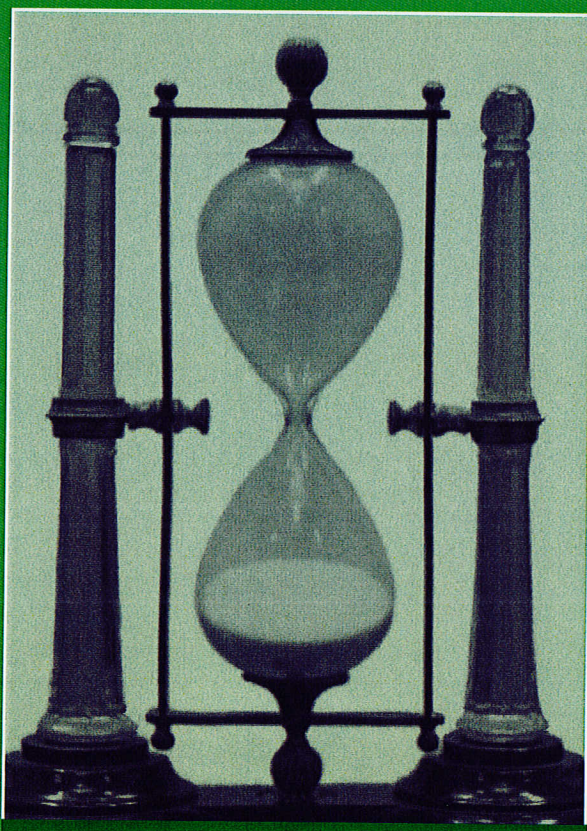


**Department of the Legislative Assembly  
1998-1999**



Telephone: (03) 9651 8569  
Facsimile: (03) 9650 7245

Clerk: (03) 9651 8550  
Deputy Clerk: (03) 9651 8551

Committee Office: (03) 9651 3500  
Procedure Office: (03) 9651 8560  
Project Office: (03) 9651 8558  
Serjeant-at-Arms Office: (03) 9651 8556

**Annual Report Contact:**

Assistant Chamber Officer  
Department of the Legislative Assembly  
Parliament of Victoria  
Parliament House  
Spring Street  
Melbourne Vic 3002

Telephone: (03) 9651 8557  
Facsimile: (03) 9651 8859

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LEGISLATIVE ASSEMBLY  
PARLIAMENT HOUSE  
MELBOURNE, VIC. 3002  
TELEPHONE: 9651 8911  
EXT:

Wednesday 1 December 1999

**ORDERED TO LIE ON THE TABLE**

1 DEC 1999

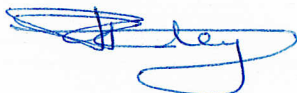
Hon A Andrianopoulos MP  
Speaker of the Legislative Assembly  
Parliament House  
Melbourne Vic 3002

  
Clerk of the Legislative Assembly

Dear Mr Speaker

I have pleasure in forwarding to you the Annual Report for the Department of the Legislative Assembly for the year 1998-99.

Yours sincerely



Ray W Purdey  
Clerk of the Legislative Assembly



LEGISLATIVE ASSEMBLY  
PARLIAMENT HOUSE  
MELBOURNE VIC 3002  
TELEPHONE: 053 7511

Wednesday 1 December 1999

FORWARDED TO LE ON THE TABLE

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Speaker of the Legislative Assembly

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Yours sincerely



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Clerk of the Legislative Assembly

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## **CLERK'S OVERVIEW**

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During the year there was a major change in the management of the Department with the retirement of Phil Mithen in November 1998. Phil served the Parliament for 36 years including the last three years as Clerk of the Legislative Assembly. Following the departure of Phil there was a resultant change in the Department's three senior management positions – Clerk, Deputy Clerk, and Assistant Clerk and Clerk of Committees. These new appointments occurred progressively over a five-month period and the senior management team will not be complete until the position of Serjeant-at-Arms is filled in August 1999.

The Department's long serving Procedure Officer, Neville Holt also retired in 1998. With 36 years experience with the Legislative Assembly, Neville was renowned for his vast knowledge and understanding of parliamentary procedure and his departure was a significant loss to the Department.

Overcoming the departure of two of the Department's pre-eminent procedural specialists within a month provided an interesting challenge. I am pleased to report that the staff positively responded to that challenge as we strove to develop the knowledge capital of the Department. Work also continued on the codification of the procedures of the House through the development of the Legislative Assembly Practice Manual. We have been fortunate to persuade Neville Holt to assist us on a part-time basis with this project. The completion of the manual is essential and, in the future, will provide a valuable procedural reference for the Department.

A consultant was engaged during the year to review the Department's non-chamber administration. Emanating from this review was a series of recommendations aimed at improving services to members and enhancing the Department's use of information technology. The first and most significant change has already occurred with the amalgamation of the existing Papers and Table Offices into one new administrative unit called the Procedure Office. The appointment of a new manager complements the creation of this Office and the revised staffing structure will gradually be introduced as opportunities arise.

This year also saw the closure of Secretarial Services. Over many years a competent team of highly skilled stenographers provided secretarial support to Members of both Houses at Parliament House. The size of this team has gradually been reduced over recent years as the demand for its services diminished. Finally, with the issue of laptop computers to Members and their connection to the Intranet, the Speaker decided to dispense with the service. In June, the one remaining staff member of the Secretarial Services Unit was transferred to another position and the Unit closed down.

The move to corporate management of the Parliament was significantly enhanced this year with the development of a corporate plan. This plan is unique in that it covers the operations of the five parliamentary departments. Each department is currently developing its own business plan for the 1999-2000 financial year to complement the corporate plan. The Legislative Assembly's business plan will be completed by the end of July.

An agreement was reached with the Attendant staff during the year, for their overtime payments associated with the sittings of the House to be commuted to annual salary. This arrangement ensures regular and constant salary payments for Attendants, while dispensing with the processing of overtime claims will provide administrative savings to the Department. This new arrangement will commence on 1 July 1999.

Finally, I would like to thank the staff of the Legislative Assembly for their support and assistance during the year. Their dedication and professionalism is acknowledged and appreciated.

**Ray Purdey**

**Clerk of the Legislative Assembly**





## **Mission**

To provide impartial, progressive, high quality and integrated support services to the Legislative Assembly and its customers.

## **Objectives**

The key operational objectives of the Department for the year were:

- To develop the Department's knowledge capital.
- To improve the planning processes of the organisation.
- To review the non-chamber administration and develop an appropriate staffing structure to meet the Department's needs into the year 2000 and beyond.

