

**DEPARTMENT OF
THE LEGISLATIVE COUNCIL**



**ANNUAL REPORT
2003 – 2004**

1 JULY 2003 TO 30 JUNE 2004

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Annual Report Contact:

Manager, Procedure and Projects Office
Department of the Legislative Council
Parliament of Victoria
Parliament House
Spring Street
East Melbourne Vic 3002

Telephone: (03) 9651 8231
Facsimile: (03) 9651 8973

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DEPARTMENT OF THE LEGISLATIVE COUNCIL

REPORT OF THE CLERK OF THE LEGISLATIVE
COUNCIL TO THE HOUSE ON THE
OPERATIONS OF THE DEPARTMENT OF THE
LEGISLATIVE COUNCIL FOR THE PERIOD
1 JULY 2003 TO 30 JUNE 2004

CLERK'S

OVERVIEW

It is with much pleasure that I present my report on the operations of the Department of the Legislative Council for 2003-04.

The management of the Parliament as a whole underwent a major reorganisation during the year with the launching of the "One Parliament" concept by the Presiding Officers and senior staff of the Parliament as the cornerstone of an ongoing change management process. The focus of One Parliament is to develop a stronger sense of collaboration and working together across all Parliamentary Departments, some changes to the way that Parliament organises its service delivery, and encouraging increased levels of communication with both staff and Members. A number of practical changes to parliamentary operations have already occurred as a result and further initiatives will progressively take place in the future.

With the appointment of a new Secretary, Parliamentary Services, in May 2004, the Parliamentary Executive Group, comprising the Clerks of both Houses and the Secretary, was formed. Its role is to provide strategic direction to staff and apolitical advice to the Speaker and the President, and to implement their decisions. I am pleased to report that the group is already operating most effectively.

There were a number of other notable events which took place during the year. Planning for the Victorian Parliament's 150th Anniversary Celebrations in 2006 continued with the establishment of a Planning Committee comprising the Presiding Officers, Clerks, Electoral Commissioner and a representative from the Department of Premier and Cabinet as well as the appointment of Sharon Morris as Project Officer.

The hosting of the 35th Conference of Presiding Officers and Clerks in July 2004 provides yet another opportunity to promote the Parliament in a favourable light. This conference which comprises Presiding Officers and Clerks from all Parliaments in Australia, New Zealand, Papua New Guinea, Norfolk Island and the South Pacific was last held in Melbourne in 1986. During the year a Planning Committee comprising the Presiding Officers and Clerks worked with Anne Sargent from the Legislative Assembly and Geoff Barnett from this Department to develop the conference program, partners program and associated social activities.

In the Department's Annual Plan, which describes the goals, resources and structure of the Department and underpins our yearly activities, the Department's vision is stated as being to provide quality apolitical, professional, innovative and integrated support services and information to the President, Members of the Legislative Council and other clients, in the interests of Victorians. I am pleased to say that I believe the Department has met its objectives. The second Customer Satisfaction Survey, which is reported on in this report suggests that the Department's service is seen by its clients to be provided at a high level. This is a great tribute to the staff in the Department. Whilst the results of the survey are pleasing it did raise some issues relating to the use of the Department's web site and other promotional material produced by the

Department. Consequently, measures to increase their use by Members and our other clients will be factored into the Department's business planning processes during 2004-05.

There were also many developments during the year in relation to the management and business planning processes of the Department that are also worthy of note. The Department substantially restructured its Annual Plan; the Annual Report now reports on outcomes more closely linked to the objectives in the Annual Plan and further work will be done in refining this process during 2004-05. Following the review conducted in 2002 of the attendants' structure in this Department which has already resulted in some job enhancement, staff in the Department participated in a joint review established by the Presiding Officers of the duties and responsibilities of parliamentary attendants across the Parliament to identify initiatives which might improve or enhance attendants' roles and wider provision of services.

A review of the structure of the President's office was conducted during the year and appointments made to newly restructured positions resulting in a higher level of support for the President. In addition, a further review of the Department's overall structure was initiated to ensure that its Chamber support arrangements will best meet our current requirements and work will continue on this during 2004-05. Amongst other things the review will examine our succession planning and training and development, particularly in the area of parliamentary procedure, as well as considering any changes to functions currently carried out by this Department which might change in the light of the restructure of the Parliamentary Services Department.

Arrangements were also made for the business processes of the Department to be mapped and reviewed and the firm of consultants which has been engaged to carry out this task will do so early in the new financial year. Should the review highlight any current practices which might be further examined the Department will do so as a matter of priority and, in conjunction with the Department of the Legislative Assembly, also examine any joint processes where appropriate.

The consequence of the appointment of the Secretary of the Department of Parliamentary Services in May 2004 saw me relinquish my role as Joint Secretary of that Department which I held with my colleague the Clerk of the Legislative Assembly for the past three years. During that period it has obviously placed additional demands upon my time which have impacted to some degree on this Department. While it was an especially rewarding, productive and enjoyable time for me I will appreciate being able to devote more time to the work of my own Department as we move forward under the new structural arrangements for the Parliament. I would like to take this opportunity to thank the staff of the Department of Parliamentary Services for all of their work and assistance to me during my time as Joint Secretary. I am convinced that the Department is much better meeting the needs of its clients than it did previously and that is solely a tribute to a very talented and professional group of people. I wish them well in the future as I do Stephen O'Kane on his appointment.

Finally, I wish to place on record my appreciation of the work of all staff in the Department of the Legislative Council, in both the House and the committees serviced by the Department. As I have said in previous reports, they are a team of people who have the sole objective of providing the highest possible standard of service to our clients. This year has been no exception. The Department has achieved a lot in this period and we look forward with much anticipation to the future. I sincerely thank all staff in the Department for their work during the year.

Wayne Tunnecliffe
Clerk of the Legislative Council

VISION

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

DEPARTMENTAL GOALS

In meeting its Vision, the Department of the Legislative Council is guided by six operational goals. These are:

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

BUSINESS OF THE DEPARTMENT

The business of the Department is to:

- ◆ provide procedural advice to Members of the Legislative Council;
- ◆ process legislation;
- ◆ prepare documentation required for sittings of the Legislative Council;
- ◆ prepare records of the proceedings of the Legislative Council;
- ◆ provide procedural and policy advice to parliamentary committees;
- ◆ provide administrative and research assistance to parliamentary committees;
- ◆ provide information relating to the proceedings of the Council;
- ◆ provide operational support to Members of the Legislative Council;
- ◆ promote public awareness of the role, functions and process of the Legislative Council and the Parliament;
- ◆ co-ordinate parliamentary events, functions and special visits; and
- ◆ provide a secure, safe and healthy workplace.

