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30 OCT 1996

*[Signature]*  
Clerk of the Legislative Assembly

## DEPARTMENT OF THE LEGISLATIVE ASSEMBLY



## ANNUAL REPORT FOR THE YEAR 1995-96

*The front cover depicts Professor David Penington, A.C., Chairman of the Premier's Drug Advisory Council addressing the Legislative Assembly on the findings of the Advisory Council from the floor of the House.*

*This historic occasion, which took place on 31 May 1996, represented the first time that a non-parliamentarian or 'stranger' has been permitted on to the floor of the House and address the House. Legislative Council Members were also in attendance and participated in the question session that followed Professor Penington's address. This procedurally unprecedented arrangement reflected the significance attached to the debate.*



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

23 October 1996

The Hon S. J. Plowman, MP  
Speaker of the Legislative Assembly  
Parliament House  
MELBOURNE 3002

Dear Mr Speaker,

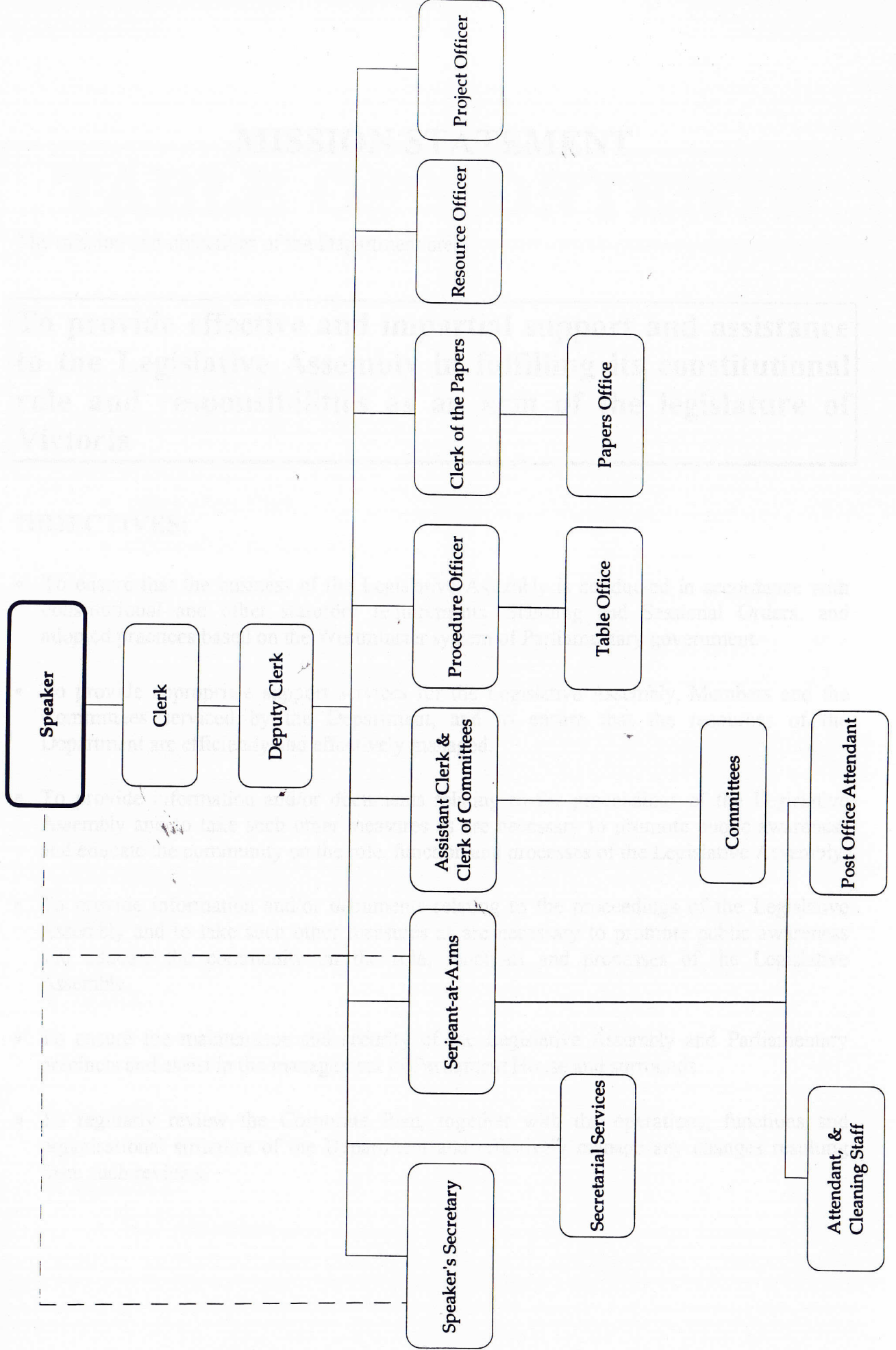
I have pleasure in forwarding to you the Annual Report for the Department of the Legislative Assembly for the year 1995-96.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Philip J. Mithen".

Philip J. Mithen,  
Clerk of the Legislative Assembly

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY



# MISSION STATEMENT

The mission and objectives of the Department are:-

**To provide effective and impartial support and assistance to the Legislative Assembly in fulfilling its constitutional role and responsibilities as an arm of the legislature of Victoria**

## OBJECTIVES:

- To ensure that the business of the Legislative Assembly is conducted in accordance with constitutional and other statutory requirements, Standing and Sessional Orders, and adopted practices based on the Westminster system of Parliamentary government.
- To provide appropriate support services for the Legislative Assembly, Members and the Committees serviced by the Department, and to ensure that the resources of the Department are efficiently and effectively managed.
- To provide information and/or documents relating to the proceedings of the Legislative Assembly and to take such other measures as are necessary to promote public awareness and educate the community on the role, function and processes of the Legislative Assembly.
- To provide information and/or documents relating to the proceedings of the Legislative Assembly and to take such other measures as are necessary to promote public awareness and educate the community on the role, functions and processes of the Legislative Assembly.
- To ensure the maintenance and security of the Legislative Assembly and Parliamentary precincts and assist in the management of Parliament House and surrounds.
- To regularly review the Corporate Plan, together with the operations, functions and organisational structure of the Department and effectively manage any changes resulting from such reviews.

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# 1995-96 - THE YEAR IN REVIEW

The year in review has been characterised by change and a number of initiatives.

## **RETIREMENTS**

### **Clerk:**

September 1995 saw the retirement of John Little as Clerk of the Legislative Assembly. John spent 38 years working in the Victorian public sector - eleven years in the Public Works Department and twenty-seven years (1968-1995) in the Legislative Assembly. Twenty-six of these years were spent as a Chamber Officer, culminating in his appointment as Clerk in 1991.

John was appointed Serjeant-at-Arms in 1969 and occupied that position until his appointment as Assistant Clerk and Clerk of Committees following the retirement of the then Deputy Clerk, Mr. Neil McCarron, in 1983. As Serjeant, John served 4 Speakers over the fourteen years and was the longest serving Serjeant-at-Arms in recent times.

John served the Parliament with dedication and loyalty and is now enjoying a well deserved retirement on his property in Gippsland.

### **Principal Attendant:**

John Nixon retired as Principal Attendant in March 1996 after 22 years service with the Legislative Assembly. In the variety of roles that John performed over this period, he proved to be both competent and courteous. John enjoyed the friendship and respect of all staff at Parliament House, not just those in the Assembly.

John has earned his retirement years and it is hoped that he has a long and healthy life in retirement.

## **HISTORIC ADDRESS TO THE PARLIAMENT**

An historic occasion was marked when, on 31 May this year, Professor David Penington, A.C., Chairman of the 'Premier's Drug Advisory Council' addressed the Legislative Assembly from the floor of the House.

This was the first time that a non-Member had addressed the Assembly in this way and it created great media and community interest. The 'Drug Debate' that took place over a continuous 8 hour sitting, allowed for 49 Members to contribute well researched and considered views on a sensitive and controversial social issue.

The proceedings were deemed to be a sitting of the Legislative Assembly to which Council Members were invited to attend and participate in the question session.

The general consensus was that this procedurally unusual arrangement for the 'Drug Debate' was extremely successful, and it could prove to be a model for future debates on other issues of basic widespread interest to the community.

## **LEGISLATIVE SUMMARY**

The Legislative Summary is a comprehensive summary of legislation introduced into the Parliament. It sets out the purposes of the legislation and the various dates on which it was debated, together with operating dates where proclaimed.

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In addition, all the Parliamentary papers are listed.

The Summary was first published for the 1994 calendar year. There was considerable interest in the documents by both Members of Parliament and the legal profession. The then Government Printer made the summary a subscription item.

The annual summary for 1995 is available and the interim summary for 1996 (Autumn Sitting) will be available shortly.

The privatisation of the Government Printer, together with the dramatic development in information technology and the Internet, will have far reaching ramifications on parliamentary publications such as the Legislative Summary.

### **LEGISLATIVE DOCUMENT MANAGEMENT SYSTEM (LDMS)**

The Government has developed an electronic network within the public sector. The system is called VGEMS (Victorian Government Electronic Messaging Services). An early project being developed on this network is the Parliamentary database. It is proposed that draft legislation will be able to move electronically between the relevant Government departments during the instruction/drafting stages.

When legislation is ready for introduction to the Parliament, it will be lodged on the Parliamentary database by the Office of the Chief Parliamentary Counsel. From that point onwards, information relating to the legislation will be provided by the Clerks at the Table. When the Minister gives the second reading speech in the House, the Clerks can add that information and authorise the "publication" of that legislation. "Publication" means that the LDMS will, at regular intervals during the day, place authorised information on the Internet making it available world-wide.

It is fascinating and gives a high degree of satisfaction to see the development of this new technology and be a part of providing improved and additional services to the Parliament and the community **world-wide**.

This system will be introduced in September 1996 and major developments can be expected over the next twelve to eighteen months.

### **INTERNAL AUDIT**

The Parliament again appointed an internal auditor. Reports have been made to the Presiding Officers. Whilst there have been no major areas of concern within the Department, several of the auditor's comments will be considered and, where appropriate, adopted, or the necessary action taken.

### **ASSET REGISTER**

As reported in the 1993-94 Annual Report, the Parliament has taken action to build an asset register of historical and contemporary items, together with equipment, etc. Whilst the register is now operative, we are experiencing difficulties in having the barcode reader programmed to our satisfaction. To date, the reader will not produce the necessary "on the spot" reports that we are requiring.

As a result, each office or location has not been scanned electronically for the year under review. This is unsatisfactory. Whilst there is no reason to believe that all the assets are not present and being maintained responsibly, the absence of a regular check, via the electronic scan, prevents that assurance being given.