## Objectives

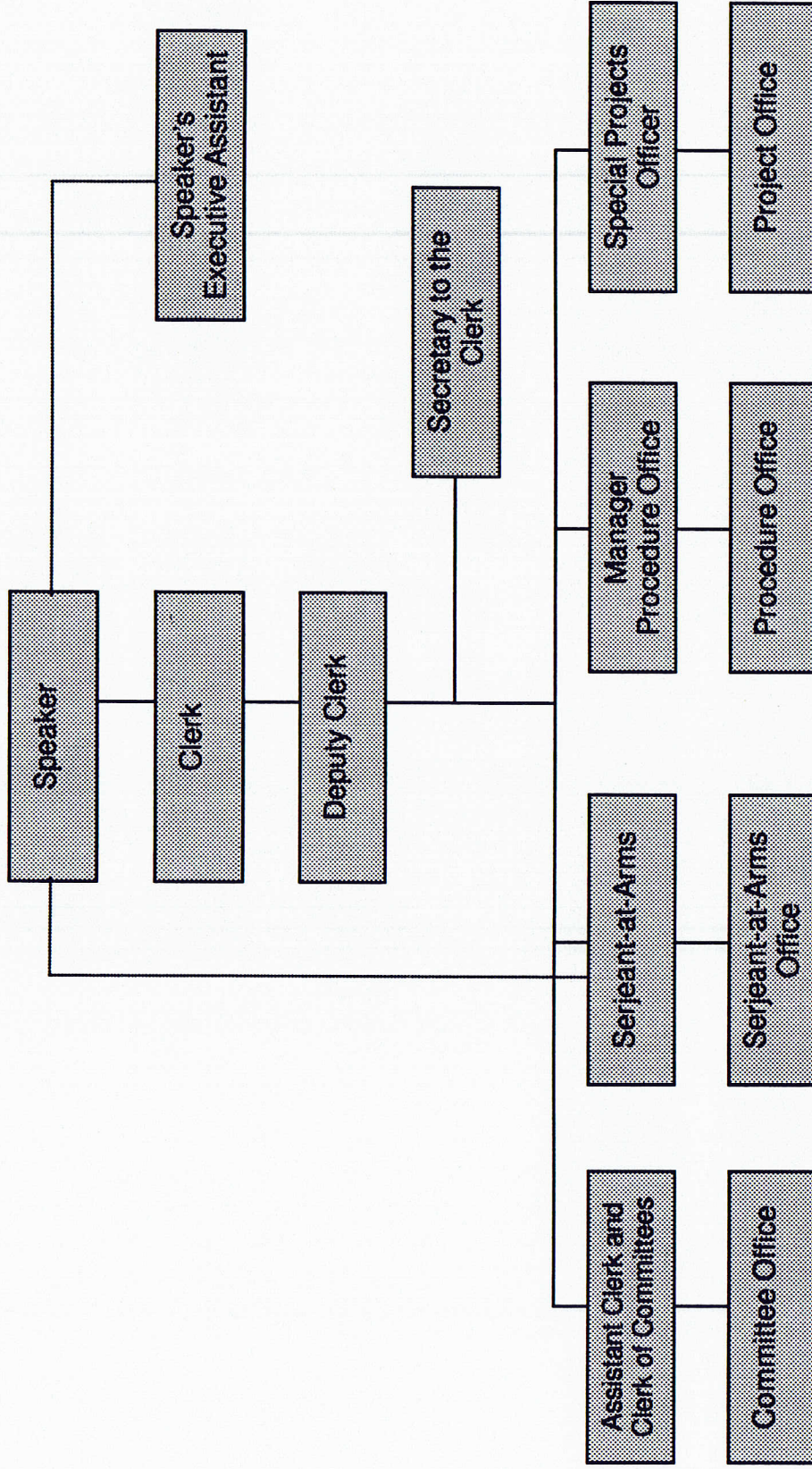
To provide impartial, progressive, timely and independent advice to the Secretary of State and the Government.

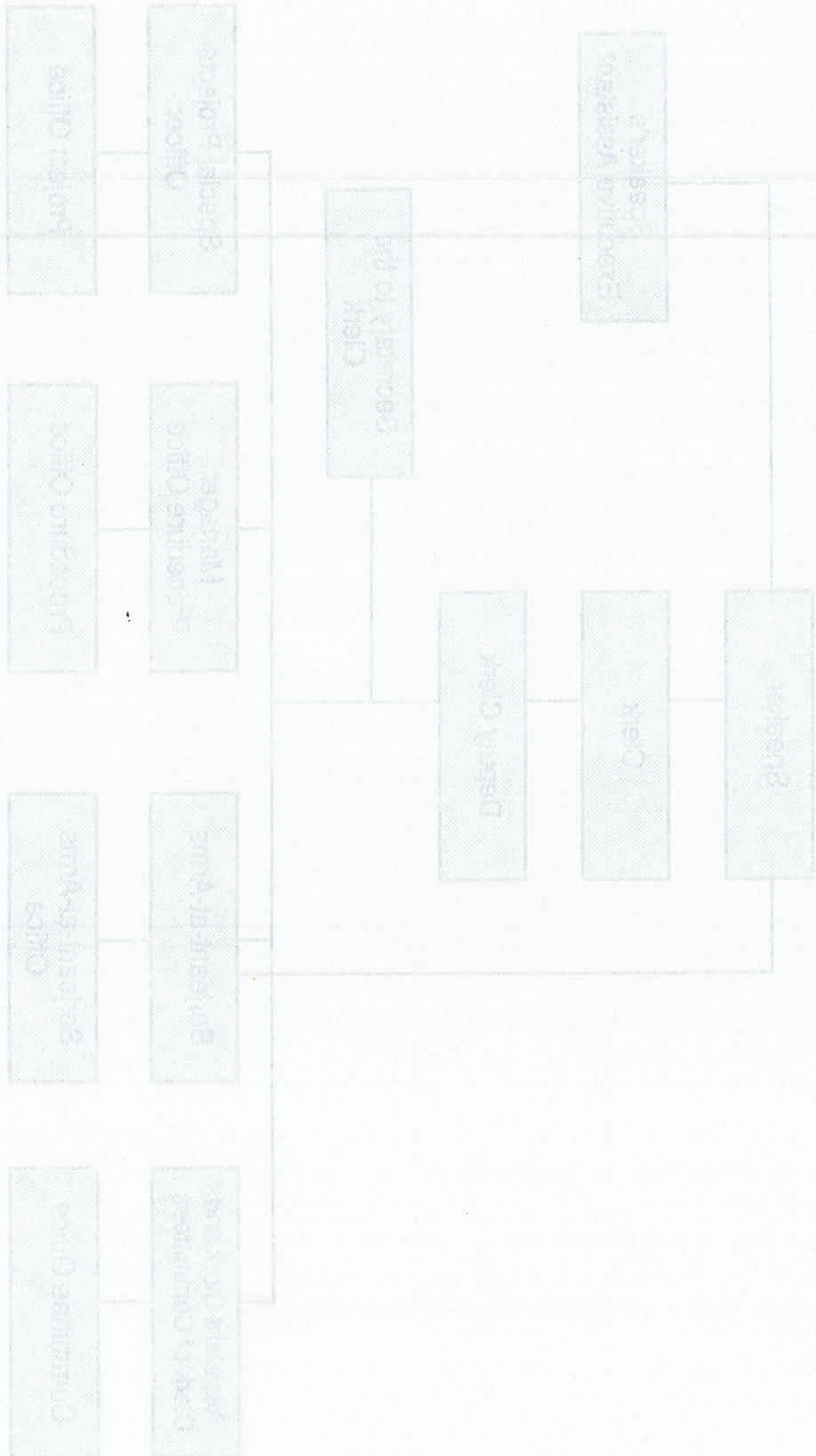
## Objectives

The key objectives of the Department for the year were:

- To develop the Department's knowledge capital.
- To improve the planning processes of the organisation.
- To review the non-client submission and delivery.
- To develop a strong culture to meet the Department's needs for the year 2010 and beyond.

# ORGANISATION CHART





ОРГАНИЗАЦИОННАЯ СХЕМА

## Drugs and Crime Prevention Committee

### Role

The Victorian Drugs and Crime Prevention Committee is constituted under the *Parliamentary Committee Act 1968* (Section 4EF) as amended, to:

*inquire into, consider and report to the Parliament on any proposal, matter or thing concerned with the illicit use of drugs (including the manufacture, supply or distribution of drugs for such use) or the level or causes of crime or violent behaviour, if the Committee is required or permitted so to do by or under this Act.*

### Objectives

The general objectives of the Parliamentary Drugs and Crime Prevention Committee are to inquire into, consider and report to the Parliament on the implementation of the Government's Drug Reform Strategy, and in particular to:

- Monitor the implementation, and evaluate the effectiveness, of the comprehensive drug reform strategy announced in response to the report of the Premier's Drug Advisory Council in the document *Turning the Tide*.
- Investigate and evaluate national and international experience in the drug area. This will include undertaking an evaluation of differing approaches to the drug problem in other states and territories, particularly South Australia and the ACT and international jurisdictions.
- Monitor and evaluate two research projects which will be commissioned by the Government. The first will further investigate any linkage between marijuana use and the onset of schizophrenia and other mental illness. The second will investigate the effects of marijuana use on driving, and support expanded work on the development and commissioning of a roadside testing mechanism for marijuana.