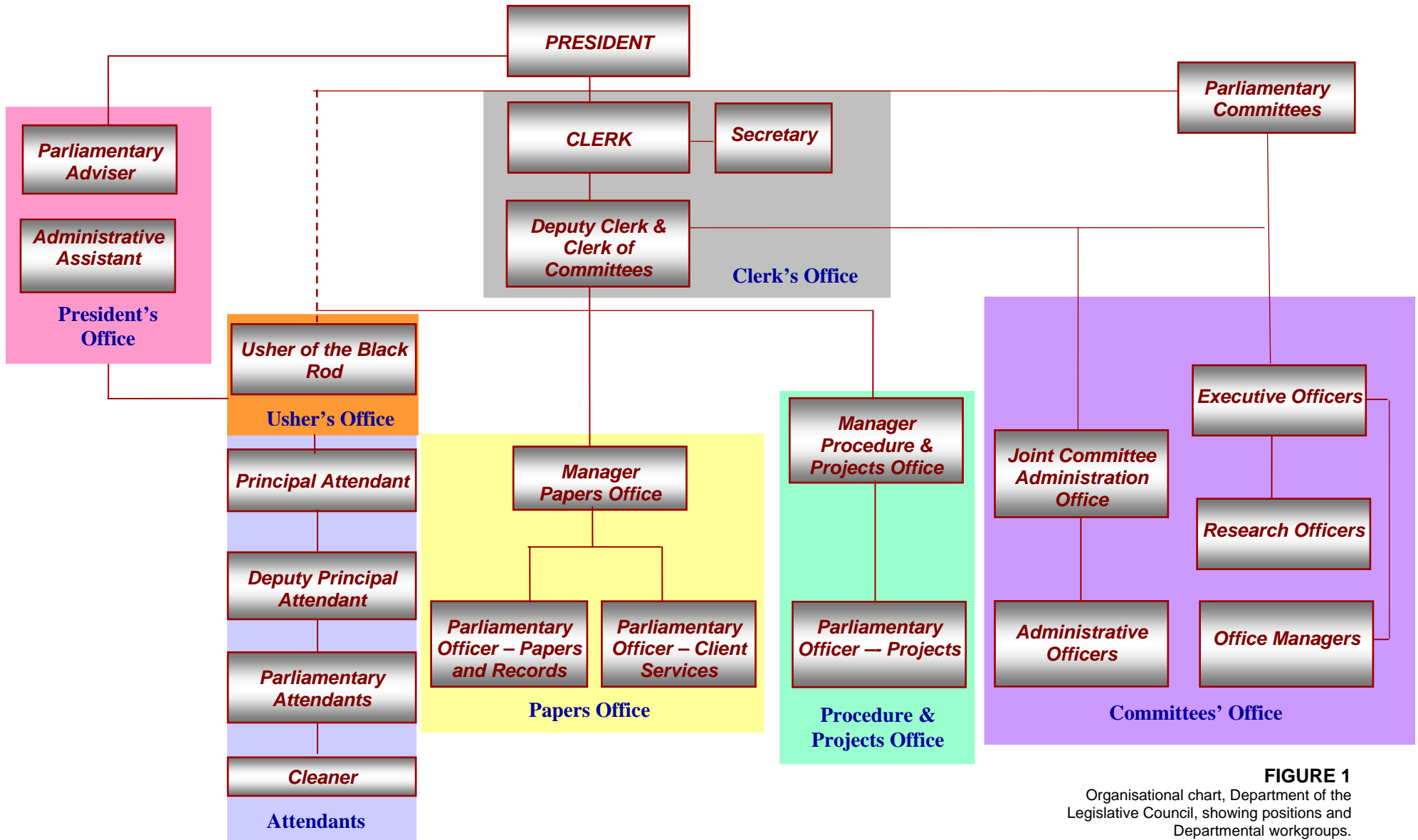


FIGURE 1
Organisational chart, Department of the Legislative Council, showing positions and Departmental workgroups.

PROCEDURE AND

ADVICE

DEPARTMENTAL GOAL 1

To provide quality advice and support to Members of Parliament and other clients.

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

STRATEGIES

To achieve this goal we will:

- ❖ *Provide high quality procedural advice to the President, Members and Committees*
- ❖ *Prepare high quality documentation for sittings of the Council*
- ❖ *Develop the procedural knowledge of staff*
- ❖ *Manage the Department's procedural research projects efficiently*

PROCEDURAL ADVICE

During the year the Clerk's Office was required to provide advice to the President and Members on a wide range of matters before the House. The advice is generally given in both verbal and written form and much of it remains confidential. However, during the year there were three particular issues raised in the House which were the subject of research by both the Clerk's Office and the Procedure and Projects Office which were the subject of rulings from the Chair and are worthy of note in this report.

Supplementary Questions

The Legislative Council introduced immediate supplementary questions during Question Time as part of significant reforms to its Sessional Orders in 2002. This procedure was retained when the House established new Sessional Orders for the 55th Parliament in February 2003.

The interpretation of what constitutes a valid supplementary question was raised several times in the House during the Spring Sittings in 2003. In particular, concerns were expressed on several occasions by the Government regarding the 'double-barrelled' nature of Opposition questions. It was claimed that Opposition Members were asking rather broad initial questions, followed by very specific supplementary questions on matters that had not been mentioned in the first question. In support of

this contention rulings were cited from the United Kingdom's House of Commons and Australia's Senate to support the argument that a supplementary question should arise from the initial question and answer.

On 18 November 2003 the President gave a ruling to the House which largely reiterated her immediate predecessor's views on the subject, indicating that a somewhat stricter approach to supplementary questions would be adopted in future. The President advised that such questions would be ruled in order only to elucidate or clarify the Minister's answer to the original question. Supplementaries would be acceptable only if the Member asking the question needed to seek further information or clarification on the matter. Thus, it would be the Minister's answer, rather than the original question, that would determine the supplementary question's acceptability.

Adjournment Debate

In the Autumn Sittings 2003 a number of complaints were raised regarding Members making set speeches on the Adjournment rather than raising queries, complaints or requests. The matter came to a head on 4 June 2003 when clarification was sought from the President concerning the proper manner in which to raise a query, request or complaint on the Adjournment without infringing the House's prohibition on developing remarks into a set speech. It was claimed that some Members, particularly newly elected ones, found the process confusing and would benefit from the President providing guidance or codification on the issue. Prior to the House rising the President stated that she would seek advice on the matter and report back to the House in due course.

During the winter recess advice was sought from other jurisdictions as to whether they had experienced similar difficulties where their Adjournment Debate was similar to the Legislative Council's. This proved to be particularly useful in the preparation of the President's ruling which was given to the House on 7 October 2003 and which basically advocated that a stricter approach would be taken in policing the House's requirements. While the President's statement provided guidance on this subject, it also included general guidelines to supplement the House's existing Rules of Practice concerning the Adjournment Debate. Amongst these was a requirement that matters 'must be specific and not general in nature and must seek specific action. It is not in order to ask a Minister to continue merely to take a particular action'. This was a restriction that resulted in several Adjournment matters being ruled out of order as some of the House's newer Members came to terms with the prescribed approach.

New Sessional Orders

On 31 March 2004 the House adopted a number of amendments to the Sessional Orders adopted in February 2003.

Arguably, the most significant of these concerned the introduction, for the first time in the Council's history, of formal procedures for dealing with Ministerial Statements. Previously, the Standing Orders only prescribed the points in proceedings at which such a statement could be made. Under the new Sessional Order, the procedures are not only more detailed but include the imposition of time restraints. The Minister and the lead speakers of other parties (if a take note motion is moved) are restricted to twenty minutes and the total debate on a Motion to Take Note of a Ministerial Statement is limited to two hours.

Other notable features of the new Sessional Orders included:

1. the formalisation of some of the House's existing practices, previously not included in either the Standing or Sessional Orders, related to the final sitting week of a sitting period. These related to an earlier commencement time than usual on the final Tuesday and a reduction in the time limit for the transaction of General Business on the Wednesday.

2. the replacement of certain Sessional Orders with alternative procedures such as:
 1. the thirty minutes previously set aside on Thursdays for 'Motions to Take Note of Reports and Papers' was replaced by a sixty minute period for 'Statements on Reports and Papers'. Members are now limited to proposing one report or paper (although they may speak on any number) and must give a minimum of one day's notice concerning the item they wish to have listed;
 2. the interruption of the House's business by the President, at 4.30 p.m. rather than 4.00 p.m. on Thursdays, to propose the House's adjournment. This provides sufficient time for the Assembly to dispose of any remaining business under its Government Business Program at or shortly after 4.00 p.m. and to deliver related messages to the Council. Any Bills can then be read a first time prior to the Council going on the Adjournment; and
 3. a requirement for Ministers incorporating a Bill's second reading speech into *Hansard* to make a formal statement in relation to any section of the Bill that has implications under section 85 of the *Constitution Act 1975* (which relates to the Supreme Court's powers and jurisdiction).

3. the introduction of several new procedures including:
 1. the automatic discharge from the *Notice Paper* of any Notice of Motion or Order of the Day, General Business (other than consideration of a Bill) after being listed for twenty consecutive sitting days;
 2. a Minister's right to move any number of Government Amendments to a Bill as soon as the House goes into Committee of the Whole; and
 3. the changes to Ministerial Statements noted previously.

COUNCIL SITTING DOCUMENTATION

SITTINGS OF THE HOUSE

The Legislative Council's 2003 Spring Sittings commenced on 16 September 2003 and finished on 4 December 2003. During the 2003 Spring Sittings the House sat for an average of 11 hours and 8 minutes per day. The House sat for a total of 245 hours and 4 minutes which amounted to 8 sitting weeks.

The Legislative Council's 2004 Autumn Sittings ran between 30 March 2004 and 10 June 2004. During this period the average sitting day in the Council was 9 hours and 53 minutes. The House sat for a total of 207 hours and 53 minutes which amounted to 7 weeks.

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

PARLIAMENTARY PUBLICATIONS

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

Victorian Government Directory

The Procedure and Projects Office co-ordinated the updating of the Parliament of Victoria's entries for the *Victorian Government Directory 2003/2004* with information being supplied by the respective Parliamentary Departments. On this occasion, the significant number of Members elected to the two Houses for the first time at the 2002 State election resulted in the update being quite a substantial task.