Although only a relatively minor matter in the overall administration, it is frustrating to have the register so advanced and detailed without being able to finalise the project because of the problem of the barcode reader and its programming.



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## FACT SHEETS

A series of *Fact Sheets* are being prepared by the Department's Project Officer on a range of parliamentary topics. The purpose of these *Fact Sheets* is twofold. Firstly, as an aid for Members, particularly new Members, to be familiar with the forms and practices of the House. Secondly, the *Fact Sheets* should prove a source of information for students as well as the general community.

To date, two *Fact Sheets* are available with another three (\*) nearing completion and several more in the preparation/research stage.

The *Fact Sheets* prepared are:

1. A Typical Day in the House.
2. Adjournment Motion.
- \*3. Reasoned Amendment.
- \*4. Parliamentary Terms.
- \*5. Opportunities for Debate.

## PARLIAMENTARY OFFICERS ACT 1975

The long awaited amendments to the Parliamentary Officers Act have now been made. Early expectations of a rewrite of the Act have not materialised but the amendments needed to improve the Act were introduced via the *Public Sector Management and Parliamentary Officers (Amendment) Act 1996*. These amendments became operative on 2 July 1996.

The major change has been removing the need for all appointments of parliamentary officers to be made by the Governor-in-Council. In future, only the appointment of the department head (Clerk) needs to be made by the Governor-in-Council, with all other appointments within the Department being made by instrument (s.7) or warrant (s.12) of the Speaker.

The department head's salary is fixed by Governor-in-Council on the recommendation of the Speaker. All other staff salaries can be determined by the Speaker. In determining salaries and other conditions, consideration would be given to movements within the public sector. Given the corporate approach of the five department heads, it is expected that there will also be uniformity of classification for like positions and conditions across the Parliament.

## CORPORATE STRUCTURE

With the recent amendments to the *Parliamentary Officer Act 1975*, the introduction of employment agreements and the current review of executive officer salaries, the opportunity has presented itself for an alignment of positions across the Parliament.

The Public Service Commissioner recommended the Clerks be classified at Executive Officer, Level 2, with their deputies at Executive Officer, Level 3. Other department heads classified at Executive Officer level were aligned with the deputies at Executive Officer, Level 3. None of these officers have access to performance pay and it is expected that this alignment will be accomplished in the near future.

Similarly, the introduction of employment agreements required a position evaluation to be made of each non-executive position. This resulted in a minor re-alignment of some positions, e.g. the Deputy Librarian equating to the Serjeant-at-Arms.

The new amendments to the Act will provide a mechanism for an on-going re-alignment where anomalies become apparent.

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## STAFF SALARIES AND CONDITIONS

Reference was made in the 1994-95 report to the fact that there had been no salary review since 1991 and that salaries of Victorian parliamentary officers had slipped dramatically in comparison to their interstate counterparts and Members.

Non-executive officers have since had access to salary increases provided that they sign an employment agreement. Employment agreements are referred to later in this report.

In respect of executive officers, negotiations are currently being conducted and any change will include transferring from salary to a total remuneration package. Meanwhile Tasmanian salaries have moved ahead of Victoria and only South Australia and the Australian Capital Territory rank behind Victoria in salaries, and then only by a small amount.

It is expected that negotiations will be finalised early in the new financial year and that this will go some of the way towards redressing the imbalance that has developed over a number of years.

## EMPLOYMENT AGREEMENTS

As mentioned earlier, employment agreements have been introduced and have been available since November 1995. By signing an employment agreement - either individual or collective - staff received a three percent increase if signing by 24 December 1995 with arrears back dated to 1 July 1995.

While the final round of agreements were being introduced, the Government changed its policy on "market review adjustments" and offered a four percent increase to officers who signed a two year agreement to December 1997. This second offer also offered a further three percent increase in December 1996, subject to productivity gains.

Signing an employment agreement for persons in their current positions is optional, but until an agreement is signed there is no salary increase.

A number of staff across the Parliament nominated the State Public Services Federation Victoria (SPSFV) as their agent to negotiate a collective agreement. It was expected that this collective agreement would be completed before Christmas 1995.

Negotiations were not completed in 1995 and the SPSFV sought to have arrears still paid if staff signed in 1996. It was agreed by all parties that arrears would be paid for a maximum of six months except where a member of staff was awaiting an increment or seeking a review. In such cases, it was agreed that arrears in respect of the three percent would not be paid for any member not signing an agreement in 1995.

Several staff members either sought a review or awaited their increment. Accordingly, they forfeited their arrears on the three percent.

The majority of staff (76 percent) have signed employment agreements. Any new appointments or current staff seeking promotions will be required to sign an employment agreement.

As part of the introduction of employment agreements, a number of documents were prepared and circulated to staff. These documents are:

- Overview of the Non-Executive Broadbanded Performance Pay System
- Teamwork for the five level Broadbanded Structure
- Principles of the Performance Management System
- Pay Policy
- Translation Arrangements
- Personnel Policies
- Grievance Procedures

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The substantive documents will be included in an Induction Manual to be distributed next year.

## **PERFORMANCE ASSESSMENT**

As part of signing an employment agreement, staff have access to performance pay. All staff, irrespective of whether or not they have signed an employment agreement, are subject to performance assessment.

Some three years ago, the Department began preparing an assessment manual with the intention of introducing performance assessment to help staff identify strengths and weaknesses in their performance and to assist with training for career goals and moves. With the imminent introduction of performance assessment pay in the public sector, it was decided to defer the introduction of performance assessment until it was introduced across all parliamentary departments via the employment agreements.

As part of the performance assessment, key result areas (KRA's) had to be determined and agreed to between employee and employer. This has proved to be a very time-consuming exercise, but hopefully will prove much easier and quicker in the future.

The KRA's are designed to assist both employee and employer. Both parties have expressed some concerns about the attachment of performance pay to performance assessment. The bonus system for high performers or special projects is worthy of consideration and may be a better option.

Performance assessment is not another way of saying "pay rise". Employees performing their duties and doing what is expected of them are earning their salary. The KRA's agreed to should recognise this aspect.

Due to the timeframes imposed, the first assessments will be conducted during October/November with any resulting performance payment being made on the first full pay period after 1 January 1997. Future assessment periods will be on a financial year basis.

## **STAFF TRAINING AND DEVELOPMENT**

### **Overseas Attachment:**

As reported last year, Phil Mithen as Deputy Clerk, completed a three week attachment with the UK House of Commons and a one week attachment with the Canadian House of Commons in Ottawa.

Issues examined whilst overseas included Procedure for handling Privilege matters, procedural issues, tabling/printing of documents, use of technology, video conferencing, employment agreements/performance appraisals, printing of Bills and visitor facilities.

### **Training Officer:**

A Training Officer was appointed in 1996 for an initial period of twelve months. The Training Officer reports to the Staff Development Committee which is responsible for managing and co-ordinating the training programs for all Parliamentary staff. The introduction of employment agreements and performance assessments ensured that a Training Officer would be fully occupied for a considerable time.

The Training Officer initially conducted training sessions on the performance management system for all staff. The Training Officer will also use the personal development plans established for each position to identify training needs and to structure future training courses.

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## **STAFF DEVELOPMENT**

### **Interview Manual:**

In an endeavour to assist staff, the Department has prepared an *Interview Manual*. The manual is intended to help the applicant with the written application and then, if granted an interview, to prepare for the interview.

Experience over recent years suggests that some staff do not appreciate the importance of the initial written application in determining the interview list.

In respect of many positions, applications are sought from outside the parliamentary service. The majority of these applications address the Key Selection Criteria of the position and promote the individual.

Because of the relatively small number of staff at Parliament House, there is a tendency to assume at the interview that: "they know all about me" with the result that the written application is sometimes very brief, does not promote the individual and in some cases does not address the Key Selection Criteria.

In determining those to be interviewed, the written application by internal applicants is therefore critical.

The *Interview Manual* was made available to the Staff Development Committee for information. It has now been circulated to each Assembly Office and is available to staff.

### **NEW MEMBERS SEMINAR**

Following the election in March 1996, fifteen new Members were sworn in on 14 May 1996.

A seminar for new Members was held on 8 May. As in previous seminars, the two houses conducted theirs separately and then came together after morning tea for those aspects that are common to both Houses.

Over recent years the Assembly component has been conducted in the Second Floor Party Room (Room K). This year it was decided to hold it in the Assembly Chamber. This was primarily to assist in explaining procedure and the format for a "normal" day in Parliament. It was also felt that Members would get a better appreciation if the explanations were made *in situ*.

Whilst there was nothing either abnormal or extraordinary, except for the drug debate, for the seasoned Member, it was thought that maybe new Members would have some queries after experiencing several weeks of sitting. Consequently, at the end of the autumn sitting, an offer was extended to all new Assembly Members for an informal "follow-up" to be held in the Chamber where Members could raise any queries that they had. Approximately half the new Members accepted the offer and spent a profitable hour and a half asking questions informally of the Speaker and the Chamber Officers.

### **MEMBERS' GUIDE**

A comprehensive Parliament of Victoria Members' Guide describing the services of all the Parliamentary Departments, was prepared in time for the new Members seminar.

The Members' Guide provides information on the Parliament and its administration, details on salaries and allowances, electorate office entitlements, as well as information on Parliament House facilities and procedural information relating to the Legislative Council and Legislative Assembly.

The Guide is a loose leaf system to allow for easy updating from time to time. One aspect of the Guide that has received favourable comment from other Parliaments is that it covers Members of both Houses in the one document.

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**APPRECIATION**

The year has seen several staff changes, different operating procedures and new terms and conditions of employment.

All members of staff are to be congratulated for their efforts, often under very trying conditions and amid severe staff shortages across the Department.

I record my appreciation of your dedication to the institution of Parliament, and the Legislative Assembly in particular, and the support that you have given me in my first year as Clerk.

I also take this opportunity to wish the three Johns - Little, Nixon and Delzoppo - a long and healthy retirement and thank them for their support and guidance over many years.