Specific objectives for 1998-99 included:

- The preparation of a final report to Parliament that focussed on the extent to which implementation of initiatives has been achieved and an indication of the extent to which the use and abuse and resultant social and emotional harm has been reduced.
- To conduct public hearings to take formal evidence from drug experts, drug practitioners and senior departmental officers.
- To conduct site visits to projects.
- To conduct international and national study tours.

- To engage research consultants to prepare expert reports on key policy issues.
- To maintain liaison and communication with *Turning the Tide* participants via the issue of a regular newsletter from the Committee.
- To generate, maintain and generally improve the level of debate on certain drug related subjects by the issue of occasional papers.
- To improve and upgrade the knowledge of Committee members and staff by attending relevant conferences.

### Achievements

During this year the Committee has registered achievements in two main areas of its formal reference.

Firstly, the Committee has continued to monitor and evaluate the implementation of the \$100 million, four year *Turning the Tide* program. Having developed and adopted a unique and extensive evaluation framework, the Committee and its researchers have put a great deal of energy and effort into collecting data from the various domains of program activity. Broad sample surveying has been used to monitor the progress of projects and to ascertain outcomes. Eager to get a first hand view of projects, the Committee conducted site visits to the St Kilda area, Shepparton, Sale, Traralgon/Morwell, Malmesbury Youth Detention Centre, Fulham Prison, Maribyrnong/Footscray, Dandenong/Springvale and Darebin. A comprehensive evaluation overview of *Turning the Tide* has been prepared and is currently awaiting adoption.

Throughout the latter part of 1998 the Committee took formal evidence at public hearings from three distinct categories of witnesses:

- Drug experts;
- Drug practitioners; and
- Senior departmental officers.

Over the series of hearings, 51 interviews were conducted on nine separate days.

Secondly, the Committee has also continued to investigate and research national and international experiences and approaches to the drug problem and has prepared a draft report on its findings in relation to key policy issues and initiatives. In pursuit of a greater knowledge and understanding about how others handle the drug problem a Sub Committee visited USA and Canada, conducting 54 formal meetings and interviewed 156 witnesses. The Committee divided into two sub-committees to re-visit NSW, ACT, SA and WA as part of a formal study tour to assess what major developments, if any, had taken place since previous visits in 1996-97. Over 60 witnesses were interviewed on the two tours, with the ACT and NSW sub group also being guests of honour at a public meeting of over 300 people in Canberra on *Safe injecting issues*.

Representations were made at an international conference organised by the European Cities for Drug Policy (ECDP) in Halle, Germany. Attendance at this conference was coordinated with an intensive tour of nine safe injecting facilities in Germany, Switzerland and Netherlands. Various members and staff also attended three interstate conferences on drug law enforcement, treatment, local initiatives and best practice models.

The Committee employed the assistance of five research consultancies to provide expert advice on key policy issues such as treatment options, justice and law enforcement, data trends and drug related harms, cannabis regulation — possession, use and supply, culturally and linguistically diverse communities, infectious diseases, and harm minimisation in corrections.

Throughout the year, apart from conducting its own research and monitoring processes, the Committee continued to monitor and evaluate the two major external research projects commissioned by the Government to investigate linkages between marijuana use and the onset of schizophrenia and other mental illness and the effects of marijuana use on driving.

In an attempt to communicate with and inform its key stakeholders the Committee took two initiatives:

- created a newsletter entitled *Snapshots*. There have been 2400 copies of six editions issued and disseminated across Victoria.
- Produced two occasional papers on the subjects of *Harm Minimisation* and *Safe Injecting Facilities*. Over 1000 copies of these papers were disseminated on request.

Much has been researched and written in terms of this vast reference. The report is due on or prior to 30 October 1999.

### Outlook for 1999-2000

The report on the implementation of the Government's Drug Reform Strategy will be tabled at some stage during 1999-2000.

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### Outlook for 1999-2000

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## **Economic Development Committee**

### **Role**

The role of the Economic Development Committee during the past 12 months focussed on an Inquiry into the effects of Government-Funded National Broadcasting on Victoria. The Terms of Reference were issued on 2 June 1998 and a Final Report was tabled in Parliament on 26 May 1999. This Inquiry concentrated on the Australian Broadcasting Corporation (ABC) and the Special Broadcasting Service (SBS).

### **Objectives**

- To present a final report to Parliament by 1 June 1999.
- To issue a *Discussion Paper on the Future of ABC Television Production* by March 1999.
- To conduct a large volume of public hearings in Melbourne and regional Victoria involving a wide range of witnesses.
- To assess the effectiveness of the two national Government-Funded Broadcasters in serving the Victorian community and economy.

### **Achievements**

Due to the very high public profile of both of these organisations, a great deal of publicity was generated in the media in relation to the Committee's activities during the Inquiry.

Throughout the latter half of 1998 and early 1999, the Committee collected formal evidence from 73 witnesses in Melbourne public hearings, 68 witnesses in regional hearings in south western and western Victoria and the Gippsland region, 15 witnesses in in-camera hearings and received 76 written submissions.

The Committee travelled to Sydney and Brisbane in August 1998 to conduct meetings with relevant individuals and organisations, most notably senior ABC and SBS management. During this interstate visit, the Committee also inspected ABC and SBS interstate operations.

The Committee also visited Radio 3AW and HSV 7 in Melbourne so as to undertake comparisons between commercial broadcasters and government-funded broadcasters. The Committee met with both ABC and SBS Victorian management and conducted tours and inspections of their respective Melbourne operations.

In March 1999, the Committee released a *Discussion Paper on the Future of ABC Television Production*. The Discussion Paper was an attempt to achieve a permanent relocation of services and functions away from the already over-concentrated head office in Sydney and to determine the extent to which the ABC is committed to a decentralisation of resources. The Paper highlighted advantages to both the ABC and Victoria to be gained from a relocation of the non-news and current affairs TV production department to Melbourne.

One of the key findings of the Committee's investigations was that there is an over-concentration of ABC and SBS resources and decision making in Sydney and that there is no clear strategy to reverse this trend, despite the intentions and public pronouncements to the contrary.

Another key finding of the Committee's investigations was that the ABC fails to effectively and efficiently manage its funding appropriated by the Government. Several of the Committee's recommendations dealt with the need for a detailed performance audit of all aspects of the ABC's operations, which should include annual performance benchmarking against best practice operations.

In relation to the SBS, one of the key findings of the Committee's investigations was that the relocation of SBS's Melbourne operations to Federation Square is unlikely to be exploited to its maximum potential given only four per cent of SBS television staff will be located in the new premises.

Other key issues included the ABC's first priority should be to focus more clearly in those areas of broadcasting not adequately covered by other providers and that there is a significant over-concentration of ABC and SBS national news and current affairs programs in Sydney.

The Committee's Final Report contained two minority reports that were included after the unanimous adoption of the majority report. The minority reports deal with issues that some Members have perceived as additional to or not adequately covered by the unanimously adopted Report.

During the year, the Committee held 40 meetings, comprising nine deliberative meetings and 31 consultative meetings.

### Outlook for 1999-2000

Since the tabling of the Committee Report on 26 May 1999 the Committee had not received any new references.

## Public Accounts and Estimates Committee

### Role

The role of the Public Accounts and Estimates Committee is to scrutinise State public sector finances and administration and the budget estimates. It also, in consultation with the Auditor-General, determines the objectives of performance audits and identifies any particular issues that need to be addressed during these audits.

### Objectives

To guide its work and provide a framework for the selection of appropriate issues for inquiry, the Committee has adopted the following strategies:

- examining significant public sector financial and management issues, particularly reforms connected with accrual accounting and reporting and whole of government reporting;
- promoting reforms necessary to improve accountability; and
- producing reports on issues that increase parliamentary and public awareness of the financial and related operations of government.