Notice Papers, Minutes of Proceedings and Divisions of Committee

The number of these publications is directly related to the sittings of the House. In 2003-04 the following publications were issued:

Notice Papers (daily)	45
Minutes (weekly).....	14
Divisions in Committee	10
Unanswered Questions on Notice.....	8

List of Members

In January 2004 a list of Members of the Legislative Council was issued.

Progress on Investigations

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

Bound Volumes

The Department also produces, on a sessional basis, bound volumes of the Minutes of the Proceedings and Bills introduced into the Legislative Council. Bills volumes have been prepared up-to-date for the current session.

Indexes

Officers of the Papers Office are responsible for the compilation of the proof index relating to the Minutes of the Proceedings of the Council. The index to the Minutes of the Proceedings, which is eventually bound with the Minutes of the Council, is circulated in-house on a regular basis. Furthermore, detailed indices to progress on Bills, Parliamentary Papers, and Proclamations in respect of the operative dates of statutes continue to be maintained. These documents assist greatly in enhancing the level of service provided by the staff of the Department.

STAFF PROCEDURAL KNOWLEDGE DEVELOPMENT

SITTING DAY ARRANGEMENTS

During the year further measures were taken to broaden the procedural experience of staff in the Department. Since the Autumn sittings in the year 2000 daily business meetings comprising staff involved in the sittings have been held on each sitting day prior to the commencement of the day’s sitting. These meetings continued during the year and now comprise the Chamber staff, the Manager, Procedure and Projects Office, the Manager, Papers Office, the Principal Attendant and the Parliamentary Officer, Projects. The meetings are an invaluable way of ensuring that the team involved in servicing the House in every respect is fully focused and aware, as far as is possible at that time, of all possible eventualities during the day.

During the Autumn Sittings in 2004 two further initiatives were undertaken to expose staff to a wider range of procedural related issues. A formal Chamber roster was trialled and the Manager, Papers Office, as well as the Manager, Procedure and Projects Office, who has assisted at the Table for some years, now supplement the Chamber staff during the sittings. In addition, wherever possible, the Clerk is now not in attendance during Committee of the Whole proceedings with the Deputy Clerk, Usher of the Black Rod and one of the two managers handling the proceedings in Committee. Both these measures have proved successful in broadening the experience of all the staff involved and will continue to play an important role in the Department’s succession planning, training and development program.

PROCEDURAL MEETINGS

Since 2001-02, a program of weekly procedural reviews with appropriate managers and staff have been held during sitting weeks.

These procedural meetings are led by the Usher of the Black Rod and the Manager, Procedure and Projects Office on a rotational basis and are aimed at reviewing and understanding important rulings made by the Chair and other parliamentary procedural matters that will also help broaden staff's procedural knowledge. The Clerk, Deputy Clerk and certain staff from the Papers Office and Procedure and Projects Office attend the meetings, with the Clerks providing commentary and advice during the meetings.

PROCEDURAL RESEARCH PROJECTS

CLERK'S PROCEDURAL FILES

For many years the Clerk's Office has maintained a set of procedural reference files which either supplement or contain background information used in the preparation of rulings from the Chair. When combined with the procedural data base they contain a wealth of procedural reference information. During the year a program was commenced to review and update the files - this process is expected to continue during 2004-2005.

PROCEDURAL BULLETINS

The Department publishes two Procedural Bulletins each year which are produced by the Procedure and Projects Office. These provide an account of the most significant events, procedural issues and rulings from the Chair for each sitting period. During the year under review, Bulletins for both the Autumn and Spring Sittings in 2003 were published and distributed to Members of the Council and Clerks of each of the other Houses of Australian parliaments.

The Procedural Bulletin for the Autumn 2004 Sittings was being prepared at the conclusion of 2003-04.

ANZACATT HALF-YEARLY BULLETIN

The Australia and New Zealand Association of Clerks-at-the Table produced two half-yearly bulletins (Issues 9 and 10) during the year. The bulletins principally covered the Autumn and Spring Sittings of 2003 in each of the Australasian Houses of Parliament.

As was the case last year, the Manager of the Procedure and Projects Office prepared the Council's contribution to each edition.

RULINGS BOOK 1979 – 2003

The Procedure and Projects Office is close to finishing a substantial index of important President's rulings between 1979 and 2003. This volume will provide a ready reference of useful precedents to assist the Clerks in advising the President and Members. The project focuses on rulings by the President where discretion and interpretation are involved, and covers all facets of the House's proceedings.

QUESTIONS ON NOTICE DATABASE

The need has been identified for an application to support the business processes that manage Questions on Notice, which are currently handled using manual means. Accordingly, a project to establish a Questions Database has been initiated jointly by the Department of the Legislative Assembly and the Department of the Legislative Council.

During the review period briefing notes were prepared and will be used to source quotes for the scope and functional specifications for a Questions Database. A working group was established in June 2004. This group will be working together to support the process of functional specification development. Once quotes are sought and received

in early July, a decision will be made as soon as possible, as the scope and functional specification development is planned to be completed by the end of August 2004.

DAILY SITTING STATISTICS

FIGURE 2

Sitting Days, Legislative Council, 1994-95 to 2003-04

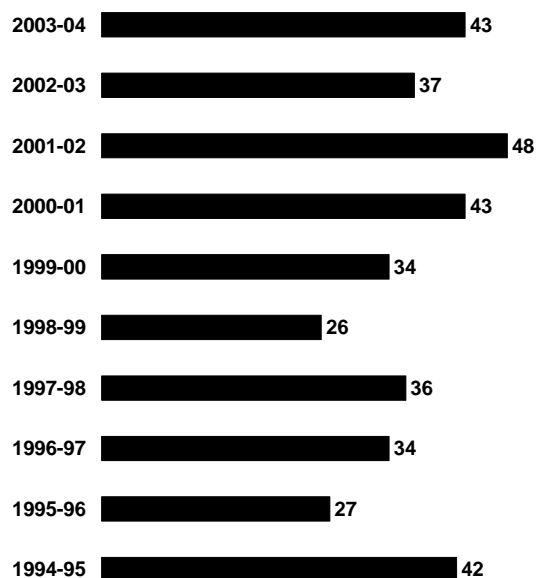


FIGURE 3

Sitting Hours, Legislative Council, 1994-95 to 2003-04

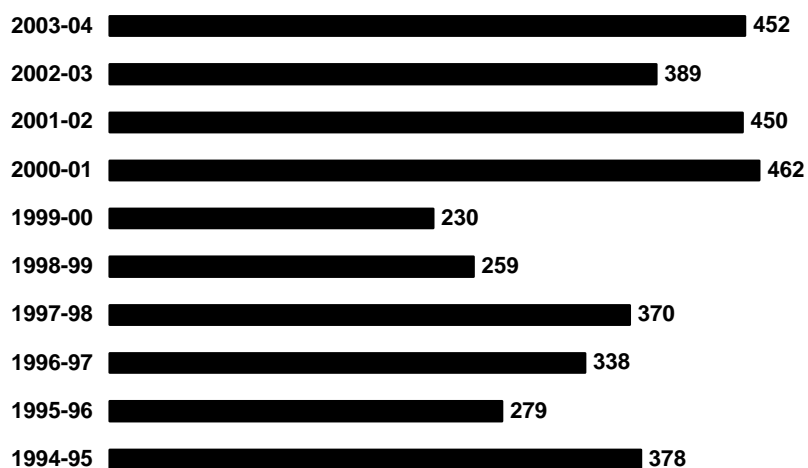


FIGURE 4
Average length of daily sittings (hours), Legislative Council, 1994-95 to 2003-2004