**Philip J. Mithen**  
Clerk of the Legislative Assembly

# THE PARLIAMENTARY YEAR IN SUMMARY

Statistics relating to sittings of the Legislative Assembly and its proceedings are set out below:

<b>HOUSE SITTINGS</b>			
<b>1995-96</b>	<b>Spring</b>	<b>Autumn</b>	<b>Total</b>
Sitting weeks	7	4	11
Sitting days	21	13	34
Average duration of daily sitting (Hours)	8hrs 45m	8hrs 49m	9hrs 49m
Sitting after midnight	1	2	3
<b>1994-95</b>	<b>Spring</b>	<b>Autumn</b>	<b>Total</b>
Sitting weeks	9	9	18
Sitting days	30	28	58
Average duration of daily sitting (Hours)	10hrs 58m	9hrs 58m	10hrs 28m
Sitting after midnight	8	6	14
<b>BUSINESS OF THE HOUSE</b>			
		<b>1995/96</b>	<b>1994/95</b>
<b>Bills</b>	- Introduced in the Assembly	75	132
	- No. amended in the Assembly	22	43
	- Passed both Houses	69	123
	- Second reading reasoned amendment - negatived	8	22
<b>Divisions</b>	- House	48	80
	- Committee	3	10
<b>Questions</b>	- On Notice	392	191
	- Without Notice	268	490
<b>Petitions presented</b>		94	137
<b>Reports presented by Command</b>		2	4
<b>Reports presented pursuant to Statute</b>		667	563
<b>Reports presented by Parliamentary Committees</b>		20	41
<b>Days on which</b>	- Grievances were debated	2	5
	- General Business motions debated	9	13
<b>Adjournment Motions pursuant to S.O. 26</b>		3	2

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# OFFICE OF THE CLERK

This year saw a change in all Chamber positions following the retirement of the Clerk, Mr J. G. Little.

The position of Clerk was advertised in all Parliaments in Australia and New Zealand. Following interviews the Deputy Clerk was recommended and subsequently appointed Clerk.

As a result of the promotion of the Deputy Clerk, the position of Deputy Clerk and Assistant Clerk were advertised internally and ultimately filled by promotion, leaving the position of Serjeant-at-Arms vacant.

Again this position was advertised both internally and in other Parliaments in Australia and New Zealand. Geoff Westcott was recommended and took up his appointment in March 1996.

Geoff has been on the parliamentary staff for 27 years and comes to us from the Parliamentary Committees administration where he has spent the past 18 years as Secretary/Executive Officer to a number of committees.

The introduction of employment agreements and the formal determination of Key Result Areas for individual staff has proved a very time consuming project. In addition, there have been training sessions arranged for all staff to assist with the smooth introduction of these changes.

At the same time as these employment changes were happening, new procedures were being introduced for the printing of parliamentary documents following the privatisation of the Government Printer. With the imminent Autumn Sittings, time was scarce to finalise all the contracts and procedures. As it has eventuated, things have gone very smoothly given that the private contractors were new to the parliamentary environment.

The Government's introduction of the Legislative Document Management System (LDMS) and the ramifications for the Parliament and parliamentary documents has had a significant and substantial impact on the way the Parliament operates.

Each of these changes will affect the Department in varying degrees as to their results. The one thing that they all have in common, however, is that they are innovations to the Parliament and as such have occupied an enormous amount of our time in the design/introduction/implementation of these changes. Added to this is the fact that they have all been occurring simultaneously.

As a result, priorities have had to be determined which has meant that some matters have not happened or been attended to as soon as they otherwise would have been.

Late in the year, the Parliament House Completion Authority was established. The timetable for the completion means that added demands are going to be made over the next two to three years. We have already experienced this with the user group timetable. Whilst the next three years are going to be hectic with the building programme, the completion of the building is something that we look forward to with anticipation and enthusiasm.

The various matters referred to above have been covered in more detail elsewhere in this report.

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# OFFICE OF THE SERJEANT-AT-ARMS

## **Role:**

The Serjeant-at-Arms is the Speaker's Executive Officer and his primary role is to execute the orders of the Speaker and the House 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. He also 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, the tours program and postal and photocopying services.

The Serjeant-at-Arms, in conjunction with the Usher of the Black Rod has responsibility for the security 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.

## **State Election and the Commencement of the 53rd Parliament:**

The State Election was held on 30 March 1996 and subsequently there were significant demands on Member's office accommodation at Parliament House. The office accommodation at Parliament House can only be described as, at best, basic.

The Serjeant-at-Arms is responsible for office accommodation, however, allocation of offices rests with the Speaker and understandably it is often a very sensitive and difficult issue dealing with requests for changes to office accommodation reflecting a change in a particular Member's seniority or party position. However, because of retirements or defeat of some Members at the Election, several offices became vacant and this allowed for a redistribution of accommodation to a significant number of Members. There was also difficulty in finding suitable accommodation for the recently elected Independent Member. Legislative Assembly attendant staff undertook the physical relocation of these offices with the Building Maintenance staff refurbishing one office.

## **Ceremonial:**

The highlight of ceremonial activities during 1995-96 was on 14 May 1996 with the official Opening of the Fifty-Third Parliament by His Excellency the Hon. Richard McGarvie, A.C., Governor of Victoria. The Opening Ceremony was conducted in the Legislative Council Chamber with the Speaker and Members of the Legislative Assembly in attendance. To accommodate the large number of people invited to view the Opening, the proceedings were televised via closed circuit television into Queen's Hall where seating was provided for some 500 people. Legislative Assembly attendant staff were heavily involved in all aspects of the proceedings and contributed to a highly successful result.



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**Parliament House  
Completion Project:**

Following the State Election, the Government announced that the Parliament building would be completed. This is some 140 years after construction first started. Subsequently, the *Parliament House Completion Authority* was enacted with the charter to be totally responsible for the design and construction of the building. The Speaker is *ex-officio* a member of the Authority. Whilst the aim is to complete the building, there will also be significant changes to the existing structure. Whilst certain areas such as the Legislative Council and Legislative Assembly Chambers, Queen's Hall and the Vestibule will retain their present function, all other areas within the existing building are subject to change in both structure and function.

The timetable to complete the building is extremely tight with mid 1999 as the completion target. The first task was the preparation of a design brief for the project architects. The Serjeant-at-Arms, together with the Clerk of the Parliaments, were the liaison between the Parliament and the *Parliament House Completion Authority* for the preparation of this design brief. Some seventeen user groups were established representing all aspects of the operations and functions of the Parliament and each group was then involved in very detailed planning for current and future requirements for the Parliament building. The Serjeant-at-Arms co-ordinated the user groups with the design brief consultants and was also the convenor of the user group responsible for building access and security and the media user group.

**Security:**

The provision of appropriate levels of security to the Parliament is vital with the focus on providing a safe and secure working environment and the protection of the building and assets. In recent years, there have been significant improvements such as the provision of Protective Service Officers on a 24 hour basis, the installation of a high grade mail scanning device, walk-through and hand held metal detectors and a photographic identification system. In 1995-96, the installation of a new security access system was completed. This system includes card access to the building, passive infra-red detection, duress alarms, fire and emergency exit alarms, detection of unauthorised attempts to gain access to the building and other facilities. The system is functioning reasonably, with further enhancements planned for the 1996-97 financial year.

An aspect of the photographic identification system is that passes issued to non-Parliamentary staff, are only valid for the life of a Parliament. With the opening of the Fifty-third Parliament, all approved departmental staff, ministerial staff and the media required new passes. The number of passes involved was significant and the validating and issuing of these passes was a lengthy and involved process.

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**Fire Protection:**

The Fire Protection Committee (chaired by the Serjeant-at-Arms) plans and oversees the development and enhancement of fire protection measures within Parliament House. The Committee comprises staff from the Legislative Council, Legislative Assembly and the House Committee departments. The Committee is assisted by a consultant architect.

Fire protection works completed in 1995-96 included:

- installation of a fire sprinkler system in the central ground floor and ministerial areas;
- additional smoke detectors installed in the roof space over the Vestibule;
- additional emergency lights installed in the second floor dining room corridor;
- additional exit signs installed;
- installation of a LCD display on the fire indicator board;
- sprinkler control valves replaced and a new annubar drain and jacking pump installed;
- faulty wiring to the original fire detection system replaced;
- building regulatory and fire protection update report completed; and
- new emergency warning and intercommunication system installed.

The latter equipment is operated from the 24 hour Protective Service Officers post at the rear courtyard door and provides for audible alarms and voice communications via a loudspeaker system throughout the building. This equipment is essential for the prompt warning of emergencies to building occupants and for organising building evacuation.

The works completed to date have significantly improved the fire safety of the building and its occupants. The planning has been careful and systematic. Efforts have been taken to ensure that all the works have, as far as possible, complimented the historical design of the building. Future works are very dependent on the Parliament House completion project, and the major proposal for 1996-97 is to proceed with smoke isolation works in many of the staircases in the building.

**Occupational Health and Safety:**

The Serjeant-at-Arms represents the Department on the Occupational Health and Safety Committee and Michael Gigliotti is the staff representative.

First aid training for staff has been a priority throughout the year with an evaluation of needs conducted by St John's Ambulance. By 30 June 1996, a proposal was prepared for consideration by the Departmental Heads for extensive training of 16 members of staff - 8 to grade 1 level and 8 to grade 2 level. This training will also include the use of oxygen resuscitation equipment. The proposal also included a recommendation for the purchase of this equipment and other first aid items.

The Presiding Officers had previously endorsed the development of a smoke-free policy for the Parliament building and additional 'no-smoking' signs have been placed throughout the building.

The construction of safety handrails on the front steps was completed.

**Post Office:**

The Post Office provides postal, photocopying and facsimile services to Members, staff and the Parliamentary Committees. The volume of photocopying is significant with over 1.13 million copies made in 1995-96. This volume rivals small to medium commercial operations.

The bulk of this copying (and binding) has been carried out on a Rank Xerox Model 5090 photocopier. Although the lease on this machine does not expire until November 1998, because of equipment limitations, an evaluation for a replacement was completed by May 1996. The evaluation recommended an enhanced version of the existing Rank Xerox photocopier as the only viable machine that could be accommodated in the present location.

**Visiting Dignitaries:**

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

During the year the following callers and delegations were received:

- Ambassador of Thailand
- Ambassador of France
- Ambassador of Turkey
- Delegation from the Parliament of Lithuania
- Delegation from the Parliament of Ireland
- High Commissioner for Sri Lanka
- Delegation from the United States Government (2)
- Delegation of Officials from the Jiangsu Province
- The Secretary of State for Northern Ireland
- Ambassador of Iran
- Committee from the Parliament of Sweden
- Australian High Commissioner to Zimbabwe
- The Speaker of the Parliament of Tamil Nadu
- Ambassador of Belgium
- Ambassador of The Netherlands
- Ambassador of Denmark
- Delegation from the European Community
- Ambassador of Ireland
- High Commissioner for Canada
- Delegation from the Parliament of Slovenia
- Ambassador of Romania
- Ambassador of Israel
- Consul-General of Spain
- Ambassador of Japan

**Functions - Queen's Hall:**

Queen's Hall is a much sought after venue for Parliamentary, State and private functions. Events include breakfasts, lunches, dinners, receptions, cocktail parties, conferences, and exhibitions. All events have to be sponsored by a current or former Member of Parliament and the sponsor must be in attendance at the function.