### Achievements

In the year under review, significant achievements were:

- all goals in the Committee's corporate plan were met or exceeded;
- seven reports containing 213 recommendations were tabled in the Parliament;
- a significant number of the Committee's recommendations were adopted by the Government with:
  - 88 recommendations accepted;
  - seven recommendations accepted in part;
  - 112 recommendations still under consideration; and
  - six recommendations rejected.
- three further inquiries (Budget Estimates for 1999-2000; Outsourcing of Government Services; and Commercial in Confidence and the Public Interest) were completed and draft reports prepared;

- the specifications for three performance audits (State Trustees Limited; the Building Control Commission and Waste Management by Local Councils) were reviewed by the Committee and a number of suggestions were made to the Auditor-General for inclusion in the terms of reference for the audits;
- three seminars were held for Members of Parliament and their staff on:
  - Year 2000 Problem;
  - National Energy Markets; and
  - The 1999-2000 Budget.
- a half-day seminar on annual reporting in the Victorian public sector was held for 180 participants. Topics covered in this program included:
  - a panel discussion on who reads annual reports and what are their expectations;
  - a review of a number of annual reports produced by Victorian government agencies;
  - an overview of developments in other jurisdictions; and
  - a briefing on the Committee's recommendations for improvements in annual reporting.
- the Chairman addressed one overseas delegation and one interstate parliamentary delegation and presented papers at three conferences.

The year was particularly busy for the Committee. In total the Full Committee and its seven sub-committees held 53 meetings, received 33 submissions and took evidence from 222 witnesses.

Of the seven reports tabled by the Committee, three major reports contained far-reaching recommendations. These included:

- Report No 26 on Information Technology and the Year 2000 Problem — Is the Victorian Public Sector Ready? This report contained a summary of the results of a survey of the management of the Year 2000 risk by 244 government agencies. The report addressed management responses to the risk that the 'millennium bug' will adversely affect computer hardware, software applications, operating systems and computerised applications that are embedded in any operational system. The Committee made 66 recommendations to minimise the risks posed to the operations of government and the majority of these recommendations have now been implemented.
- Report No 28 on Annual Reporting in the Victorian Public Sector was in response to the significant public sector reforms that have occurred during the past five years which have changed the way government services are planned, costed, delivered, monitored and reported on. Some of the key issues to emerge from the Inquiry included:

- the inadequacy of the current level of annual reporting requirements;
- the need for annual reports to focus on performance, particularly non-financial performance information; and
- the need for increased parliamentary scrutiny of annual reports.

The report contained a comprehensive review of the annual reports of ten agencies and 58 recommendations to improve the content and format of annual reports. The Committee has also recommended that there should be a formal mechanism established so that there is parliamentary input into the annual reporting standards, reporting guidelines and specific reporting requirements. The Government has yet to respond to these recommendations.

- Report No 31 an interim report of the Inquiry into Environmental Accounting and Reporting. This Inquiry highlighted that, although Australia and Victoria have a large number of environmental protection laws and regulations, there are no general reporting requirements and few mandatory accounting standards which require disclosure of environmental information in financial statements and annual reports. The Committee reviewed developments in a number of overseas countries and found that Australia lags behind the rest of the world in environmental accounting and reporting.

The Committee believes that environmental accounting and reporting has the potential to deliver enormous benefits to the Government, business and the community as it will position Victoria as a 'clean and green' state providing competitive advantage and improve access to emerging markets both within Australia and overseas. The report contains 35 recommendations on how a framework covering these matters could be developed in Victoria.

The Government has not yet responded to this report.

The Committee continued its program of reviewing reports prepared by the Auditor-General and tabled a report on Performance Audit Reports Nos 39 to 41 relating to the Marketing of Government Services; the Community Support Fund and Arts Victoria and the Arts 21 strategy.

In addition, the Committee:

- held 9 public hearings to review the estimates of expenditure for eight ministerial portfolios and the parliamentary departments;
- attended the biennial meeting of the Australasian Council of Public Accounts Committees in Perth on 22 and 23 February 1999 and the Chairman presented two papers. Issues discussed at the conference included:
  - competitive tendering and contracting out of government services;
  - commercial confidentiality — striking the balance;

- corporate law economic reform legislation — review of accounting standards setting in Australia;
  - compliance auditing and reporting by Auditors-General;
  - Year 2000 Problem and its legal implications;
  - the funding and administration of community service obligations/universal service obligations;
  - the cost of accountability — getting the balance right; and
  - audit legislation — trends in Australasia.
- presented a report to the Parliament on the review of the Alford Report on the Performance Audit of the Victorian Auditor-General.

## Outlook for 1999–2000

During the period of review the Committee has completed a record number of inquiries and worked on many complex and sensitive issues of direct relevance to the public interest. With the Committee's long standing interest in public sector reform, it has a full program of inquiries to see it into 1999-2000.

## Scrutiny of Acts and Regulations Committee

### Role

The Committee has three main functions:

- The scrutiny of all bills introduced into either House of the Parliament (pursuant to section 4D of the *Parliamentary Committees Act 1968*);
- The scrutiny of subordinate legislation (pursuant to section 21 of the *Subordinate Legislation Act 1994*); and
- The ongoing review of redundant, ambiguous or unclear legislation (pursuant to a reference from the Governor in Council).

### Objectives

Within specific terms of reference under section 4D of the *Parliamentary Committees Act 1968* the Committee seeks to provide the Parliament with high quality and timely advice and reports concerning:

- the content of bills, particularly having regard to the examination of bills that may unduly trespass on rights and freedoms or that may inappropriately delegate the Parliament's legislative power;
- regulations made by the executive arm of Government, particularly ensuring the regulations are within the powers conferred by the authorising Act; and
- references given to it by the Parliament or a Minister concerning any proposal, matter or thing.

### Achievements

In relation to the Attorney-General's reference to the Committee concerning the *Right to Silence* the Committee received written submissions and held public hearings during July and August 1998. The Committee completed its deliberations on the inquiry in November 1998 but was unable to table its final report in Parliament until March 1999. The Committee also completed its redundant legislation reference into the *Unlawful Assemblies and Processions Act 1958* recommending its repeal, and the enactment of a Parliamentary Precincts Act modelled on the New South Wales Act.

During the year the Committee published the following reports:

- Final Report to the Parliament, Inquiry into the Right to Silence (March 1999);
- Report to the 53<sup>rd</sup> Parliament – Alert Digests Nos 1-8 of 1998 (March to December 1998);

- Sixth Annual Report of the Committee (May 1999);
- Eleventh Report to Parliament on Subordinate Legislation, Annual Report concerning Statutory Rules Series 1998 (May 1999); and
- Report on Redundant and Unclear Legislation concerning the Review of the *Unlawful Assemblies and Processions Act 1958*.

### Outlook for 1999-2000

The Committee will continue its important role in scrutinising all bills introduced into Parliament and reporting on all subordinate legislation. The Committee hopes to release the first edition of a *Parliamentary Scrutiny Handbook* during the next year. The Handbook will guide and assist members in the technical aspects of their work and will hopefully be of interest to all members of Parliament and to the wider community.



## Joint Committee Administration Office

### Role

The Joint Committee Administration Office provides centralised support to the nine Joint Investigatory Committees under the direction of the manager. This office is overseen jointly by the Clerks of Committees of each House and its staff are members of both House Departments.

### Achievements

It has been an extremely busy year for the Joint Committee Administration Office staff. There has been a shift in staff through promotion, transfer and resignation. During the year, outsourcing of staff to assist various committees caused staff shortages within the Office. This was managed through the co-operation of the part-time staff member undertaking full-time duties and the use of temporary agency staff. Through comprehensive training courses, the range of services provided by the Office continued to expand. As at 9 November 1998 all telephone messages from the reception desk were sent via e-mail.