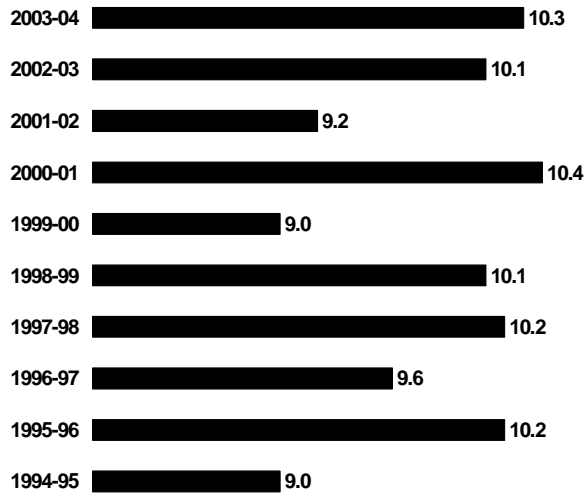
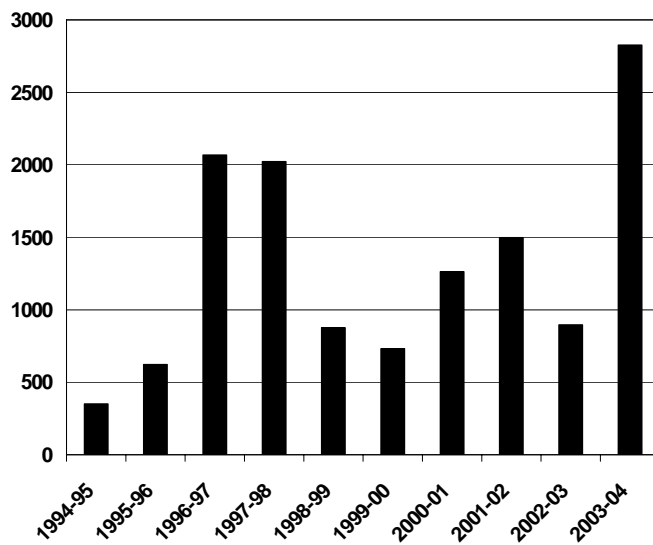


FIGURE 5
Questions on Notice processed by the Department of the Legislative Council, 1994-95 to 2003-2004.



INFORMATION

MANAGEMENT

DEPARTMENTAL GOAL 2

To improve information management and parliamentary operations through innovative and practical technology based solutions.

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

STRATEGIES

To achieve this goal we will:

- ❖ *Manage the Department's procedural database efficiently*
- ❖ *Ensure that information relevant to the operations of the Legislative Council is provided accurately, efficiently and professionally to clients*
- ❖ *Ensure that all documents and records of the Department are effectively and safely managed*

DATA BASE MANAGEMENT

PROCEDURAL DATA BASE

One of the Procedure and Projects Office's principal ongoing responsibilities is the maintenance and expansion of the Department's procedural database. This database centralises and extends Departmental understanding of procedural matters by providing swift access to precedents, rulings, summaries and, in some cases, inter-departmental guidelines. Data, which is categorised under subject headings and sub-headings, includes extracts from *Hansard*, a detailed summary of events and date/page citations. By the end of 2003-04 the database will have covered the period from the Spring Sittings 1996 until the Autumn of 2003.

PROVISION OF INFORMATION

DOCUMENT SHARING PROCESSES MANAGEMENT

One of the stated Corporate Goals under the Strategic Plan for the Parliamentary Departments for 2003-06 was to improve information management and parliamentary operations through innovative and practical technology-based solutions. A key objective for this Department was to formulate a Document Management System to

streamline document sharing processes between the Legislative Council, the Legislative Assembly and Hansard and to implement the new system prior to the commencement of the Autumn Sittings 2004.

A working group comprising Parliamentary Officers from the Legislative Council, Legislative Assembly and Parliamentary Debates met in early February 2004 to discuss means by which that objective could be achieved.

Of concern was the fact that no formal process existed for sharing electronic documents generated by the two House Departments required by Hansard for the timely production of the "Daily Proof", in particular.

A number of processes or steps were identified by the working group and a report was submitted to the Department Heads and Presiding Officers prior to the commencement of the Autumn Sittings detailing the processes that would lead to a better co-ordinated document sharing system. The new system was subsequently implemented and has greatly improved the sharing of electronic House documents between the House Departments and Hansard.

LEGISLATIVE COUNCIL DAILY SITTING SUMMARY

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

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

Feedback from various sources, including Victorian Government Departments, has indicated that the Daily Sitting Summary is a valuable resource. During the review period the Daily Sitting Summary page of the Legislative Council Website had an average of 114 visits each sitting week.

DOCUMENTS AND RECORDS MANAGEMENT

PARLIAMENTARY PRINTING CONTRACT

The parliamentary printing and distribution contract expired on 29 February 2004. Prior to advertising for tender, the specifications of the contract were reviewed and the term of the contract was changed to a period of 28 months, with an option for a further two years. Applications for tender were invited on 6 December 2003 and closed in January 2004. The submitted tenders underwent a thorough evaluation and approval process. The Government Purchasing Board was required to approve the process of engagement due to the value of the contract being over \$2 million. Approval was given and the contract awarded to TDC3 (The Digital Colour Copy Centre) Pty Ltd, with the contract commencing on 1 March 2004.

The contract was and continues to be monitored by the Office of Chief Parliamentary Counsel and Officers from the Department of the Legislative Council, Assembly and Parliamentary Debates. Each Department was required to submit a report outlining any positive or negative feedback in relation to printing requirements that occurred over the course of each sitting period in accordance with the six monthly reporting requirements stipulated in the contract.

MINUTES AND CHAMBER READERS PRODUCTION PROCESSES

Whilst it was listed as a priority in the Department's 2003-2004 Annual Plan to establish a committee with the Legislative Assembly to look at ways of improving processes for the production of Minutes of the Proceedings and Chamber Readers, after discussions with the Assembly, it was felt unnecessary for this Department to be involved as most of the processes utilised by this Department were already up to best practice standards.

The production process of the Minutes of the Proceedings utilising computer technology between the Chamber and Papers Office has operated effectively since 1995. The processes have been refined over the years and are operating efficiently and effectively.

REGISTER OF MEMBERS' INTERESTS

Under the *Members of Parliament (Register of Interests) Act 1978*, Members are required to provide details of their interests. This information is required from new Members upon their election to Parliament (i.e. Primary Return) and from all existing Members by 29 August each year (i.e. Ordinary Return). Members may also lodge variations to their interests at any time during the year. This information is contained in a register which is maintained by the Clerk of the Parliaments, currently the Clerk of the Legislative Assembly. By arrangement between the Houses, the Department of the Legislative Council continues to maintain the Register of Members' Interests on behalf of the Clerk of the Parliaments.

During 2003-04 a Summary of Returns for the return period 2002-03, and a Summary of Variations notified between 6 June and 30 September 2003, was prepared and tabled on 30 October 2003. A Cumulative Summary of Returns as at 30 September 2003 was also tabled on 6 November 2003. A Summary of Variations notified between 1 October 2003 and 26 November 2003 was tabled on 27 November 2003. A further Summary of Variations notified between 27 November 2003 and 2 June 2004 was tabled on 3 June 2004.

Ordinary Return forms will be sent to all Members of Parliament on 1 July 2004 and a summary of those returns, together with a Cumulative Summary as at 30 September 2004, will be tabled during the Spring Sittings of 2004.

CORPORATE LIVELY PROJECT

Following the Parliament's strategic planning workshop held at the Royal Melbourne Zoo on 11 September and 2 October 2003, the Parliamentary Librarian, Usher of the Black Rod and Serjeant-at-Arms were asked to examine ways in which the Parliament could improve the means by which it engaged with the public. In particular, the group was asked to develop an "External Communications Plan" that would standardise and improve the Parliament's engagement with the wider community. The working group has thus far focussed on the development of a consistent, reproducible and clear corporate image with appropriate font styles, sizes and colours. Following tender submissions, Blue Boat Design was commissioned to provide design ideas. These have now been received and will be presented to the Presiding Officers and Heads of Department for discussion and feedback early in the next financial year.

RESOURCE BOOKING PROJECT

The Usher of the Black Rod and Serjeant-at-Arms, in conjunction with Deborah Gillette, have been overseeing the development of software designed to improve the quality, nature and exchange of information associated with booking rooms and resources on the parliamentary precincts. All key stakeholders including System Administrators have been consulted. The Presiding Officers and Heads of Department have been given two progress reports on the project. It is anticipated that the software will be completed in the latter half of 2004. The intention is to provide Members, Committee Personnel, Electorate Officers, Parliamentary Officers, and all other users of the Parliament's

resources with a reliable, efficient and transparent method of making room and resource bookings.

RESOURCE BOOKING POLICIES DOCUMENT

In conjunction with the Resource Booking Project, the Usher of the Black Rod, Daniel Purton, while on secondment from the Parliamentary Library to this Department, and Deborah Gillette have worked on consolidating, improving and expanding room and resource booking policies for the Parliament. This guide, shortly to be presented for consideration by Presiding Officers and Heads of Departments, will provide a ready source of information on the Parliament's resources focusing on how they can be used and what logistical support is offered. The document is almost completed and it is anticipated that it will be submitted for consideration by August 2004.