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In 1995-96 there were sixty-three major functions held in Queen's Hall.

To facilitate the organising of most functions, all arrangements are made through the Manager's Office of the Parliamentary Dining Rooms. This office co-ordinates the catering, equipment requirements and staffing. Virtually all functions require the assistance of Attendant and Cleaning staff from the Legislative Council and the Legislative Assembly.

On most Tuesday evenings during the Parliamentary sittings, school bands play in Queen's Hall. These performances are now an integral part of the evening dinner break and schools actively seek to participate in this program. In 1995-96, bands from the following schools performed:

- Grovedale Secondary College
- Eltham East Primary School
- Blackburn High School
- University High School
- Whittlesea Secondary College
- Norwood Secondary College
- Upper Goulburn Regional Band
- Hills Regional School's Band
- Moe Primary School

#### **Functions - Room K:**

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

In 1995-96 apart from party meetings, there were 148 functions and events held in Room K which required Attendant staff to be on duty.

#### **Youth Parliament:**

The ninth Youth Parliament was conducted in both the Legislative Council and the Legislative Assembly Chambers on 26 and 28 September 1995 with a training session on 25 September 1995. The Youth Parliament is auspiced by the Victorian Council of YMCAs and receives financial support from the Victorian Government. A Task Force of former Youth Parliamentarians co-ordinate the arrangements, assist teams in the selection of 'Bills' to debate and train these teams in debating techniques, Parliamentary practice and procedure. Eighteen teams participated and the ages of team members must be between fifteen and twenty-five. 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

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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:

- Euthanasia Bill
- Gay Rights Bill
- Family Abuse Bill
- Public Education of Politics Bill
- Decriminalisation of Cannabis Bill
- Gun Laws Bill
- Organ Donation Bill
- Compulsory Hepatitis B Immunisation Bill
- Sentencing of Burglars Bill
- Retesting of Driving Skills Bill
- Legalisation of Surrogacy Bill

A feature of the 'Bills' is that they are issues of current community concern and the level of debate was extremely high, reflecting 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 temporary Chairman of Committees. 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.

A feature of this year's Youth Parliament was a Question Time involving the Honourable Vin Heffernan, MP, Minister for Youth Affairs and Mr John Brumby, MP, Leader of the Opposition, and Youth Parliamentarians. At the conclusion of the Youth Parliament, the Youth Governor presented to the Minister for Youth Affairs for consideration by the Government, the 'Bills' that had been passed by the Youth Parliament.

#### **Open Day:**

Traditionally the Open Day is held in March each year as part of the Moomba Festival. However, because of the State Election in March 1996 the Open Day was postponed until Sunday 29 October 1996.

#### **Children's Parliament:**

The Children's Parliament was conducted in both the Legislative Council and the Legislative Assembly Chambers on 27 October 1995 involving students in years seven to nine from thirty-four independent and Government schools. Because of the high demand to participate, the Legislative Council Chamber was used for the first time. As 1995 was the *International Year of Tolerance* the theme was 'Build a World for Everyone'. Topics debated ranged from surrogacy to racism.

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.

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**Tours:**

The Parliament building remains one of Melbourne's most popular venues for visitors. Including Senior Citizen Week, over 60,000 people visited the Parliament in 1995/96. Many of the visitors attend through arranged tours for schools, service clubs, social clubs, etc whilst a significant number visit the building on a ad-hoc basis and take advantage of the tours conducted on non-sitting days. The Legislative Assembly provide tour guides from the Attendant staff.

**Staffing:**

Several significant changes occurred during the year.

Marcus Bromley who had been Serjeant-at-Arms since June 1992 was promoted to the position Assistant Clerk and Clerk of Committees on 27 February 1996. The resultant vacancy for Serjeant-at-Arms was advertised in all Australian Parliaments and on 2 April 1996 Geoff Westcott was appointed. Prior to his appointment Geoff was the Executive Officer of the Road Safety Committee.

On 1 March 1996 John Nixon retired as Principal Attendant after nearly twenty-two years service to the Parliament. He commenced with the Legislative Assembly on 18 August 1974 and had been Principal Attendant since 7 August 1990. John was a very hard working and dedicated officer who made a significant contribution to the efficient running of the Department. Always friendly, helpful and courteous John was very popular with Members and staff and the Legislative Assembly takes this opportunity to record its appreciation of John's service and dedication.

Subsequent upon John Nixon's retirement, Jack Thomas, Senior Parliamentary Attendant, was promoted to Principal Attendant on 10 April 1996.

Warren Smith who was a Parliamentary Attendant Grade 3 and held the position of Correspondence Officer was promoted to Senior Parliamentary Attendant. The vacancy created by Warren's promotion will be filled after July 1996.

Geoff Newell, the Ministerial Transport Officer retired after twenty-two years service as a driver. Since 1 November 1992 Geoff was driver for the Speaker.

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# TABLE OFFICE

## **Role:**

It is the responsibility of the Table Office to prepare, check and co-ordinate the working documents and official records of the Legislative Assembly, as well as Acts for Assent on behalf of the Clerk of the Parliaments. The Office also provides advice in relation to procedural and operational activities of the Legislative Assembly in particular and the Parliament in general.

## **Computerisation:**

During the year, the Table Office obtained the use of an additional computer. All staff now have ready access to computer facilities. The use of computers in the office will be increasing with the implementation of screen based databases and the Document Management System, as well as electronic mail facilities.

The Legislative Assembly's Standing Orders have been updated and scanned and prepared in a Microsoft Word format in order to facilitate the reproduction and distribution of the document.

The document restoration program has continued through the year with approximately 200 volumes of statutes, Votes and Proceedings and Hansard volumes despatched for rebinding, recovering and general repair. The restoration program will ensure that the Department has a complete and useable set of documents for future use.

During the year, the Clerk of Papers spent two months assisting in the Table Office while the Procedure Officer was on sick leave. The Table Office's Administrative Officer took on additional duties within the Resource Management area and also spent several months relocated in the Papers Office

## **Legislative Document Management System Project:**

The Procedure Officer was involved in the preliminary phases of development of a computerised Legislative Document Management System (LDMS).

This system is being developed by the consultants Price Waterhouse Urwick for the Department of Premier and Cabinet and is designed to provide legislative document workflow automation along with support for the drafting and printing of Bills, Statutory Rules, and Parliamentary papers. It will also provide other government departments and the general public access to a parliamentary document repository, the *Law Today* and a *History of the Law*. In January 1996, the Procedure Officer attended the *Proof of Concept* demonstration and supplied information relating to practices of the Assembly to the consultants.

He also provided responses to drafts of the *Parliamentary Document Flow Analysis* (March 1996) and the *Design Guidebook relating to Data Repositories Parliamentary Module* (April 1996) and the *System Test Plan* (May 1996).

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**Parliamentary Printing  
Contracts:**

Parliamentary printing and publishing, previously sourced through The Law Printer (Government Printing Office) is now provided through contractors. Contractors were selected after a public tender process and extensive evaluation in the latter part of 1995. By January 1996, the various printing functions were organised as follows:

**Bills:**

The printing of Bills for Cabinet and the Parliament were contracted to private companies. Ordering of Bills by the Parliament was organised through the Office of the Chief Parliamentary Counsel (OCPC) which provided the Bill typesetting service for the Parliament. Circulation copies of Bills introduced in the Parliament were distributed to subscribers by *Australian Government Publishing Service* (AGPS).

**House Documents  
and Hansard:**

Private contractors were contracted to collect, print, supply and deliver Bills, House Sitting Documents (except Parliamentary papers) and Hansard Reports. House Sitting documents refer to Notice Papers, Question Papers, Votes, Minutes, Divisions in Committee, Minutes of Joint Sittings, Weekly Bill lists and the Committee Progress on Investigations. AGPS will provide distribution as required.

**Parliamentary and Budget  
Papers:**

AGPS was also contracted to collect, print, supply and deliver Parliamentary Papers and Budget Papers and to distribute Parliamentary Papers.

**Acts, Statutory Rules:**

Private contractors were licensed to publish loose copies and bound volumes of the "official" version of Acts and Statutory Rules, and the Reprints of Acts and Statutory Rules. Original copy is supplied to the private contractors by the OCPC.

Distribution of copies of Acts and Statutory Rules to subscribers and to *Information Victoria* within a week of publication is also undertaken by the private contractor.

**Government Printer:**

The operations of the Government Printer have been privatised but there is still a legal requirement for there to be a 'Government Printer'. The position of the Government Printer was transferred to the Department of Premier and Cabinet. Chief Parliamentary Counsel was designated as Government Printer and is responsible for overseeing the management of the printing, publishing and distribution contracts. OCPC is now an administrative arm of the Department of Premier and Cabinet.

Meetings were held with OCPC and the contractors to allow for the smooth transition early in 1996. Because the Table Office produces the majority of printing orders in the Parliament, it was heavily involved in these meetings. The supply of the parliamentary printing and distribution services through the Autumn Sittings 1996, proceeded smoothly with minimal disruption.



**Computerised Invoicing System:**

The Table Office has been involved in the development of a computerised Parliamentary Ordering and Invoicing system in conjunction with other departments, with the view to being operational by the 1996 Spring Sittings. This system, which will replace the present fragmented manual system, will improve the efficiency of verifying invoices and will assist in recording the information necessary to verify contract performance. This system is being designed by the same computer company that designed the Asset Register system. Further talks are necessary and it is expected that the system will be operating before Christmas.

**Acts and Royal Assents:**

During the year, the Table Office staff read and sealed 65 Acts that were presented by the Clerk of the Parliaments to His Excellency the Governor for Royal Assent. The office also produced the *camera-ready* copy for the production of the Notice papers and Votes and Proceedings for 34 sitting days. The office handled numerous complex procedural and Business of the House queries during the year, as well as enquiries concerning Act proclamations and requirements for tabling documents in the Legislative Assembly.

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# PAPERS OFFICE

## **Role:**

The Papers Office continues to perform a range of functions associated with the tabling of reports presented to the Victorian Parliament, and with the dissemination of information to Members and others relating to the progress of legislation before the Legislative Assembly. As one of the principal public offices of the Parliament, the Papers Office provides both a personal and telephone information service on a great number of queries relating to business before the House.

The Papers Office also administers the Legislative Assembly component of the Parliamentary Printing budget which, in the 1995-96 financial year was \$813, 895. The Clerk of the Papers is responsible for processing accounts for payment by the Department. This is additional to processing all printing accounts for reports of the Assembly, the Council and the Joint Investigatory Committees, as well as all accounts for legislation introduced into the Legislative Assembly.

## **Staffing:**

The staff of the Papers Office continued to train several Committee personnel in the operation of the office during the year, enabling the Department to broaden the pool of officers experienced in the work of the Papers Office.