Other increasing areas of duty are transcription of tapes, data entry and maintenance of databases. The normal duties are still heavily in demand and include the following:

- staffing of the reception area, screening telephone calls and passing on information;
- typing of a variety of wide ranging documents to particular time frames;
- setting up and maintaining meeting rooms and equipment (because the meeting rooms are also being utilised by outside agencies, this also includes maintaining an accurate and up-to-date diary of usage for the six meeting rooms);
- franking of daily mail and collating large mailouts;
- amendments to and formatting of documents and reports;
- processing and preparation of accounts;
- maintaining and distributing up-to-date phone lists;
- photocopying, binding; and
- supervision of eight work experience students from a variety of secondary colleges.

The Office also arranged for the purchase, storing and maintenance of the following new equipment:

- a multimedia projector;
- one standard and one microcassette transcriber;
- various microcassette and standard transcribers from the closure of Secretarial Services; and
- two new shredders and one large punch hole machine installed and running smoothly.

During the year the Principal Committee Clerk from the Samoan Parliament and also staff from the Parliament of the Republic of Namibia visited the Office. The visitors attended meetings of the various committees and had a tour of inspection of Committee Offices.

### *Computer Systems*

- The Office purchased two servers and one hub for the Committee network;
- Upgrade of Committee Backup Server and Network completed and system functioning;
- Installation of anti-virus software on all Committee Laptops;
- Installation and configuration of:
  - Baystack 35-T switch;
  - 2 x 4B hard disks on backup server; and
  - Windows Nt4 in backup server.
- Installation of the WEB Editing Pentium 111, for home page and web development purposes;
- Research carried out and quotes obtained to change from a Hub environment to a switched environment; and
- Support strategies to cover the Committees during absences of the Computer Systems Officer have been put in place with the assistance of the Helpdesk.

### *Year 2000 Project Plan*

- Computer equipment was tested for Y2K compliancy;
- Meeting was held between the Manager and Computer Systems Officer from Joint Committee Administration Office with the Year 2000 Project Manager to discuss issues as well as contents of the report on Year 2000 Project Plan and status for the Committees;
- An updated report on Y2K status was finalised; and
- Y2K compliance service packs applied to all Committee Laptop computers and tested.

# **SERJEANT-AT-ARMS OFFICE**

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## **Role**

The Serjeant-at-Arms is the Speaker's Executive Officer with a primary role to execute the orders of the Speaker and the House; provide policy advice to the Speaker; and to be responsible for the security of the Legislative Assembly Chamber. The Serjeant-at-Arms is also responsible for arranging and co-ordinating ceremonial functions and formally escorts the Speaker during sittings of the House and on ceremonial occasions. In addition the Serjeant-at-Arms performs Chamber duties and is responsible for Member's accommodation and travel requirements, supervision of the Assembly attendant and cleaning staff, the admittance and control of the public and the media to the Parliament, the tours program, works and services within the Assembly precincts and postal and large volume photocopying services for the Parliament.

The Serjeant-at-Arms, in conjunction with the Usher of the Black Rod, has responsibility for the security and fire protection of the Parliament building and its environs, the issuing of security and identification passes, emergency evacuation procedures and supervision of the Protective Service Officers stationed at Parliament House.

## **Objectives**

- Provide prompt and apolitical advice to the Speaker;
- Provide effective and comprehensive levels of security and fire protection to the Parliament;
- Provide a full range of support services to the Legislative Assembly; and
- Promote effective public relations for the Parliament.

## **Achievements**

### *Visiting Dignitaries*

The Speaker received 25 official calls during the year from dignitaries and delegations, the majority being from diplomats of ambassadorial status.

### *Functions — Queen's Hall*

Queen's Hall remains a highly sought after venue for Parliamentary, State and private functions. Events include breakfasts, lunches, dinners, receptions, cocktail parties, conferences, and exhibitions.

In 1998-99 there were 62 major functions held in Queen's Hall.

A very unique and moving function was held on Remembrance Day, Wednesday, 11 November 1998 when three Victorian World War One veterans were invested with the French Legion of Honour. Following welcoming speeches by the Speaker and the President, the French Consul-General formally presented the awards on behalf of the

French Government to Mr Jack Buntine MM, Mr Roy Longmore and Mr Walter Parker. A large audience of Members of Parliament, family and friends, school groups and the media, witnessed the ceremony.

#### *Room K*

Although Room K is traditionally the Government Party meeting room it also used for Parliamentary Committee hearings, lunches and dinners, lunches, briefings etc. Room K is one of two such rooms in the building available for multi-use and therefore demand is very high. The Speaker controls use of this room and Legislative Assembly Attendant and Cleaning staff are constantly involved in preparing this room for different functions.

#### *Youth Parliament*

The twelfth Youth Parliament was conducted in both the Legislative Council and the Legislative Assembly Chambers on 22 and 24 September 1998 with a training session on 21 September 1998. The Youth Parliament is auspiced by the Victorian Council of YMCA's and receives financial support from the Victorian Government. A Task Force of former Youth Parliamentarians co-ordinates the arrangements, assist teams in the selection of bills to debate and trains these teams in debating techniques, Parliamentary practice and procedure. There were 22 teams participated and the ages of team members must be between 15 and 25. Virtually all are secondary school students and because of growing demand each participant is limited to attending two Youth Parliaments.

The Youth Parliament program is a fixture of the Parliamentary calendar and receives significant support from the Presiding Officers and Parliamentary staff. The proceedings replicate the Parliament, starting with an Official Opening in the Legislative Council with the Youth Governor in attendance. Members of the Youth Legislative Assembly are summoned by the Usher of the Black Rod to attend the Opening and, after the Youth Governor's speech, the Youth Parliament is declared open.

This year the following bills were debated in the Legislative Assembly:

- Compulsory Installation of Condom Vending Machines in Secondary Schools Bill;
- The Replacement of the Met Student Concession Cards Bill;
- Tougher Sentencing Laws for Persons Caught in Possession of Illicit Drugs Bill;
- Compulsory Suicide Awareness Education Bill;
- Introduction of Restorative Justice for Victorian Youth Offenders Bill;
- Disposal of Toxic Waste Bill;
- The Detection of Illegal Substances Entering Prisons Bill;
- Casino Limits Bill;
- Decrease Sunday Trading Bill; and
- Privatisation of State Assets Bill.

A feature of the bills are that they are issues of current community concern and the level of debate was extremely high and reflected the obvious interest and research in these

topics by the participants. The bills are debated through the various stages and are often decided by the calling of a division.

The Youth Parliament is conducted in accordance with Parliamentary procedure and presided over by the Speaker or by a Member of Parliament. Teams are formed into 'Government' and 'Opposition' with a Premier, Deputy Premier, Leader and Deputy Leader of the Opposition. The Serjeant-at-Arms performs the duties of Clerk of the Youth Parliament and is assisted at the Table by other Officers of the Legislative Assembly.

At the conclusion of the Youth Parliament, the Youth Governor presented to the Minister for Youth Affairs the bills that had been passed by the Youth Parliament. The Minister undertook to forward these bills to the relevant Ministers for their consideration.

#### *Children's Parliament*

The Children's Parliament was conducted in both the Legislative Council and the Legislative Assembly Chambers on 4 and 6 November 1998 and involved students in years seven to nine from 66 independent and Government schools.

The Children's Parliament is co-ordinated by the Education Officer and the Serjeant-at-Arms and other Parliamentary staff are involved in the event. The students use a limited form of Parliamentary practice and Members of Parliament act as Speaker for the Children's Parliament.

#### *Open Days*

The Parliament's open days are now part of the *Victoria's Open Weekend* program which was held on 3 and 4 October 1998. Other venues open included the City Link, Federation Square, Melbourne Museum and the Docklands.

A planning committee organised all aspects of the open day and visitors were able to inspect both Chambers, Queen's Hall, the Library and the gardens. In addition, visitors could purchase refreshments in the Members' Dining Room and musicians from the State Concert Orchestra and Australian Army Band performed in the gardens.

In excess of eight thousand visitors inspected the building, with many highly complimentary of the opportunity to inspect the building.