EDUCATION AND

COMMUNITY

RELATIONS

DEPARTMENTAL GOAL 3

To improve community perception and understanding of the Parliament.

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

STRATEGIES

To achieve this goal we will:

- ❖ *Raise awareness of the role, activities and responsibilities of the Legislative Council and the Victorian Parliament as a whole*
- ❖ *Stage special events and other promotional activities*
- ❖ *Review on a regular basis educational/public relations material produced by the Department*
- ❖ *Manage the Department's hospitality functions to ensure the smooth reception of official visitors*

PROMOTION OF PUBLIC AWARENESS

OPEN DAY

On Saturday 20 June 2004, from 11.00 am to 4.00 pm, the Parliament held an Open Day. Co-operative planning between the various Parliamentary Departments saw a highly successful event with just over 4,500 people visiting Parliament House, the Parliamentary Reserve and 157 Spring Street. As well as public rooms and spaces normally accessible on Open Days, visitors were also able to observe the Speaker's Office and Members' Offices in the basement. School bands, choirs and small ensembles provided entertainment in Queen's Hall, while the Victorian Electoral Commission, Ombudsman's Office and the Auditor-General's Office distributed information to the public. Parliamentary Committees and representatives from the Council and Assembly Papers and Procedures Office also distributed information and reports and gave demonstrations of the Parliament's internet resources. Visitors exited through the south-west basement door which led them to the Bali Memorial Garden.

The President of the Legislative Council met with numerous visitors in the Legislative Council Chamber. Legislative Council personnel, including Committee staff, together with officers from all other Parliamentary Departments, acted as guides and provided information to visitors. Media coverage in print and on television drew many people. The Victorian Electoral Commission conducted a ballot of which site visitors to the Parliament enjoyed. The numbers attracted this year were gratifying. Many participants observed that 4,500 people entering and moving through Parliament House in a relatively short period of time was as much as the building, and the staff, could cope with.

WORK EXPERIENCE PROGRAM

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

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

Commencing in 2004-05, future requests for students seeking work experience placements will be co-ordinated through the office of the Clerk of the Parliaments.

SPECIAL EVENTS AND PROMOTIONAL ACTIVITIES

VICTORIAN PARLIAMENT'S 150TH ANNIVERSARY

In last year's Annual Report reference was made to 25 November 2006 being the 150th Anniversary of the Official Opening of the first Parliament of Victoria and that a Programming Committee was being established to plan a series of events to mark the event. The Committee, comprising the Presiding Officers, Clerks, Mark Duckworth from the Department of Premier and Cabinet and Colin Barry the Electoral Commissioner was established during the year under review and held its first meeting on 30 July 2003.

Given that some initial funding for the project had been secured one of the early decisions of the Committee was to appoint a Project Officer to facilitate and manage all events associated with the Anniversary including organising and coordinating events, undertaking historical research, encouraging participation and attracting public interest. The position was advertised in September 2003 and following the interview process in which the Clerk participated, Sharon Morris was appointed to the position.

The Committee continued to meet during the year and worked closely with the Project Officer to develop a draft program of events. During the early part of 2004 the Project Officer spent much of her time meeting the many stakeholders including Members, staff, councils and both public and private sector organisations. In May 2004 the Committee adopted a logo with the slogan "Parliament of Victoria — Celebrating 150 Years" on the basis that it gave immediate recognition to the project, highlighting the past, present and future.

At the end of the reporting period plans for the celebrations were well advanced.

PRESIDING OFFICERS AND CLERKS CONFERENCE

The 34th Conference of Presiding Officers and Clerks was held in Nuku'alofa, Tonga, from 28 June to 5 July 2003. The Conference was attended by Presiding Officers and Clerks from the Australian and Pacific Parliaments as well as observers from the Australian Parliament and the United Kingdom. The Legislative Council was represented by the President and the Clerk.

The President presented a paper on Victoria's Legislative Council and the *Constitution (Parliamentary Reform) Act 2003* which detailed the changes made to the Constitution and electoral system for the Legislative Council while the Clerk presented a paper on the changes to the Standing and Sessional Orders in the Legislative Council. The Clerk's paper outlined the effect of the new Standing Orders adopted at the end of 2002 which came into effect at the beginning of the new Parliament and the significantly different set of Sessional Orders adopted by the Council in the first week of the new Parliament.

The 35th Presiding Officers and Clerks Conference will be held in Melbourne from 3 to 10 July 2004. This is the first time since 1986 that the Victorian Parliament has hosted the conference. The planning team comprising the Presiding Officers, Clerks, Geoff Barnett, and Anne Sargent from the Legislative Assembly, met regularly during the year under review. By the end of June 2004 the program had been completed and all arrangements had been finalised. Next year's Annual Report will include full details of the conference.

YMCA YOUTH PARLIAMENT

The Seventeenth YMCA Youth Parliament was staged at Parliament House on 23 and 25 September 2003.

The "Opening Ceremony" was held in the Legislative Council Chamber at which the "Youth Governor", Mr Andrew Bell, officially declared open the Youth Parliament. The Presiding Officers, Minister for Education Services and Minister for Youth Affairs and Deputy Leader of the Opposition, also participated in the ceremony.

The Youth Parliament met in the Legislative Council and the Legislative Assembly Chambers. In the Legislative Council, presiding officers included the President and the Honourables John Eren, Andrew Brideson, Damian Drum, Richard Dalla-Riva, Geoff Hilton and Andrew Olexander.

Over the two days some 50 young persons, forming both a "Government" and an "Opposition" in the Council, debated a series of "Bills" on such issues as whether working hours need to be reduced; the use of embryonic stem cells for research based on human trials; learner permit holders' towing; regulation of school canteens; optional voting registration for 16 to 18 year olds; future needs of growth areas; public liability insurance; and raising school leaving-age requirements. Adjournment Debates were also held on both days.

The debates were conducted, as closely as practicable, with parliamentary procedure and the proceedings were recorded by Hansard. At the conclusion of the sittings, all of the "Bills" debated were presented to the Minister for Youth Affairs.

Arrangements for the Youth Parliament were handled by the Usher of the Black Rod and the Serjeant-at-Arms. The Usher, together with officers from the Legislative Council Procedure and Projects Office, and from the Papers Office, performed the Table duties. Legislative Council Attendants also assisted in the Chamber. On 24 September 2004 the Usher and Serjeant conducted a workshop for the Youth Parliamentarians at the YMCA camp at Mt Eliza.

STUDENTS' PARLIAMENT

From 2 to 4 September 2003 Students' Parliament was again held in Parliament House. The Legislative Council Chamber was used on the first two days. A total of 89 schools participated with students ranging from years 7 to 9. The Honourables Helen Buckingham and Andrew Olexander, Ms Jenny Mikakos, and Beth Kein of the Road Safety Committee, served as Presiding Officers. Debates covered a wide range of topics including the use of plastic bags by supermarkets; genetically modified food; active citizenship for under-18 year olds; wind farms in coastal areas; asylum seekers; public transport; noise levels of live music; public roles and privacy; camera phones; the Rosetta Stone; and permanent use of the MCG for Grand Finals. Participants also attended a Joint Sitting addressed by the Parliamentary Secretary, Premier and Cabinet.

The Legislative Council provided staff in the Chamber and logistical support for the sittings.

EDUCATION AND COMMUNITY RELATIONS EVENTS

The Department of the Legislative Council is committed to promoting the Parliament's role and responsibilities. To this end, it actively supports such events as Open Days, Student and YMCA Youth Parliaments and the Parliament's stand at the Royal Melbourne Show by providing staff and administrative resources. For example, the Usher was a member of the Parliament's Royal Melbourne Show organising committee and another 8 members of Departmental and Committee Staff from the Legislative Council worked at the Parliament's stand.

Along with the Assistant Clerk of the Legislative Assembly, the Deputy Clerk of the Council provided a briefing on the Parliamentary Committee System to visiting Indonesian judges on 17 March 2004. The briefing was part of the Indonesian judicial training program. The Usher gave presentations to the Williamson Leadership Group (13 August 2003; 7 May 2004), Parliamentary Interns (12 March 2004) and Parliament of Victoria staff inductees (9 September 2003 and 25 February 2004). He addressed the National Trust at Ripponlea (24 July 2003), the Ballarat South Rotary Club (28 August 2003), Richmond Rotary Club (24 November 2003) and hosted the Ballarat South Rotary Club on a visit to Parliament House on 1 June 2004. On 5 and 6 February 2004 he was interviewed by ABC TV on a segment on "Who stole the Mace?" for the forthcoming documentary series "History Detectives".