From July 1995 to April 1996, Michelle Gutasukas, Administrative Officer was seconded to the Joint Committee Administration Office on non sitting weeks. In her absence, Sorrel D'Silva assisted in the work of the Papers Office. This exchange further enhanced knowledge of the Parliamentary working environment for both officers.

From July 1995 to October 1995, Michael Coco was absent on 4 months jury service.

In the Autumn 1996 Parliamentary Sitting, Mark Roberts was seconded to the Table Office to assist during the absence of the Procedure Officer. Despina Babbage, Project Officer, managed the operations of the Papers Office and Con Chara, Office Manager, Economic Development Committee provided additional assistance.

Despite staffing changes and the resultant extra pressure to manage the operations of the Papers Office, services provided to the Members and the public were maintained at the expected level.

## **Annual Summary of Legislation:**

The *Annual Summary of Legislation* provides a synopsis of the progress of legislation before the House covering the Autumn and Spring sittings. It also provides an index of both bills and reports tabled during the same period together with a consolidated guide to legislation passed during the Autumn and Spring sittings every year. The *Annual Summary of Legislation* is prepared jointly by the Papers Offices of the Legislative Assembly and Legislative Council.

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The Summary has proven to be a valuable document, dealing as it does with the large number of requests relating to legislation introduced or passed in the Victorian Parliament. Feedback from Members, electorate officers and other users confirms that the document remains relevant to their needs.

### **Parliamentary Papers**

#### **Storage:**

During the year, a considerable amount of work was undertaken by Michael Coco towards a rationalisation of the storage of Parliamentary Papers. As part of an ongoing analysis of the Department's report storage requirements, the possibility of a relocation of those papers to 3-5 Macarthur Street was considered. Preparatory work in anticipation of such a move, enhanced the rationalisation process.

Whilst the proposed relocation did not eventuate, the new *Parliament House Completion Authority* is currently examining all available space within the Parliament building. As a result, the storage of Parliamentary papers remains an issue.

#### **Archives:**

The Legislative Assembly has an archive holding of approximately 2664 boxes representing approximately 533 linear metres of records and 365 assorted maps and plans. During the year under review, all original papers presented in the year and some temporarily stored original records from committees, were archived.

Of the numerous queries received, most were resolved from our holding of over 1064 boxes of recent records. However, it was necessary to recall 27 boxes of archives from the Public Record Office to assist with enquiries.

Keith Mills archived the *Mortuary Industry and Cemeteries Administration Committee* and *Salinity Committee* records, together with commencing the archiving of former Speaker Coghill's papers.

During the year, a contract archivist was employed to archive all the remaining Joint Select Committee records held by the Legislative Assembly from 1856 to 1982.

The results proved to be extremely worthwhile as the Department now has for the first time, a complete account of all Joint Select Committee records held since the 1850's. The 436 boxes will now be transferred to the Public Record Office at Laverton freeing up valuable storage space at the Parliament.

#### **Office Equipment:**

During the year under review, the Papers Office was able to secure a new photocopier and fax machine which have enhanced the service provided, particularly in view of the hundreds of requests received from clients seeking faxed copies of Members Lists.

#### **Computer Training:**

Certain Papers Office staff successfully completed a course of instruction in Microsoft Schedule+ for Windows and Microsoft Mail in November 1995.

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Other Papers Office staff attended a Parliamentary Library sponsored Internet introduction course during the year, and a course relating to Negotiation Skills.

**Legislative Database Review  
and New Printing Contracts:**

During the previous financial year, the Government initiated a major review of the legislative process which included an examination of the legislative database and the role played by the Victorian Law Printer.

The review resulted in the Government seeking tenders for a legislative printing service and an electronic document transfer system.

The implementation of the various contracts has been a time consuming and at times frustrating process. However, the printing contract has, despite several minor teething problems, been performing extremely well, although the distribution service suffers from ongoing problems.

Members and their electorate staff and party staff from the Opposition, regularly request Acts of Parliament and statutory rules from the Papers Office. These were previously provided free of charge by the Law Printer to the Legislative Assembly for distribution. Following the privatisation of the Law Printer, the Legislative Assembly is now paying for all Acts and statutory rules ordered. To date, this has resulted in expenditure of well over \$5,000.00.

**Australasian Study of  
Parliament Group - Victorian  
Chapter:**

At the October 1995 Annual General Meeting of the ASPG, Mark Roberts relinquished his role after 5 years, as Hon. Secretary/Treasurer to the Victorian Chapter of the Australasian Study of Parliament Group.

At the Annual General Meeting, the role of Hon. Secretary/Treasurer was separated into two roles. These roles have now been taken on by the departments of the Parliamentary Library and Legislative Council.

In early October 1995, the President of the Legislative Council, the Hon. B.A. Chamberlain MLC addressed the Australasian Study of Parliament Group - Victorian Chapter on his experience since becoming Presiding Officer of the Legislative Council in October, 1992.

At the 1995 Annual General Meeting, the ASPG was pleased to have in attendance, His Excellency The Honourable Richard E McGarvie, A.C., Governor of Victoria, who addressed the meeting on the relationship between the Governor and the Parliament.

The ASPG 1995 Annual Conference was held in Adelaide and was attended by the Chairman of the ASPG Victorian Chapter, Dr. Ken Coghill, Mark Roberts and David Ali, together with several other Victorian Members of Parliament.

The conference theme "*The Public Face of Parliament*" provided for some very interesting discussion.

Members of Parliament, the media and others addressed the ASPG Conference on topics which included *Perceptions of Parliament and Members and the Media*. A number of other guest speakers spoke on the issue of improving the public's perception of Parliament and the role Parliamentary Education and Project Officers can play.

The Resource Management Office also participated in the Project Officer's research report writing and special projects function for the Department.

The Resource Officer Stephen Robertson was awarded to the Secretary of Arts and Regulations Committee for much of the year. The award enabled Stephen to develop his research, writing and training skills while acting as the Committee's Assistant Executive Officer. Stephen is expected to remain with the Resource Management Office later in the year.

During Stephen's absence most of the Resource Officer's duties were carried out by Daniel D Silva with some assistance from the Deputy Clerk and Project Officer.

The Resource Management Office developed a number of database systems during the year for use within the Department. The Secretary of Arts office was provided with a system to produce and manage Parliamentary photographs, distribution passes, speakers' databases for the management of speaking lists were also developed for the Project Officer and a new database was also developed to manage the Department's filing system.

There were 29 staff changes during the financial year 1995-96 compared to 25 changes in the financial year of 1994-95. The reason for the changes are outlined below with the 1994-95 figures for comparison.

1995-96 1994-95

Appointments	1995-96	1994-95
Resignation (including contract expiring)	8	7
Re-appointments	7	3
Transfers or promotion	8	6
Retirement	3	2

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# RESOURCE MANAGEMENT OFFICE

**Role:**

The Resource Management Office provides personnel services, manages and maintains the Department's records and assists with the administration of the Department's physical resources. In addition, the office provides administrative support to the Serjeant-at-Arms and the Table and Papers Offices.

The Resource Management Office also incorporates the Project Officer who provides a research, report writing and special projects function for the Department.

**Staffing:**

The Resource Officer, Stephen Robertson, was seconded to the Scrutiny of Acts and Regulations Committee for much of the year. The secondment enabled Stephen to develop his research, writing and minute taking skills whilst acting as the Committee's Assistant Executive Officer. Stephen is expected to resume duties with the Resource Management Office later in the year.

During Stephen's absence most of the Resource Officer's duties were carried out by Sorrel D'Silva with some assistance from the Deputy Clerk and Project Officer.

**Database Development:**

The Resource Management Office developed a number of database systems during the year for use within the Department. The Serjeant-at-Arms office was provided with a system to produce and manage Parliamentary photographic identification passes. Separate databases for the management of mailing lists were also developed for the Papers Office and Speaker's Office. A new database was also developed to manage the Department's filing system.

**Personnel:**

There were 29 staff changes during the financial year 1995-96 compared to 25 changes in the financial year of 1994-95. The reason for the changes are outlined below with the 1994-95 figures for comparison:

	1995-96	1994-95
Appointments	4	8
Resignation (including contract expiring)	6	7
Secondment	7	2
Transfer or promotion	9	6
Retirement	3	2

The following Table sets out the length of service in Parliamentary/Public Service employment of departmental and committee staff as at 30 June 1996.

Years of Service	Departmental		Committees	
	Male	Female	Male	Female
Over 40 years	1	-	-	-
31-40 years	2	-	-	-
26-30 years	2	-	-	-
21-25 years	2	1	-	-
16-20 years	4	2	-	1
11-15 years	7	3	-	2
6-10 years	2	4	-	1
1-5 years	7	3	2	4
less than 1 year	-	1	1	1
<b>Total</b>	<b>27</b>	<b>14</b>	<b>3</b>	<b>9</b>

**Leave Liability:**

	Annual Leave \$	Long Service \$	Total \$
Current Liability	79,862	25,717	105,579
Non-current Liability		545,766	545,766
<b>Total</b>	<b>79,862</b>	<b>571,483</b>	<b>651,345</b>

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## Projects Office

### **Personnel Policy Document:**

In January 1996, the Project Officer researched and prepared the initial draft of a Personnel policy guide which will form the basis for the Parliament's Policy on Personnel matters.

### **Review of Assembly Xerographic Equipment:**

The Project Officer conducted a major review of the Department's photocopying and printing requirements. This involved an assessment of the functional limitations of existing equipment, the nature of the multi-task needs of Departmental users of the equipment and a cost benefit appraisal of upgrading to state of the art technology measured against current leasing arrangements and anticipated future demand. A more cost effective and reliable 'package' of photocopying, binding and facsimile equipment was subsequently arranged for the Department.

### **Fact Sheets:**

Early in 1996, the Project Officer undertook to design, research and write a series of *Fact Sheets* seeking to explain in plain English, procedural terms and practices of the Legislative Assembly. The *Fact Sheet* style is aimed at providing an introduction and overview to the topic being covered. The *Fact Sheets* being proposed intend to cover a number of topics associated with parliamentary practice. To date, *Fact Sheets* Numbers 1 and 2 have been prepared and are available through the Papers Office. A number of other *Fact Sheets* are at various stages of preparation.

### **Prototype Parliament of Victoria Calendar:**

The Project Officer developed a proposal to produce a calendar for 1997 that would 'showcase' the Parliament of Victoria through the use of quality photographs from the Parliament's historical collection. The proposal envisaged the production of an elegantly designed calendar that Members might wish to purchase for selective distribution within their constituencies. It was also intended that the calendar could be an additional item in the Parliament's souvenir gift shop and as a presentational gift to visiting delegations.