#### *Review of Legislation*

The Scrutiny of Acts and Regulations Committee, as part of its review of redundant legislation on the Victorian statute books, examined the *Unlawful Assemblies and Processions Act 1958*. This Act dates from 1860 and forbids groups of more than 50 people meeting within a certain proximity of Parliament House when the Parliament is actually sitting. Further the Act states that people attending such unlawful gatherings may be sentenced for up to six months imprisonment.

The Presiding Officers presented a submission to the Committee in November 1997 arguing that the reasons for such legislation have long since passed into history and that the Act is now redundant. However, the Presiding Officers stated in their submission that there is now a very clear need for a Parliamentary Precincts Act as such an Act would codify the powers of the Parliament and the Presiding Officers and delineate the precincts of the Parliament.

On 23 October 1998 the Speaker, Serjeant-at-Arms and the Usher of the Black Rod gave formal evidence at a Public Hearing and on 1 June 1999 the Committee tabled its report. The Committee, amongst other findings, recommended that a separate Parliamentary Precincts Act be passed by the Parliament.

#### ***Security and Fire Protection***

The provision of appropriate levels of security and fire protection to the Parliament is vital with the focus on providing a safe and secure working environment and the protection of the building and assets.

During 1998-99 approximately \$1.5million was spent on the following projects:

- Installation of additional duress alarms in various offices;
- Installation of infra-red detectors in certain offices and facilities;
- Installation of gas fire suppression systems in each computer file server room;
- Installation of heat and moisture sensors in each computer file server room;
- The connecting of additional doors to the electronic security system;
- Installation of closed circuit television;
- Installation of a computerised photographic ID card system including a day pass system for visitor;
- Construction of a 24-hour security post and construction of a new office for the supervisor of the Protective Services Officers;
- Installation of a replacement water ring main throughout the building and grounds;
- Installation of boom barriers on the entrance and exit driveways;
- Construction of a fire escape from the third floor area; and
- Installation of fire sprinklers throughout the third floor and mezzanine level.

The completion of these latter two projects will virtually complete the fire protection strategy plan for the Parliament.

The carrying out of fire protection and security works at the Parliament is always difficult and challenging because of the heritage nature of the building and the need to work around the sittings of the House. Great care is taken to ensure that any physical works undertaken are carried out to minimise the impact on the building. This is achieved by careful planning, close liaison with the heritage architects from Heritage Victoria and close supervision of the actual construction and works.

## *Post Office*

The Post Office provides postal, photocopying, binding and facsimile services to Members, staff and the Parliamentary Committees. The volume of photocopying is significant with over 1.16 million copies made in 1998-99. This volume rivals small to medium commercial operations.

The volume of Australia Post business transacted through the Post Office continues to grow with the sale of traditional postal items and a very large range of bill paying facilities.

## *Works and Services*

The Serjeant-at-Arms is responsible for works and services within the Legislative Assembly precinct and during the year there were various minor works undertaken and ongoing repairs and maintenance.

In recognition of the run down condition of several offices major re-fits were carried out in the Table Office, Clerk's Office, Resource Management Office and the Serjeant-at-Arms' Office. Each project included re-painting, new carpet, re-wiring and installation of ergonomically designed workstations, work benches and shelving. All the furniture was designed in a heritage style. The existing lighting was tested and found to be totally inadequate and was replaced with an Australian designed fluorescent lighting system that illuminates the very high ceiling as well as providing good levels of illumination at all work stations.

## Outlook for 1999-2000

- Complete the refurbishment of Assembly administration offices;
- Link closed circuit television and electronic security systems at Parliamentary Committee's offices at 35 Spring Street to main system at Parliament House;
- Improve security in Parliamentary Gardens;
- Develop Serjeant-at-arms Office as central referral point for member's requirements with Department of Parliamentary Services;
- Ongoing review of security and fire protection;
- Develop tour guide manual;
- Develop electronic tour booking system; and
- Undertake a health and safety audit.

Post Office

The Post Office provides postal photocopying, binding and facsimile services to Members, staff and the Parliamentary Committees. The volume of photocopying is significant with over 1.6 million copies made in 1998-99. This volume rivals small to medium commercial operations.

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## Role

The Procedure Office, as outlined below, was formed in March 1999 from a merger of the Table and Papers Offices. The Office provides administrative and research support to the Chamber and senior officers within the Department and is the principal office responsible for answering general inquiries from the Department's customers. It is the access/distribution point for Assembly documents, bills and documents tabled and is also responsible for the production and printing of House documents.

## Objectives

- At the start of the year the major objective, for the then Table and Papers Offices, was to examine the operations and structure of the two offices and develop a restructuring plan. This was seen as an important strategic process in which all staff should be involved. The project was initiated with a view to ensuring the services provided met the needs of the Department's customers as effectively as possible, in an environment where staff were able to develop skills and expand their knowledge.
- Alongside the strategic planning and, notwithstanding the inevitable uncertainty felt by some staff during the process, it was essential that the Office fully supported the Chamber and serviced the needs of all customers. During the Spring sitting the then Table Office needed to reorganise duties to operate with one less member of staff.
- The completion of the refurbishment of the then Table Office.
- The continued program of archiving and restoration of the Department's records.

## Achievements

- **Restructuring**
  - Consultants were employed to examine the then two-office structure, hold discussions with staff and make recommendations. The consultative process was seen as important in ensuring all involved had an opportunity to provide input and raise issues;
  - The recommendations of the consultant were largely accepted. The major strategic decision was taken to merge the two offices under the title of Procedure Office. A new position was created of manager of the Office and an appointment was made in March 1999;
  - For all staff involved the last year has been a time of major change and has needed flexibility and adaptability. The merger took place only shortly before

the Autumn sitting and staff coped with the changes alongside the normal pressures a sitting period brings; and

- In early June two staff from the former Papers Office took the decision to accept voluntary departure packages.
- **Records and House Documents**
  - The completion of the transfer of further records to the Public Record Office has taken place with the majority of committee records from the 1800s and 1900s having now been transferred. This ensures their future professional storage but, subject to permission being granted by the Clerk, allows for access by the public to non-confidential records;
  - Further bound volumes of *Votes and Proceedings*, *Bills Introduced* and *Parliamentary Papers* from last century have been rebound and restored, thereby preserving them for future research and reference purposes; and
  - A major reorganisation of the Department's document storage area was undertaken including rationalisation of the stock of historical Parliamentary Papers held.
- In August 1998 the refurbishment of the then Table Office was completed. This transformed the working environment for staff and has been much admired.
- Appendix six provides details of the bills and documents processed by the Office. Throughout the year the Office was central in handling the administrative processing of legislation and documents tabled. In addition, numerous inquiries were dealt with from a range of customers, with a growing number of callers being assisted by staff explaining information available on Parliament's internet site.
- Increased accessibility by the public to information sheets produced by the Office was provided through an expansion of display stands and the development of the internet site.
- During the first half of the year and, pending the implementation of the restructuring, existing staff had the opportunity to perform higher duties in the roles of Procedure Officer, Clerk of the Papers and Reader.

## Outlook for 1999–2000

- To continue to provide full administrative and procedural support to the Chamber and apolitical, clear and timely advice to the Department's customers.

- The continued implementation of the restructure of the Office including the establishment of, and development of staff in, new roles of Senior Parliamentary Officer, Parliamentary Officers and Customer Services Officer.
- The implementation of multi-skilling initiatives for staff, ranging from enhanced use of information technology to the development of procedural knowledge.
- The involvement of staff in research, writing and editing projects for the *Legislative Assembly Practice Manual*.
- An examination of work practices so as to ensure full utilisation of information technology and the stream lining of work practices.
- The improvement of documents produced by the Office through the establishment of a Style Guide and a revision of precedents used in *Votes and Proceedings*.
- The review and development of information sheets provided by the Office.

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- The improvement of documents produced by the Office through the establishment of a Style Guide and a revision of precedents used in Votes and Proceedings.
- The review and development of information sheets provided by the Office.