EDUCATION AND PUBLIC RELATIONS

LEGISLATIVE COUNCIL INFORMATION SHEETS

The Department continued to publish a series of information sheets related to the Legislative Council and its history, office-holders, rules and procedures. Two new information sheets were produced by the Procedure and Projects Office during the course of the year under review. It is the aim of the Department to have these available in the near future. The introduction of the two new information sheets will bring the total number to seventeen. In addition, all of the existing information sheets are in the process of being reviewed. In most cases revision will be necessary due to changes emanating from the application of new Sessional Orders in the 55th Parliament and changes made to the Constitution.

The information sheets, which are available both in hard copy from the Papers Office and on the Department's website, are intended for the use of staff and the general public – particularly students and other visitors to the Parliament. The process of printing and re-printing the information sheets is also currently under review.

HOSPITALITY AND VISITORS

OFFICIAL VISITS

Official delegations

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

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

Official calls

Official calls are also made by individual visitors on the Parliament from time to time. Comprising of mainly diplomats of ambassadorial status. Appendix I shows callers received in 2003-04.

Officers from other Parliaments

The Department of the Legislative Council continued to receive visits from Officers of Australian State and Territory Parliaments, as well as overseas legislatures, during the year under review. These included visits from Patricia Chaychuk, Clerk of the Legislative Assembly, Manitoba, Canada and Paul Belisle, Clerk of the Canadian Senate.

PHYSICAL

RESOURCES

DEPARTMENTAL GOAL 4

To ensure the optimal use of our physical resources.

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

STRATEGIES

To achieve this goal we will:

- ❖ *Improve the level of security in the Chamber during sittings, in the Council generally and in the wider parliamentary precincts*
- ❖ *Maintain and upgrade the Legislative Council workplace environment*
- ❖ *Assist in ensuring conditions in the precincts meet satisfactory Occupational Health and Safety levels*

SECURITY

In February 2004 the South Lobby was converted into a new temporary entry post to Parliament House. Numerous security reports presented to the Parliament over many years had recommended that entry protocols to the building needed to be improved. To this end, the Presiding Officers approved expenditure for the purchase of x-ray scanning equipment, metal detector equipment and proscribed weapons disposal bins to be placed in the South Lobby. Amil Security Pty Ltd was commissioned to manage entry of all visitors to Parliament House.

In late February 2004 a trial of the new equipment was begun. This proved highly successful to the extent that on 1 March 2004 all Members and staff were advised that the trial had been completed and that new entry arrangements would now apply. As a result, all visitors now entering Parliament House from Spring Street are obliged to undertake security screening. All reports thus far received from Members, staff and visitors have been complimentary.

Following the success of the South Lobby entrance equivalent security measures were, from 16 June 2004, installed in the Courtyard Entrance to Parliament House. This is the first step in a more extensive program of works designed to improve entry management to Parliament House through the courtyard entrance.

The Usher and Serjeant conducted briefings for Parliamentary Attendants, Protective Services Officers, and Amil Security Pty Ltd on the new entry arrangements, and accommodated suggestions made during these briefings.

On 23 March 2003, the North and South Basement doors to Parliament House were converted into 'exit doors only' on a trial basis. This trial attempted to gauge how successful attempts to eliminate unauthorised entry to Parliament House through the doors would be. Based on this experience, and in keeping with the goal of achieving greater security integrity for Members of Parliament, Parliamentary Officers and all visitors to Parliament House, the Presiding Officers announced that from 29 March 2004 the trial would be made permanent. As a result of this announcement, and in keeping with numerous security recommendations made to the Parliament, entry to Parliament House is restricted to the Spring Street and Courtyard entrances.

WORKPLACE MAINTENANCE

HOUSEKEEPER'S QUARTERS RENOVATION

As reported in last year's Annual Report, stages one and two of the renovation works in the former Housekeeper's Quarters were completed in the last financial year, leaving only stage three — renovation of the laundry and bathroom remaining.

Approval has been granted to convert the bathroom into a toilet and shower facility for Members, and the laundry into an office for the Principal Attendant. Some delay was experienced due to uncertainty about the quality and capacity of the original drainage pipes; a video-engineering inspection was conducted but was inconclusive. Engineering advice indicated that as use of the drainage pipes from the quarters had diminished considerably the proposed works would not compromise drainage capacity.

As a result, on 21 June 2004, stage three work commenced with a view to having the area completed by the commencement of the Spring Sitting Period.

LEGISLATIVE COUNCIL AIR CONDITIONING

In January and February 2004, air conditioning was installed in the Legislative Council Chamber. As reported last year, the need to air condition the Legislative Council Chamber was emphasised in the Opening of Parliament Ceremony held on 25 February 2003: the Opening Ceremony coincided with a day of high temperature and humidity which left Members, official participants and guests uncomfortable.

The air-conditioning works involved utilising space and installing cooling/heating units in the front row of seats in the North and South galleries on the main level of the Chamber, and in four corners of the Upper Gallery. Wood panelling was also installed in the North and South Galleries to shield the units and to deflect air. This has had the effect of reducing public seating in the chamber by approximately 140 seats. This is considered appropriate, particularly given the discomfort felt in the absence of adequate air conditioning.

OTHER WORKS

Following the refurbishment of the offices of the Leader of the Government and Leader of the Opposition in April 2003, work will commence shortly on the Government Whip's office and another Member's office on the principal level of the Legislative Council precinct. The refit will involve the provision of additional power points, data facilities, lighting, repainting and recarpeting, as well as the provision of new furniture.

In June 2004 work commenced on a number of alterations and refinements of the Legislative Council Papers Office. This involved repositioning desks and others works that would make the operations of the Papers Office both more efficient and more secure.

Completion of works in the Government Whip's office, the other Member's office and Papers Office will leave two rooms remaining for refurbishment. This will then ensure that all offices on the principal level of the Legislative Council are of a standard consistent with heritage values and with professional design consistent with modern business needs.

In January and February 2004 audio-visual equipment was ordered for the Legislative Council Committee Room and for Meetings Rooms 3 and 4. The goal is to provide meeting rooms that are "stand alone". As a result, the three rooms now have electronic whiteboards, data projectors, overhead projectors, televisions with DVD and VHS playback facilities. Surplus equipment has been placed in Meeting Rooms 1 and 2. Feedback from Members and other room users has been consistently positive. As a result all five meeting rooms under the Legislative Council's control have in the past two years been repainted, fitted with data points, provided with modern furniture and been supplemented with audio-visual equipment.

USE OF THE PRECINCTS

FILMING IN THE LEGISLATIVE COUNCIL PRECINCTS

Standing Orders adopted in 2002-03, saw the rules on filming of meetings of the Legislative Council relaxed. This encouraged television crews to film the Chamber regularly. Filming of the Legislative Council's Committee Room during public hearings also increased, particularly when Committees deemed to be "controversial" met for public hearings. The net result was that the Legislative Council and its committees received greater coverage than had previously been the case. In addition to the normal current affairs focus ABC TV filmed segments of the forthcoming "History Detectives" program in the Legislative Council Committee Room. Photographs of the Council precincts and wider Parliament House were also included in a detailed article prepared for the Melbourne Weekly Magazine (13-19 June 2004) in support of Open Day held on Saturday, 19 June 2004.

COUNCIL CHAMBER AND COMMITTEE ROOM

As noted earlier in this section the Legislative Council Committee Room was supplemented with new audio-visual equipment in the early part of 2004. As a result the room now has amplification, a data projector, electronic whiteboard, televisions with DVD and VHS recording and playback facilities, and includes overhead projector facilities.

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

As with previous years, the Legislative Council Committee Room again proved to be one of the most used rooms in Parliament House. Members of Parliament frequently use the room for functions, while parliamentary committees regularly use the room for public hearings. Other uses included book and institutional launches, presentations, seminars and lectures. A list of users of the Legislative Council Committee Room in 2003-04, excluding Victorian parliamentary committees, may be found in Appendix H.

FUNCTIONS

The Department assisted in providing services for various functions staged in the Legislative Council Chamber, Queen's Hall, the Legislative Council Committee Room, Room K, and the Parliamentary Gardens. As well as major functions, these included numerous luncheons, dinners, book launches, exhibitions and other events, all of which

required support and a staffing presence from Departmental staff. These are summarised in Appendix H.

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

On 6 February 2004 the recently elected and appointed members of the Occupational Health and Safety Committee met for the first time. Paul Gallagher, Manager, Grounds and Gardens, was elected Chair, with Claire Slattery Deputy Chair.