### **Open Day:**

As in past years, the Project Officer was once again involved in assisting with the coordination and promotion of the Parliament's Open Day. Together with the Serjeant-at-Arms, the Project Officer attended a number of planning meetings convened by the two Presiding Officers in preparation for Open Day. Normally held during the Labour Day weekend in March, the 1996 Open Day has this year been re-scheduled for Sunday September 29 from 12 noon to 5.00 pm. It is anticipated that Open Day 1996 will be as successful as last year when approximately 7000 people visited the building.

### **Research/Information for other Parliaments:**

From time to time, the Department receives requests for information from other parliamentary administrations relating to a wide variety of issues. The Project Officer assists with the research and collation of information relating to these requests. During the last year, a number of requests were received from the Parliament of Western Australia relating to a research project on women parliamentarians as part of a booklet on *Women Parliamentarians in Australia*.



**Parliamentary Visitors:**

In January of this year, the Project Officer was involved in preparing and co-ordinating an attachment program for visiting parliamentary staff from New South Wales and the Northern Territory.

**Work Experience Students:**

The Assembly occasionally receives requests from schools to assist with work experience placements for interested students. The Project Officer has been involved in preparing a suitable work experience schedule for a secondary school student proposed for September 1996.

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# SECRETARIAL SERVICES

## **Role:**

The office provides secretarial assistance to Members of both Houses of Parliament by providing shorthand/typing resources, the processing of audio tapes and written work. When required, it also provides a back-up service to other Departments.

When the House is in Session, the service is valuable to country Members in particular who are unable to attend their electorate offices.

## **Computerisation:**

With the installation of new IBM compatible computers, Members now frequently present work on disks to be updated and edited. Some Members also supply Secretarial Services with disks so that any work done for them can be copied and then transferred to their electorate office hard drive for permanency of record. During this process, some disks were found to contain viruses. In order to combat the risk of computer virus, two computers have been set up (one in the Correspondence Box and one within Secretarial Services - located in Room 44) specifically for the purpose of conducting a virus scan.

Apart from the standard type of work handled by Secretarial Services, that is general correspondence, press releases, speeches and work relating to the House, other dimensions have been added to the service. Taped recordings of current affairs programs and radio interviews have also been presented for transcription. Secretarial support has also been extended to other Parliamentary Departments and officers during the year.

Taped work is still the most frequently used mode of work presented by Members, with written work and shorthand dictation still being very popular.

As usual, Sitting times are the busiest for Secretarial Services as some Members rely heavily on the convenience of the service. One secretary is rostered until 6.30 pm each Sitting night on which both Houses sit.

## **Staffing:**

Secretarial Services is currently operating at full strength.

The relocation to Room 46 has been successful and the water seepage problem from the roof area has now been fixed.

**Training:**

This year, staff within the Service have been given the following training:

- *Introduction to Word for Windows 6*
- *Intermediate Word for Windows 6*
- *Introduction to Excel*
- *Microsoft Mail and*
- *Internet*

Advanced Word for Windows 6 training is planned for later this year to maintain the high standard of secretarial service within Parliament House.

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# COMMITTEE OFFICE

**Role:**

The Committee Office provides administrative and research support and procedural advice to Members of select, standing and Joint Investigatory Committees administered by the Legislative Assembly. Under direction of the Speaker, the Assistant Clerk and Clerk of Committees oversees and assists committee staff in providing support to the committees.

**Administration of Committees:**

The Speaker is responsible for the operations of all standing and select committees appointed by the Legislative Assembly and the following Joint Investigatory Committees -

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

The Speaker determines policy issues, authorises expenditure and approves budgets, staff appointments, travel arrangements, the appointment of consultants and major purchases.

**53rd Parliament:**

There was reduced activity this year with the Parliamentary Committees due to the dissolution of the Victorian Parliament on 5 March 1996 for the State Election on 30 March.

The Committees were appointed in the Fifty-third Parliament on 14 May 1996. The only change to the Committees under the Speaker's responsibility was that the Crime Prevention Committee became the Drugs and Crime Prevention Committee on 25 June 1996, following the passing of the *Parliament House Construction Authority Act 1996*.

This Committee's charter has been extended to enable it 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).

**Relocation:**

The Committee Office has been extremely busy since the commencement of 1996 preparing for the Parliamentary Committees to relocate their accommodation from Nauru House to 35 Spring Street.

This relocation will represent the first time since the establishment of the Joint Investigatory Committees in 1982 that the Committees have had accommodation specifically tailored to their requirements, especially with meeting and hearing rooms.

**Clerk of Committees Conference:**

Victoria hosted the Fifth Annual Conference of Clerks of Committees which was held on 24 and 25 March 1996. This Conference was very successful and all State Parliaments from throughout Australia were represented in Melbourne, as well as representatives from the Australian Capital Territory Legislative Assembly and the New Zealand Parliament.

A range of topics considered at the Conference, included -

- Performance Appraisal for Committee staff
- Dissenting reports
- Determining an appropriate level for Committee staff salaries
- Measurement of secretariat effectiveness
- Committees and electronic technology
- Televising of Committee proceedings

In addition, an opportunity was provided at the Conference for all participants to provide an update on Committee developments in their respective Parliaments.

The Clerks of Committees Conferences are a valuable exchange of information, as the area of Parliamentary Committees is one of increasing and changing powers and responsibilities within the various Parliaments. Attendance at these Conferences provides an excellent opportunity to keep up-to-date with what is occurring in other Parliamentary jurisdictions.

Canberra has agreed to host the next Conference.

**Crime Prevention Committee  
(Drugs and Crime Prevention  
Committee from 25 June 1996)**

In 1994 the Crime Prevention Committee undertook to adopt its own reference into Sexual Offences Against Children and Adults in response to the apparent increase in the number of reported sexual offences, as revealed in the 1992-93 Victoria Police Annual Report which was tabled in the Parliament on 18 November 1993.

The Committee sought to establish the causal factors in this reported increase and report on initiatives to reduce the level of sexual offences. Having collected evidence and conducted hearings in Victoria, interstate and overseas, the Committee tabled its first report *"Combating Child Sexual Assault - An Integrated Model"*, in June 1995. The government response was tabled in December 1995 with a significant number of the Committee's recommendations received positively.

During 1995-96, the Committee focused on the adult component of its investigation. A large number of submissions were received and data was collected from within Victoria and interstate concerning the prevalence of sexual violence in the community, services provided to victims, the investigative and judicial process, the application of legislation and the need for a community response to sexual violence. A number of important issues were raised by persons appearing before the Committee aimed at reducing the incidence of sexual assault, improving the provision of services to victims and aiding the prosecution and processing of offenders.

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In September 1995, the Committee visited Sydney and conducted hearings concerning male sexual assault. During January 1996 the Committee conducted extensive investigations in Darwin, Perth and Adelaide, where it met with senior representatives from government and community organisations and conducted several site visits to victim support services, police headquarters, courts and correctional facilities. This provided an opportunity to test theories and evidence, thereby gaining an insight into effective models which could be established in Victoria. The Committee also undertook a number of site visits to Victorian Centres against Sexual Assault as part of its investigations.

The Committee's enquiries have revealed that adult male sexual assault is grossly under reported and under recognised and this is reflected in the lack of services available to male victims and difficulties encountered by the male victim in seeking legal redress. Given this, the Committee has spent a significant amount of time speaking with victims, advocates and researchers working in the field and held several public and *in camera* hearings.

The Committee is now chaired by the Hon. Andrew Brideson, M.L.C. On 25 June 1996, the Committee became the Drugs and Crime Prevention Committee. The Committee has resolved to complete the sexual offences inquiry and the report will be tabled during the 1996 Spring sitting.

On 25 June 1996, the Committee received a reference from the Governor in Council to inquire into, consider and report to Parliament on a number of issues primarily concerning the implementation of the Government's Drug Reform Strategy and national and international responses pertinent to the drug area.

### **Economic Development Committee:**

The Committee's main achievement during the past twelve months was the tabling of its report into the *Export of Environmental Services and Associated Technologies* in November 1995. The Committee is awaiting a detailed response from the Minister for Industry, Science & Technology on the recommendations within the Report which has been favourably received by the environmental industry throughout Australia.

A significant aspect of the Report, identified key target markets in South East Asia as well as comparing Australia's environmental industry with one of its major competitors, Canada. As part of these investigations, the Committee completed a productive trip to Jakarta, Singapore, Bangkok, Hong Kong, Manila and Vancouver in late July, early August 1995.

On 5 September 1995, the Minister for Health through the Governor in Council issued the Economic Development Committee with a Reference for an Inquiry into medical and public health research in Victoria. The reference specifically required the Committee to investigate the level of support provided to medical and public health research bodies in Victoria, the focus scope of research and the economic and

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health benefits arising out of research undertaken in this State.

The Terms of Reference lapsed when Parliament was dissolved on 5 March 1996. The new Minister for Health subsequently re-issued the same reference to the new Committee through the Governor in Council on 12 June 1996.

Prior to the State Election, the Committee had visited key government agencies and medical research bodies in Sydney and Canberra in December 1995 and had commenced initial public hearings in January/February 1996. Sixty written submissions had also been received up to the dissolution of Parliament.

Since the Election, the new Committee has held a number of informal meetings and on-site visits with key research institutes, pharmaceutical companies and other organisations. The second half of 1996 will see the Committee conducting further informal meetings and visits, together with public hearings in September. The Committee is aiming to produce a draft report for comment and feedback in October 1996, with a final report to be tabled in March 1997.

During 1995-96 the Committee held 23 formal meetings and met several more times informally.

#### **Public Accounts and Estimates Committee:**

The past year has been a productive and eventful one for the Committee with the completion of three reports, the initiation of a number of new inquiries and following the Victorian election on 30 March 1996, the appointment, on 14 May 1996, of a new Committee.

Of the three reports produced by the Committee during the year, the one that generated the most interest was the review of the State's budget and financial management framework which was in response to the 1993 report of the Victorian Commission of Audit. This detailed and constructive report reviewed the progress in implementing the Commission's recommendations for reforming the State's budget and financial management framework. The Committee highlighted some remaining issues that required attention.

The Committee also tabled a report on the 1994-95 Budget Estimates and Outcomes which reiterated the need for further improvements in program evaluation and in the information published about performance and planning. The Committee also recommended a number of measures to strengthen the accountability process.

One of the Committee's notable successes was the seminar on *Public Sector Budgeting and Accounting*, which was attended by 50 parliamentarians from both Houses and proved a very vigorous forum. The seminar was addressed by senior officers from the Department of Premier and Cabinet, the Department of Treasury and Finance, the Auditor-General and Coopers and Lybrand. The seminar provided an opportunity for Members to explore numerous accountability issues and to obtain

information on current and proposed financial management reforms.