## Role

The role of the Project Office is to:

- embody the authorities, practice and procedure of the Legislative Assembly of Victoria in an efficient and accessible way;
- be the authoritative reference guide for officers and presiding officers;
- provide a record of important precedents; and
- provide a source of procedural solution where there is no precedent.

## Objectives

- Manage the initial development of the Legislative Assembly Practice Manual known as LAPRAC.
- Identify and sort source material for LAPRAC, identify areas of procedural research, set parameters of such research for inclusion in certain officers Work Performance Plans after consultation with the Deputy Clerk, advise on research methods and assist in the evaluation of such research.
- Assist in the supervision of graduates from the Victorian Government Graduate Recruitment Scheme employed by the Department to assist with LAPRAC.
- Assist in the procedural training of officers of the Legislative Assembly as required.
- Advise on procedural matters as required.

## Achievements

### *LAPRAC*

- The Office completed an outline of:
  - Chapter 11 – Motions and identified 38 areas of future research; and
  - Chapter 13 – Control and conduct of debate and identified 15 areas of future research.

### *Graduates*

- Graduates accessed from the Victorian Public Service Graduate Recruitment Scheme have been employed to assist in research and writing of LAPRAC. In

particular this Office has conducted initial induction and procedural training of two graduates in successive placements in the 1999 scheme.

- Set, supervised and evaluated research tasks for inclusion in LAPRAC by four graduates over the course of the year.

### *Staff Training*

- During the Autumn Sittings trained the new Manager, Procedure Office in various Assembly procedural duties, with special attention to the analysing of bills in relation Governor appropriation Messages, absolute majority procedures, the drafting of motions and the checking of amendments.

### *Advisory*

- As required in the 1999 Autumn Sittings advised Chamber officers on various procedural matters.
- Involved in discussions with Clerk and Deputy Clerk relating to procedural advice for the Speaker.
- Undertook research and assisted with discussion papers for the Clerk and Speaker to be given at various conferences.

## **FUTURE OUTLOOK**

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Goals included in the Department's Business Plan for 1999-2000 are:

*To improve intra and inter-departmental communication*

- Promote effective communication and consultation amongst all levels of employees for example communication via newsletters.

*To identify and implement best practice in the area of record and document management*

- Ensure that all records and documents of the Department and its Committees are effectively managed eg review, update and develop archival policy and transfer original records of the 51<sup>st</sup> Parliament to the Public Record Office.
- Improve document structure and presentation by establishing a style guide for House documents.

*To develop a knowledge management framework*

- Improve the Department's procedural resources by issuing the first release of the LAPRAC and developing a system for its updating.

*To attract and retain a highly skilled and motivated team, to recognise the contribution of our employees and to encourage them to develop and perform to their fullest capabilities.*

- Provide an effective training and development program for all staff by undertaking a training needs analysis.

*To optimise use of our human, financial and physical resources*

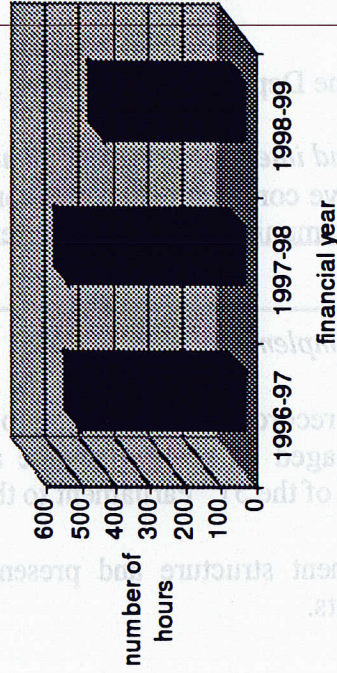
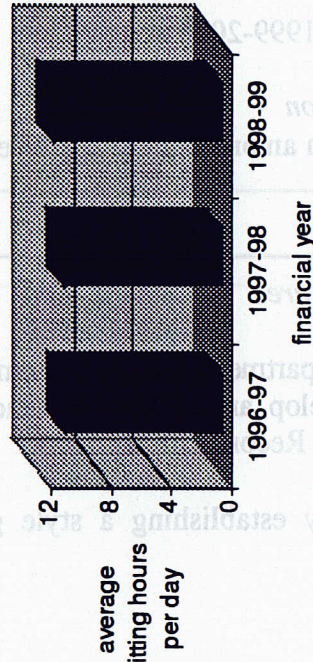
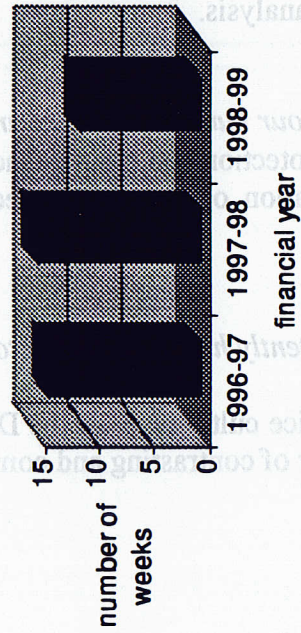
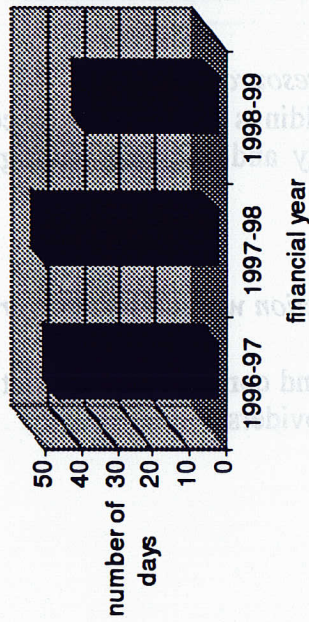
- Enhance the protection and maintenance of the buildings and precinct by completing the implementation of the fire protection strategy and the new photographic ID system.

*To ensure a consistently high level of customer satisfaction with all services provided by the Department*

- Develop a service culture within the Department and commence examination of the service delivery of contrasting and comparative providers.

# APPENDIX ONE

## Comparison of Statistics for 53<sup>rd</sup> Parliament





## APPENDIX TWO

### Financial Statements

#### Legislative Assembly Expenditure Statement

ITEM	1998-99		1997-98
	Budget \$	Expenditure \$	Expenditure \$
<b>Departmental</b>			
Salaries, Overtime and Allowances	1,565,000	1,731,364	1,495,413
Pay-roll Tax	838,000	936,809	566,819
Employee Superannuation Contributions	172,000	140,245	138,601
Long Service Leave	36,000	102,010	
WorkCover	79,000	17,715	15,870
Capital Charge	4,033,000	4,032,996	
General Expenses	320,000	358,091	344,294
Parliamentary Printing	1,057,000	437,489	620,342
Other Operating Expenses	195,000	26,125	4,703
<b>Total Departmental Operating Expenses</b>	<b>8,295,000</b>	<b>7,782,844</b>	<b>3,186,042</b>
<b>Assembly Members</b>			
*Salaries and Allowances	6,670,000	6,485,424	6,463,937
Members Travel and Subsistence	2,000,000	2,055,148	1,869,463
Parliamentary Super Fund	5,403,000	5,399,999	5,400,270
Unfunded Superannuation			10,000,000
<b>Total Members Salaries and Superannuation</b>	<b>14,073,000</b>	<b>13,940,571</b>	<b>23,733,670</b>
<b>Total Legislative Assembly Expenditure</b>	<b>22,368,000</b>	<b>21,723,415</b>	<b>26,919,712</b>

\* Excluding Ministers.