Felicity Murphy was the Department of the Legislative Council's elected representative on the committee. She completed her term in late 2003 and was replaced by Deborah Gillette. The Usher remained the management representative.

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

BUILDING EMERGENCY AND EVACUATION COMMITTEE

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

No major evacuation incidents occurred in the 2003-04 period. At the time of reporting, no emergency evacuation practice has thus far been conducted in 2004. Two evacuation drills were conducted in 2002-03. In order to meet Occupational Health and Safety obligations a drill will be required to be held in the latter half of 2004.

FIRE PROTECTION COMMITTEE

As advised in last year's Annual Report, the Fire Protection Committee was established to detail and prioritise various works for the enhancement of fire protection in the Parliament's buildings. The Committee comprises representatives from the Departments of the Legislative Council, Legislative Assembly and Parliamentary Services.

As reported previously, major works concerned with smoke compartmentation and fire modelling have been deferred pending the completion of the air-conditioning project. With the recent installation of new water mains, fire detection units, CCTV cameras, the development and distribution of an Emergency Evacuation Manual, evacuation and fire training, and evacuation drills, the only outstanding feature associated with fire control is the Smoke Compartmentation Project. With completion of the air-conditioning of the Legislative Council Chamber in the Summer of 2004, consideration of how best to progress the Smoke Compartmentation Project can now take place (albeit that the question of whether it is desirable or possible to air condition Queen's Hall remains to be resolved).

OTHER WORKS

The changes made to the *Parliamentary Committees Act 1968* in the early part of the 55th Parliament resulted in an increase in the number of Joint Investigatory Committees from eight to eleven. As a consequence, additional accommodation was required for two of the three new committees. Following discussions with the Presiding Officers, it was agreed to relocate the two Council administered committees (Education and Training and the Outer Suburban/Interface Services and Development) to Level 3, 157 Spring Street.

Fish Payne Pattenden and Viney were engaged to oversee major refurbishment works of Level 3. The works were completed and the Committees were relocated in early February 2004. In addition to new staff offices, two meeting rooms were made available.

MANAGEMENT AND ADMINISTRATION

DEPARTMENTAL GOAL 5

To manage our Department effectively and efficiently.

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

STRATEGIES

To achieve this goal we will:

- ❖ *Institute processes to enable continuous improvement of service delivery*
- ❖ *Ensure efficient budget management and the highest level of financial accountability*
- ❖ *Promote a corporate approach to the management of the Parliament*
- ❖ *Maintain a commitment to the effectiveness of the Annual Plan approach to planning*
- ❖ *Ensure that committees have sufficient resources to undertake their inquiries*

SERVICE DELIVERY IMPROVEMENTS

LEGISLATIVE COUNCIL STRUCTURAL REVIEW

The organisational structure of the Department has, with the exception of the recently established Procedure and Projects Office, served the Legislative Council in the same way for a long time. In early 2004 the Department's senior management group decided that it was appropriate to undertake a wide-ranging review to determine whether the current structure continues to meet our requirements, particularly the Department's core functions. In May 2004 the senior management group identified the following specific issues which were worthy of examination at this initial stage of the process:

- Departmental structure
- Work/functional groupings for both Chamber and non-Chamber staff
- Reviewing position documentation
- Separation of core and non-core functions and responsibilities for such
- Divesting of non-core functions, eg, office accommodation, to our Joint Service Department
- Servicing the Chamber
- Staff recruitment

- Succession planning
- Training and development, particularly in the area of parliamentary procedure.

The Legislative Council of New South Wales, which is a House very similar to the Victorian Upper House, is also currently reviewing its structure and the Chamber staff in the Department have taken the opportunity to visit there and discuss with their staff the issues which have arisen in their own restructure some of which are similar to our own.

It is expected that the review will be completed and recommendations made to the President during 2004-05.

PRESIDENT'S OFFICE

During 2003-04 the opportunity was taken to examine the staffing of the President's Office with the aim of upgrading the level of support to the President. With the secondment of Yolande Henderson to the Parliamentary Library it was decided to create the position of Parliamentary Adviser to the President, a position similar to that which exists in the Legislative Assembly, with the principal aim of providing a high level of confidential assistance, advice and executive support to the President and ensure the efficient organisation of the President's Office.

The new position was initially advertised as a short term secondment for the duration of Ms Henderson's secondment to the Library. Daniel Purton of the Parliamentary Library staff was successful in obtaining the position. In April 2004, following Ms Henderson's decision to resign, the position was advertised for the duration of the current Parliament with an expiry date of March 2007 and Geoff Barnett was subsequently appointed.

To complete the restructure of the President's Office, the position of President's Orderly, which has been part of the Attendant Group, was abolished and the new position of Administrative Assistant created in its place. The position was advertised in May 2004 and following the selection process Jennifer Grant was appointed and took up her position in June 2004.

CLIENT SATISFACTION SURVEY

In May 2003 the Parliament commissioned Roy Morgan Research to conduct a web-based survey of Members, Electorate Officers and Parliamentary Officers concerning the quality of services provided by the Parliamentary Departments.

The purpose of the research was to provide an indication of the degree of satisfaction of Members, Electorate Officers and Parliamentary Officers with the services provided by the various departments of the Parliament. It is intended that the survey will continue to be conducted each year with the results constituting a benchmark for future comparisons.

In relation to the Department of the Legislative Council, questions were asked relating to the ease of contact with the Department, courtesy of staff, timeliness of responses to requests, whether the advice was easily understood, the reliability of advice, and the use of the website, information sheets, procedural bulletins and the Annual Report. The results of the survey on this Department comprised responses from 54 of the Department's clients - 21 Members and 33 electorate officers.

The survey results regarding the perception of the quality of the service provided by the Department to Members were very positive. Based on the results of the sample Members regarded departmental staff as being very courteous, easy to contact, and dealt with requests promptly. The advice given was regarded as being easy to understand and reliable. The information on the Department's website was also seen as meeting their needs.

The results regarding the frequency of services provided by the Department suggested that there was some lack of awareness of the website, information sheets, procedural bulletins and the annual report. The use of the website, in particular, was not as frequent as the Department had hoped. In the next financial year the Department will review the use of its website and other material referred to in the survey with the aim of introducing measures to even further increase their usage. Some specific suggestions regarding improvements were also included in the survey results and these will be taken into account during next year's review.

REVIEW OF THE ATTENDANTS' STRUCTURE

In June 2003 the Presiding Officers advised the Departments of the Legislative Council and Legislative Assembly of their intention to review the role of Parliamentary Attendants. A review panel comprising of the Usher of the Black Rod and the Serjeant-at-Arms, along with attendant representatives, Russel Bowman, Greg Mills and Philip Stoits from the Council, and Warren Smith, Trevor Day and Baron Campbell-Tennant from the Assembly, was formed.

The Panel was asked to review the functions and management of Parliamentary Attendants with a view to improving both service delivery, career development, and job satisfaction. The Panel met 16 times between 28 July 2003 and 23 June 2004. Numerous informal meetings between Parliamentary Attendants also took place, with the results being conveyed to the Panel through individual Panel members. The Panel conducted interviews with interested attendants and received information on equivalent positions from all other legislatures in Australia.

The report was submitted to the Presiding Officers and Clerks on 29 June 2004. The Panel made 18 recommendations covering the full range of issues relevant to Attendant responsibilities. The President and Clerk will consider the implications for the Department, the results of which will be reported in the 2004-05 Annual Report.

BUDGET MANAGEMENT

FINANCE

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

Special Appropriations cover the payment of Members' salaries and allowances pursuant to the *Parliamentary Salaries and Superannuation Act 1968* under which prescribed salary, allowances and superannuation contributions are automatically appropriated. They also cover the fixed appropriation for the Council paid under the *Constitution Act 1975*. Funding for the Parliamentary Joint Investigatory Committees in 2003-04 was also included in the Parliament's Appropriation Act.

The *Appropriation (Parliament 2003/2004) Act 2003* provided funds for the Legislative Council on two bases — provision of outputs and additions to the net asset base. The appropriation for the provision of outputs covers the expenses of Departments of the Parliament incurred in the delivery and purchase of outputs.

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

The 2003/04 Act again provided separate funds for each Parliamentary Department, as well as the Auditor-General, rather than on a 'global' one-line basis as was the case

with the remainder of the public sector. The Department continues to support this approach which is in the best interests of the Legislative Council because it continues to ensure that the Legislative Council's annual budget is guaranteed by law.