The Committee commenced a broad-ranging Inquiry into outsourcing in the public sector but was unable to complete its examination by the end of the Fifty-second Parliament and the Inquiry was therefore recommenced by the new Committee.

### **Scrutiny of Acts and Regulations Committee:**

The Committee continued to work in the following three main areas:-

- the scrutiny of Bills;
- the scrutiny of Subordinate Legislation;
- references referred to it by the Governor in Council, namely, a review of Redundant Legislation and a review of the *Evidence Act 1958*.

The Committee published the following reports:-

- *Reports to Parliament - Alert Digests No's 1-8 of 1995;*
- *Discussion Paper No. 1 on the Scrutiny of National Scheme Legislation and the Desirability of Uniform Scrutiny Principles, August 1995;*
- *Eighth Report on Subordinate Legislation - Annual Report Concerning Statutory Rule Series 1994 - September 1995;*
- *Redundant and Unclear Legislation - Review of the Trade Unions Act 1958 - November 1995;*
- *Second Report - Redundant and Unclear Legislation - November 1995;*
- *Reports to Parliament - Alert Digests No's 9-14 of 1995;*
- *Alert Digests No's 1-3 of 1996 (May-June 1996)*

Representatives of the Committee attended the Fifth Australian and Pacific Conference on Delegated Legislation and Second Australasian and Pacific Conference in July 1995.

Representatives of the Committee also attended two working party meetings in respect of the scrutiny of National Scheme Legislation in Canberra and Perth in November and May, respectively.

### **Joint Committee Administration Office:**

The Joint Committee Administration Office's adaptability to Committee requirements during the last year, entailed many changes.

- Jennifer Hutchinson took on the position of Acting Office Manager for the *Public Accounts and Estimates Committee*.
- Simon Dinsbergs took on the position of Acting Office Manager for the *Family and Community Development Committee (February to April 1996)* and then in May joined the staff of the Legislative Council Papers Office.
- Michelle Gutauskas returned to the Legislative Assembly Papers Office after assisting the Joint Committee Administration Office. (*July 1995 to April 1996*)



- Kerry Pastras resigned to take on part-time employment. (May 1996)

In the latter part of 1995, the *Crime Prevention* and the *Economic Development Committee* were both relocated from level 20 of Nauru House to newly constructed offices on level 19.

Early 1996 saw the beginning of discussions and detailed planning for the relocation of the Joint Investigatory Committees to new premises at 35 Spring Street.

**Printing Committee:**

The Printing Committee is appointed to assist Mr Speaker in matters relating to the printing of documents presented to the House. The Committee did not meet during the year.

**Privileges Committee:**

The Committee is required to inquire into and report upon complaints of breach of privilege referred to it by the House. No matters were referred to the Committee for investigation during the year.

**Standing Orders Committee:**

The Standing Orders Committee is appointed each Parliament pursuant to a resolution of the House. Its role is to examine and report on matters relating to Standing Orders referred to it by the Legislative Assembly from time to time and to make recommendations with a view to assisting the orderly business and procedures of the House.

The Committee did not meet during the year.

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## FINANCE

The 1995/96 allocation for the Legislative Assembly was \$11,824,418 being \$3,905,294 for operating expenses and \$7,919,124 for Members' salaries and allowances.

As a result of a change in Government policy, funding was provided in the 1995/96 budget to meet the employers contribution to the State Superannuation Fund. The Department's expenditure on this initiative amounted to \$128,388.

Leaving the Superannuation Levy aside, as that is a new item, the Department's operating expenditure was \$10,000 less than the 1994/95 expenditure despite an additional expenditure of \$60,000 on long service leave. This can largely be attributed to the General Election which was held on 30 March 1996.

As the House was dissolved on 5 March 1996 and did not resume until 14 May 1996, there was a substantial reduction in sitting days. In fact the House sat on only 34 days compared with 58 days in 1994/95.

As a consequence, expenditure on overtime, tea money, newspapers, cleaning material and photocopying was less than that of the previous year. The cost of Parliamentary Printing was down on last year due to the reduction in the number of Bills dealt with by the House.

The retirement of the Clerk in September 1995 and the Principal Attendant in March 1996, together with the secondment of two departmental staff to Parliamentary Committees resulted in some savings in expenditure on staff salaries. However, these savings were more than offset by pay rises available to staff through the introduction of Employment Agreements.

Expenditure on Members' salaries and allowances is only marginally affected by the General Election. Sitting Members re-nominating are paid up to the day before election day and Members elected to the new Parliament receive their salary from election day. Sitting Members not re-nominating are paid up to the date of dissolution. There were ten Members of the 52nd Parliament who did not renominate for election to the 53rd Parliament.

Members of the Legislative Assembly were granted two pay rises during the year. These were a 4.02% increase from 13 July 1995 and 1.6% increase from 7 March 1996. This was the main reason for the increase in expenditure in Members salaries and allowances compared to that of the previous year.

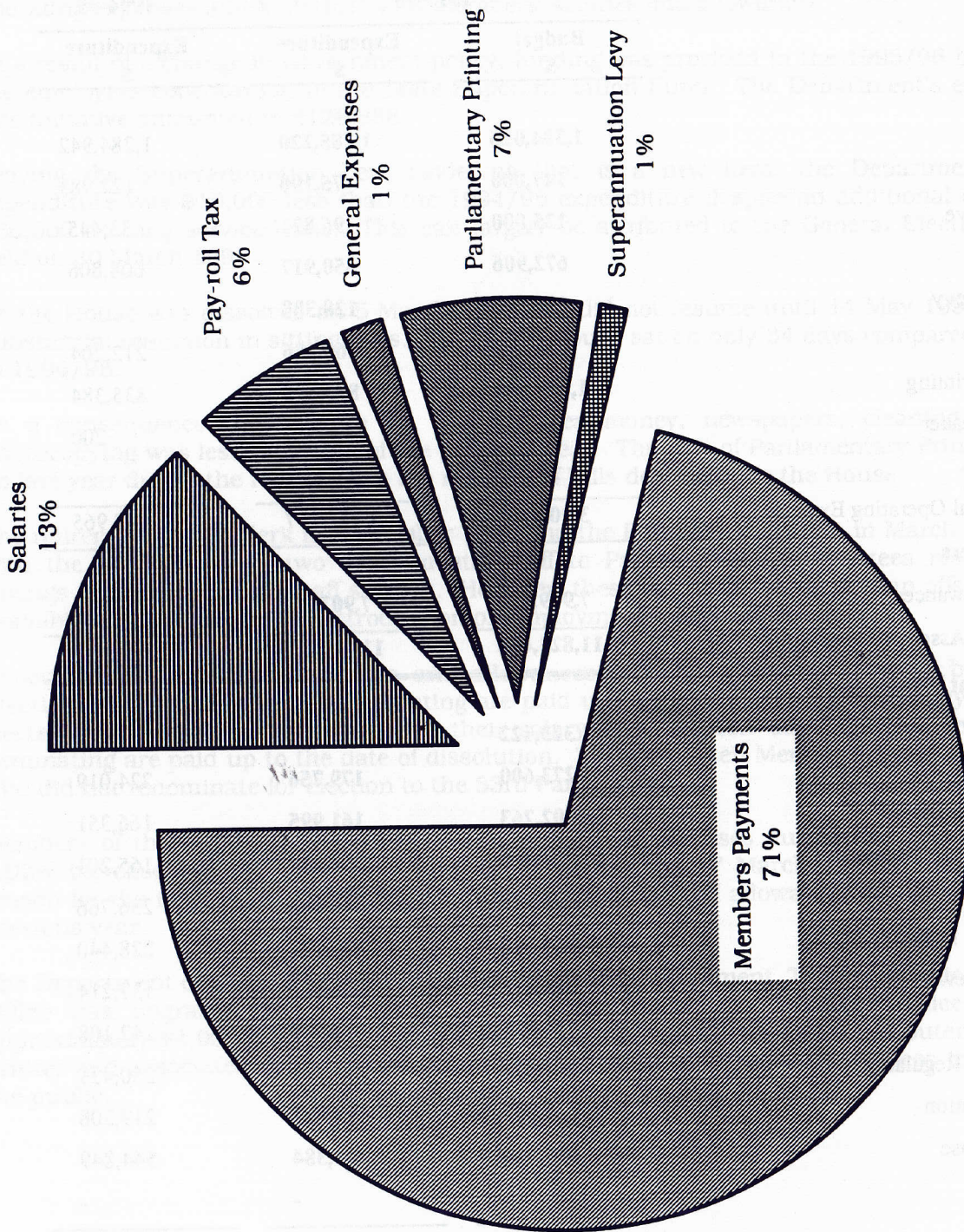
The Department continued with a program to upgrade its equipment. The fax machine in the Papers Office was upgraded and a new machine purchased for the Speaker's Office at a cost of approximately \$4,000. A further \$40,000 was spent on the purchase of 3 computers, a scanner, a printer and associated software to enable the Department to improve its services to Members and the public.