**JOINT INVESTIGATORY COMMITTEES EXPENDITURE STATEMENT**

ITEM	1998-99		1997-98
	Budget \$	Expenditure \$	Expenditure \$
Drugs and Crime Prevention	375,000	361,655	374,381
Economic Development	298,500	248,129	185,856
Environment & Natural Resources	381,000	232,115	193,406
Family and Community Development	370,000	159,041	262,446
Federal-State Relations	287,000	269,060	309,377
Law Reform	479,000	403,262	424,965
Public Accounts & Estimates	515,000	374,773	349,629
Road Safety	318,000	187,719	178,097
Scrutiny of Acts & Regulations	413,000	317,812	351,416
Joint Committee Administration Office	668,000	628,676	572,535
New inquiries – balance unallocated		52,500	
<b>Total Committee Expenditure</b>	<b>4,157,000</b>	<b>3,182,242</b>	<b>3,202,108</b>

**Notes:**

1. Committees administered by the Legislative Assembly –

- Drugs and Crime Prevention
- Economic Development
- Public Accounts and Estimates
- Scrutiny of Acts and Regulations

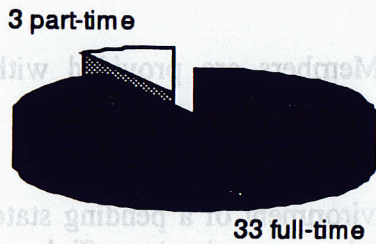
2. Committees administered by the Department of the Legislative Council –

- Family and Community Development
- Environment and Natural Resources
- Federal-State Relations
- Law Reform
- Road Safety

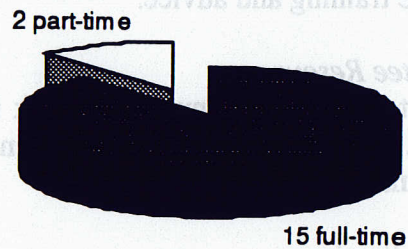
3. Both House departments jointly administer the Joint Committee Administration Office. Its budget contains the rental payments for 35 Spring Street on behalf of all Committees.

**Workforce Analysis**

**Departmental Staff**



**Committee Staff**



**Classification Profile**

Band	Department		Committees		Total
	Male	Female	Male	Female	
EO-2	1				1
EO-3	1				1
VPS-5	1				1
VPS-4	2	2	3	3	10
VPS-3	2		3	2	7
VPS-2	11	6	2	4	23
VPS-1	6	4			10
<b>Total</b>	<b>24</b>	<b>12</b>	<b>8</b>	<b>9</b>	<b>53</b>

**Environmental Influences**

There are many challenges associated with the provision of services in a parliamentary environment. Often services have to be provided with little or no notice, and sitting dates and finishing times for the House can be unpredictable. The Department therefore must be flexible to respond quickly to the needs and requirements of the House and its committees to ensure a competent and professional service is provided at all times. Specific challenges facing the Department during the next twelve months are:

***State Election***

Prepare for the 1999 State election and ensure new Members are provided with adequate training and advice.

***Committee Resources***

Committees must continue their work in the uncertain environment of a pending state election. Incoming committees in the new Parliament must be appropriately staffed and operational as soon as possible.

***Internet Services***

Develop and improve the range of services provided to clients on the Internet.

***Development of Procedural Knowledge***

Enhance the general procedural knowledge of staff to overcome the significant loss of experience through the retirement of two senior staff members last year.

***Administrative Re-structure***

Continue with the implementation of an administrative re-structure to improve services to Members and to take advantage of improvement in work practices.

	Female	Male	Female	Male	
1			1		EO-2
1			1		EO-3
1			1		VP-2
10	3	3	2	2	VP-4
7	2	3		2	VP-3
23	4	2	6	11	VP-2
10			4	6	VP-1
23	9	8	12	24	Total

## APPENDIX FIVE

## APPENDIX FIVE

### Staff Listing as at 30 June 1999

#### Clerk's Office

Ray Purdey	Clerk
Marcus Bromley	Deputy Clerk
Geoff Westcott	Assistant Clerk and Clerk of Committees
Shanthi Wickramasurya	Secretary to the Clerk

#### Serjeant-at-Arms Office

Vacant	Serjeant-at-Arms
Helen Dorian	Personal Assistant

#### *Attendant and Cleaning Staff*

Warren Smith	Principal Attendant
Mark Smith	Senior Attendant
Michael Gigliotti	Post Office Attendant
Baron Campbell-Tennant	Attendant Grade 3
Ray Davis	Attendant Grade 3
Craig Foster	Premier's Orderly
David Lang	Attendant Grade 3
Richard McCullough	Attendant Grade 3
David Robertson	Attendant Grade 3
Geoffrey Tapper	Attendant Grade 3
Mark Wicks	Speaker's Orderly
Michelle Butler	Attendant Grade 1
Anthony Pierorazio	Attendant Grade 1
Jeremy Walsh	Attendant Grade 1
Julia Hollas	Attendant Grade 1
Trevor Day	Attendant Grade 1
Frank De Sensi	Senior General Hand
Hares Kodiah	Senior General Hand
Tony Koukouvinos	Senior General Hand
Rhonda McMahon	Cleaner
Herta Zimmerman	Cleaner

#### Project Office

Neville Holt	Special Projects Officer
Bronwyn Parker	Research Officer
Maurice Hanrahan	Research Officer

**Procedure Office**

Liz Choat	Manager
<i>Papers Section</i>	
Mark Roberts	Clerk of the Papers
Keith Mills	Assistant Clerk of the Papers
<i>Table Section</i>	
Paul Venosta	Reader
Charlene Kenny	Assistant Reader
Sorrel D'Silva	Administrative Officer

**Committee Office**

*Drugs and Crime Prevention*

Robert McDonald	Executive Officer
Maria Rowe	Office Manager
Maurice Rickard	Research Officer
Sarah Crome	Research Officer

*Economic Development*

Richard Willis	Executive Officer
Anne Morgan	Office Manager

*Public Accounts and Estimates*

Michelle Cornwell	Executive Officer
Frances Essaber	Assistant Executive Officer

*Scrutiny of Acts and Regulations*

Andrew Homer	Executive Officer
Simon Dinsbergs	Assistant Executive Officer
Richard Kings	Office Manager
Tanya Coleman	Research Officer
Nadia Krivetz	Research Officer

*Joint Committee Administration Office*

Vera Velickovic	Manager
David Cousins	Acting Systems Officer
Muriel O'Gorman	Administrative Officer
Laurel Keith	Administrative Officer

## APPENDIX SIX

	1996-97	1997-98	1998-99
<b>Major Outputs and Deliverables</b>			
House related Documents produced	126	141	115
Reports presented by Command	3	3	3
Reports presented pursuant to Statute	499	531	488
Reports presented by Parliamentary Committees	29	29	26
Questions On Notice	182	540	127
Without Notice	357	389	370
Bills Introduced in the Assembly	110	111	89
Amended in the Assembly	27	24	25
Passed both Houses	109	111	100
Reasoned Amendments – negatived	40	24	16
Divisions House	97	79	96
Committee	2	6	5
Petitions presented	63	108	144
Days on which Grievances were debated	4	4	2
Days on which General Business motions debated	14	9	11
Adjournment Motions pursuant to S.O. 26	1	3	5

Amendments Motions pursuant to 20.28  
 Date on which General Business motions debated  
 Date on which Amendments were debated  
 Resolutions presented  
 Committees  
 House  
 Resolved Amendments — negotiated  
 Passed both Houses  
 Amended in the Assembly  
 Bills Introduced in the Assembly  
 Motion: Voice  
 On Motion  
 Reports presented by Parliamentary Committees  
 Reports presented pursuant to Standing  
 Reports presented by Committee  
 House related Documents produced

	1988-89	1989-90	1990-91
Amendments Motions pursuant to 20.28	1	3	2
Date on which General Business motions debated	14	0	11
Date on which Amendments were debated	4	4	5
Resolutions presented	93	108	44
Committees	3	0	2
House	19	28	30
Resolved Amendments — negotiated	40	34	19
Passed both Houses	109	111	100
Amended in the Assembly	57	34	52
Bills Introduced in the Assembly	110	111	80
Motion: Voice	327	380	370
On Motion	185	242	151
Reports presented by Parliamentary Committees	50	30	30
Reports presented pursuant to Standing	404	231	484
Reports presented by Committee	3	3	3
House related Documents produced	131	141	112

Major Outputs and Deliverables