## LEGISLATIVE ASSEMBLY BUDGET ALLOCATION

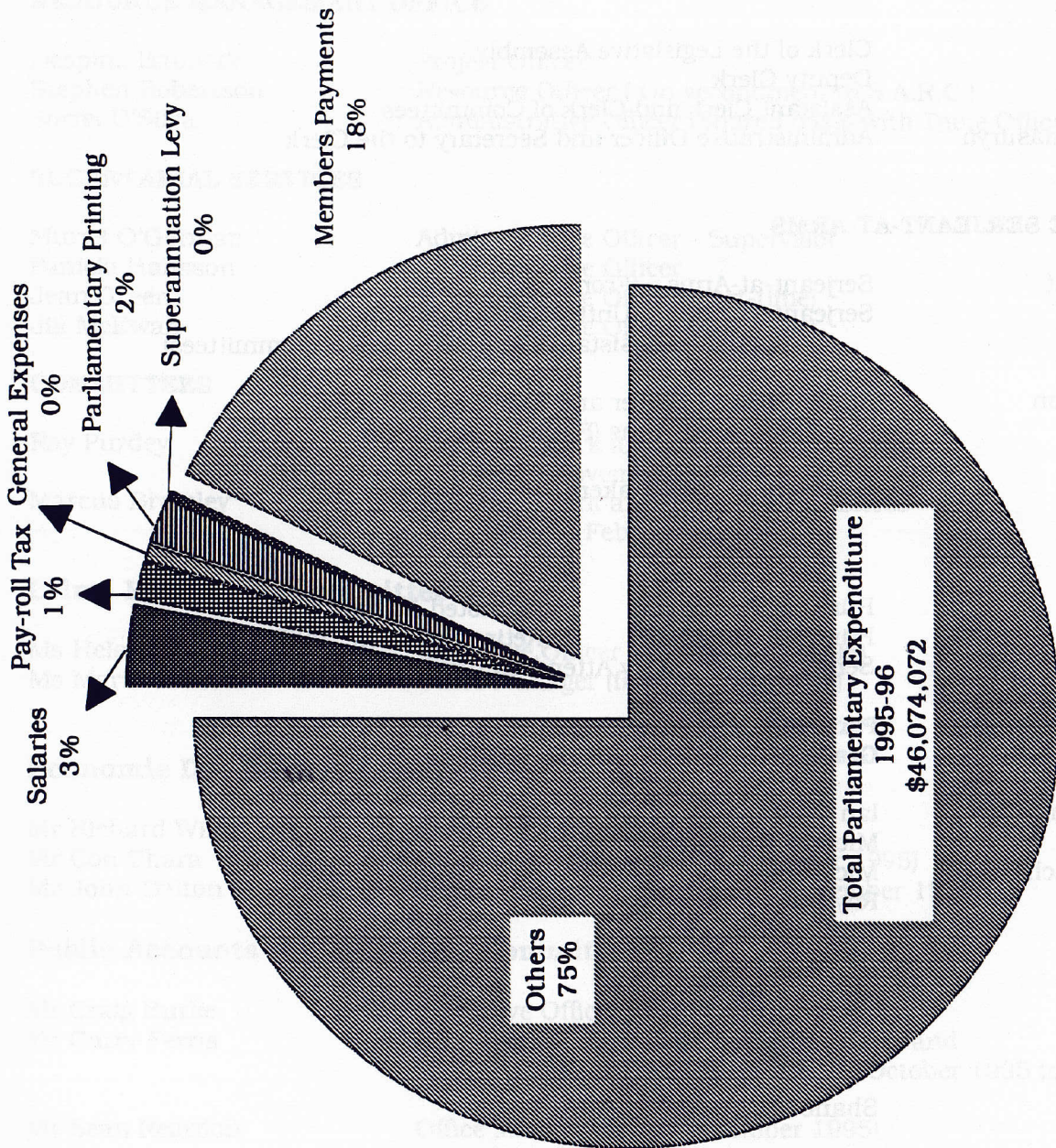
ITEM	1995-96		1994-95
	Budget \$	Expenditure \$	Expenditure \$
<b>Departmental</b>			
Salaries - Staff	1,384,025	1,285,220	1,284,942
Overtime	147,000	75,190	122,983
Long Service Leave	125,000	96,821	33,445
Pay-roll Tax	672,906	650,917	608,806
Superannuation Levy	136,294	128,388	-
General Expenses	232,375	165,686	212,204
#Parliamentary Printing	1,157,694	813,895	835,384
Advance - Mr Speaker	25,000	-	200
Select Committees	25,000	-	-
<b>Total Departmental Operating Expenses</b>	<b>3,905,294</b>	<b>3,216,117</b>	<b>3,097,965</b>
<b>Assembly Members</b>			
*Salaries and Allowances	7,919,124	7,903,012	7,378,008
<b>Total Legislative Assembly Expenditure</b>	<b>11,824,418</b>	<b>11,119,129</b>	<b>10,475,973</b>
<b>Committees - Joint Investigatory</b>			
Community Development	323,122	179,507	211,908
Crime Prevention	273,600	179,756	224,019
Economic Development	302,263	161,995	166,351
Environment & Natural Resources	296,500	157,992	165,201
Law Reform	416,643	276,060	236,766
Public Accounts & Estimates	324,708	136,171	228,440
Public Bodies Review	261,112	185,871	137,214
Road Safety	286,606	210,326	242,108
Scrutiny of Acts & Regulations	357,364	291,702	250,439
Central Administration	220,282	194,421	219,308
Rental - Nauru House	545,666	405,384	544,849
Unallocated funds	-	-	-
<b>Total Committees</b>	<b>3,607,866</b>	<b>2,379,182</b>	<b>2,626,603</b>

# Parliamentary Printing figures represent Legislative Assembly component only.

\* Excluding Ministers



**DEPARTMENTAL EXPENDITURE \$11,119,129 - 1995-96**



**DEPARTMENTAL EXPENDITURE AS A PROPORTION OF TOTAL PARLIAMENTARY EXPENDITURE**

# STAFF SCHEDULE

(As at 30 June 1996)

## OFFICE OF THE CLERK

Philip Mithen	Clerk of the Legislative Assembly
Ray Purdey	Deputy Clerk
Marcus Bromley	Assistant Clerk and Clerk of Committees
Shanthi Wickramasurya	Administrative Officer and Secretary to the Clerk

## OFFICE OF THE SERJEANT-AT-ARMS

Geoffrey Westcott	Serjeant-at-Arms (From 2 April 1996)
Marcus Bromley	Serjeant-at-Arms (Until 26 February 1996 - Promoted to Assistant Clerk and Clerk of Committees)
Christine Simpson	Administrative Officer and Secretary to the Serjeant-at-Arms (From 24 July 1995)
Robyn Mudford	Secretary to the Speaker

### Attendant Staff

John Thomas	Principal Attendant (Promoted 10 April 1996)
John Nixon	Principal Attendant (Retired 1 March 1996)
Warren Smith	Senior Parliamentary Attendant (Promoted 23 April 1996)

### Parliamentary Attendant Grade 3

Terry McGlashan  
Gary Green  
Richard McCulloch  
David Lang  
John Fulford  
Craig Foster  
Mark Smith

### Parliamentary Attendant Grade 1

Ian Crichton  
Michael Gigliotti  
Michele Butler  
Ray Davis  
Geoffrey Tapper

### Cleaning Staff

Frank De Sensi  
Hares Kodiah  
Tony Koukouvinos  
Rhonda McMahon  
Herta Zimmerman

### Post Office

Shane Mathews

### Ministerial Transport Officer

Geoff Newell (Retired 14 May 1996)

## TABLE OFFICE

Neville Holt	Procedure Officer
Paul Venosta	Reader and Clerk of the Record
Charlene Kenny	Assistant Reader
Sorrel D'Silva	Administrative Officer

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## **PAPERS OFFICE**

Mark Roberts	Clerk of the Papers and Assistant Clerk of Committees
Keith Mills	Assistant Clerk of the Papers
Michael Coco	Administrative Officer
Michelle Gutasukas	Administrative Officer

## **RESOURCE MANAGEMENT OFFICE**

Despina Babbage	Project Officer
Stephen Robertson	Resource Officer ( On secondment to S.A.R.C.)
Sorrel D'Silva	Administrative Officer (Shared basis with Table Office)

## **SECRETARIAL SERVICES**

Muriel O'Gorman	Administrative Officer - Supervisor
Pamela Hansson	Administrative Officer
Jean Green	Administrative Officer (part-time)
Jill McEwan	Administrative Officer (part-time)

## **COMMITTEES**

Ray Purdey	Assistant Clerk and Clerk of Committees (to 22 November 1995)
Marcus Bromley	Assistant Clerk and Clerk of Committees (from 27 February 1996)

## **Crime Prevention Committee**

Ms Helen Green	Executive Officer (from 31 July 1995)
Ms Maria Tedesco	Office Manager (from 18 July 1995)

## **Economic Development Committee**

Mr Richard Willis	Executive Officer
Mr Con Chara	Office Manager (from 18 September 1995)
Mr John Dalton	Senior Research Officer (to 30 November 1995)

## **Public Accounts and Estimates Committee**

Mr Craig Burke	Executive Officer (to 29 September 1995)
Mr Garry Ferris	Research Officer (to 29 September 1995) and Acting Executive Officer (from 2 October 1995 to 12 January 1996)
Mr Sean Reardon	Office Manager (to 22 December 1995)
Ms Jennifer Hutchinson	Acting Office Manager (from 22 January 1996)
Mr Johann Jansz	Research Officer (from 31 July 1995 to 2 February 1996)
Mr Claude Calero	Research Officer (from 5 September 1995 to 29 March 1996)

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## Scrutiny of Acts and Regulations Committee

Ms Helen Mason	Executive Officer
Ms Helen Roberts	Assistant Executive Officer (on maternity leave from 28 August 1995)
Mr Stephen Robertson	Acting Assistant Executive Officer (from 18 September 1995)
Ms Tanya Coleman	Research Officer
Ms Dominique Saunders	Research Officer
Mr Richard Kings	Office Manager
Ms Karen McDonald	Has been on part-time secondment with the Committee from the Department of Premier and Cabinet since February 1996.

## Joint Committee Administration Office

Vera Velickovic	Manager
Jennifer Hutchinson	
Laurel Keith	
Kerryn Pastras	
Sonya Kestle	
Simon Dinsbergs	
Michelle Gutasukas	
Rosemary Campbell (from 11 June 1996)	

## Printing Committee

Mark Roberts	Secretary
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## Privileges Committee

Mark Roberts	Secretary
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## Standing Orders Committee

Marcus Bromley	Secretary (to 5 March 1996)
Geoffrey Westcott	Secretary (from 14 May 1996)



# STAFF ALTERATIONS

## Appointments/Promotions

### Departmental

Craig Foster	Premier's Orderly
Robyn Mudford	Speaker's Secretary
Marcus Bromley	Assistant Clerk and Clerk of Committees
Philip Mithen	Clerk of the Legislative Assembly
Ray Purdey	Deputy Clerk of the Legislative Assembly
Christine Simpson	Secretary to Serjeant-at-Arms
Warren Smith	Senior Parliamentary Attendant
Geoffrey Tapper	Parliamentary Attendant Grade 1
Jack Thomas	Principal Attendant
Geoffrey Westcott	Serjeant-at-Arms

### Secondments

Stephen Robertson	Acting Assistant Executive Officer, Scrutiny of Acts and Regulations Committee
Jennifer Hutchinson	Acting Office Manager, Public Accounts and Estimates Committee
Michelle Gutauskas	Administrative Officer, Joint Committee Administration Office

### Resignations/Expiry of Warrant

Craig Burke	Executive Officer, Public Accounts and Estimates Committee
Frank Cecconi	Office Manager, Economic Development Committee
Sean O'Reardon	Office Manager, Public Accounts and Estimates Committee
Alan Ogilvie	Director of Research & Administration, Crime Prevention Committee
Kerryn Pastras	Administrative Officer, Joint Committee Administration
Tiffany Tyler	Office Manager, Crime Prevention Committee

### Retirements

John Little	Clerk of the Legislative Assembly
John Nixon	Principal Attendant
Geoff Newell	Speaker's Chauffeur