For budgeting purposes, the 'Legislative Council' is treated as an output group which is required to meet certain performance targets in delivering outputs in return for the Department's budget resources. These outputs, which are grouped on a "quantity", "quality" and "timeliness" basis in the budget documents, represent a summary of the Department's main functions in relation to the sittings of the House and some education and public relations related activities. Some of these measures and targets were revised in the 2004-2005 Budget Papers to more accurately summarise the major outputs of the Department. A detailed account of those outputs and their performance measures appears at Appendix G to this report.

The sources of the Council's budget for 2003-04 were —

<i>Special Appropriations</i>	
◆ Members' salaries and allowances	\$5,900,000
◆ Parliamentary Contributory Superannuation Fund	\$5,167,000
◆ Clerk and expenses of the Legislative Council	\$100,000
◆ Auditor-General's Office Audit	\$5,000
<i>Parliament Appropriation Act</i>	
◆ Provision of outputs	\$2,652,000
◆ Treasurer's Advance	\$187,000
<i>Carryover of difference between budgeted and actual unexpended funds from 2002-03</i>	\$72,000
TOTAL	\$14,083,000

The *Appropriation (Parliament 2004/2005) Act 2004* provides \$2,715,000 to the Legislative Council for the provision of outputs only. This figure will be supplemented by a carryover of unspent funds to be approved by the Treasurer in the latter part of 2004.

The detailed figures for 2003-04 for both the Department and the Parliamentary Committees appear in the expenditure statement in Appendix F to this report and a breakdown of expenditure for the Legislative Council on a percentage basis is depicted in the following charts:

FIGURE 6
 Total Expenditure, Members and Departmental Expenditure, 2003-2004.
 N= \$14,083,000 (Source: Appendix F).

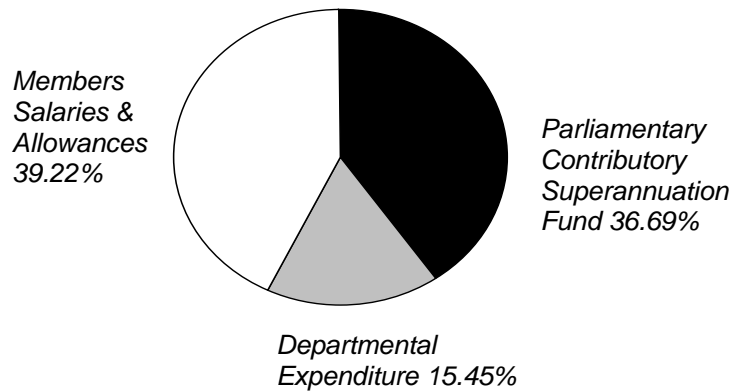
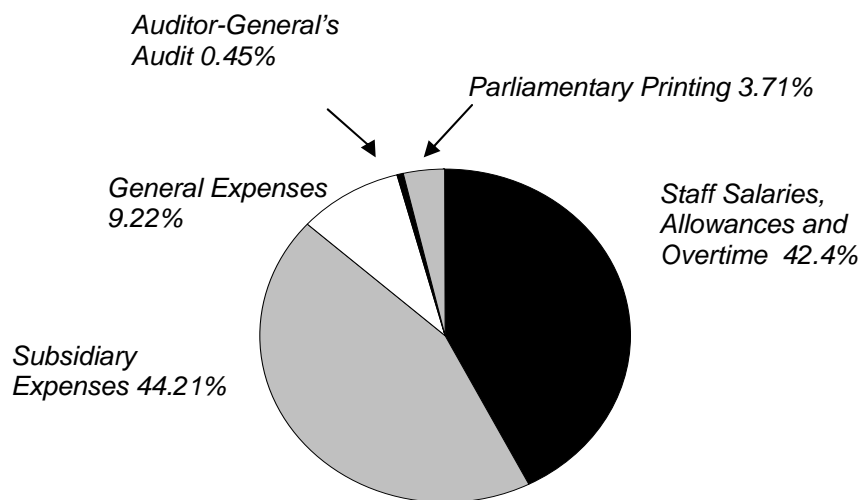


FIGURE 7
 Expenditure, Department of the Legislative Council, 2003-2004.
 N= \$2,124,602 (Source: Appendix F).



PUBLIC ACCOUNTS AND ESTIMATES COMMITTEE HEARING

On 17 June 2004 the Presiding Officers and Department Heads appeared before the Public Accounts and Estimates Committee in relation to its Inquiry into the 2004-2005 Budget Estimates. As has been the case in previous years the Finance Manager in the Department of Parliamentary Services headed a team of senior managers including the Deputy Clerk which was given the task of completing the detailed questionnaire submitted by the Committee.

At the hearing, Parliament gave a PowerPoint presentation which outlined the break-up of the Parliament's \$95m budget, the distribution of those funds, a summary of the progress of each of the major projects identified in the 2003-04 output requirements and a summary of the proposed projects for 2004-2005. The Parliament's response to the Committee's recommendations in its 56th Report was also included in the presentation.

COMMITTEE BUDGET ARRANGEMENTS

\$5.346 million was made available to Joint Investigatory Committees in 2003-04. The *Appropriation (Parliament 2003/04) Act 2003* provided an amount of \$4.936 million for Joint Investigatory Committees – reflecting the increased number of committees established in the 55th Parliament. In addition, a one-off amount of \$300,000 was made available to assist with establishment costs for the three new committees. A carryover of \$100,000 of unspent funds from 2002-03 was approved by the Treasurer in the latter part of 2003. Actual expenditure for the year was close to \$4.759 million.

In line with previous practice, the Presiding Officers decided to retain in reserve an amount equal to 4 per cent of total funding to fund new or unforeseen inquiries and to assist those committees with greater workloads that required additional funding.

The *Appropriation (Parliament 2004/05) Act 2004* provided an amount of \$5.325 million for joint Investigatory Committees in 2004-05. This figure will be supplemented by a carryover of unspent funds from 2003-04 to be approved by the Treasurer in the latter part of 2004.

The Parliamentary Joint Investigatory Committees group is, for budgeting purposes, also treated as an output group that is required to meet certain performance targets in delivering outputs in return for its budget resources. Those outputs, which are grouped on a 'quantity', 'quality' and 'timeliness' basis in the budget documents, represent a summary of the major functions of committees relating to the publishing of reports and discussion papers. A detailed account of those outputs and their performance measures appears at Appendix G to this report.

MANAGEMENT OF THE PARLIAMENT

CHANGE MANAGEMENT PROGRAM

Work continued on the Parliament's Change Management Program during the year following the initial senior management workshop held at Aitken Hill Conference Centre in June 2003. A middle management change workshop was held at Aitken Hill on 19 and 20 August 2003 which focused on being effective managers, leading change and identifying change initiatives for the Parliament and further workshops were held for all remaining Parliamentary Staff during October that year. At each level of the workshops staff were asked for feedback on issues within the Parliament in the form of 'Glads', 'Mads' and 'Sads'.

As a consequence of this process three project teams were established during the year dealing with communication, management and my work/operations. The first of these teams — the Communication Project Team, comprising eight members of staff from across the Parliament, was established principally as a result of feedback from the Aitken Hill middle management workshop with the task of addressing and improving internal communication processes and the understanding of functions of business units and their individual roles and responsibilities. In February 2004 the Communication Project Team delivered to the Presiding Officers and Department Heads its report on an investigation of internal communication in the Parliament of Victoria. The report made 39 separate recommendations with probably the most significant being the appointment of a Communication Officer. At the end of the reporting period the report was still under consideration by the Presiding Officers and Department Heads.

In October 2003, following the strategic planning workshop attended by senior managers and the Presiding Officers, a decision was made to set up two additional working groups to develop staff solutions to the issues identified in the change management workshops. These working groups were established in February 2004 and their work was continuing at the end of June 2004.

On 17 and 18 June 2004 a follow-up senior management development workshop was again held at Aitken Hill. The workshop which was attended by senior managers and the Presiding Officers was designed principally as an executive development program focusing on leadership.

Further programs for middle managers are planned for August 2004.

STRATEGIC PLANNING

In September 2003 an Executive Team Strategic Planning Workshop comprising the Parliament's senior management team and the Presiding Officers was held to establish the "One Parliament" project and develop a Strategic Plan for the life of the 55th Parliament. The workshop was attended by the Chamber staff in this Department and was facilitated by John Viljeon from Iedex Pty Ltd.

The One Parliament Business Plan developed as a result of the workshop detailed a number of strategic objectives consistent with the overall goals of the Corporate Plan completed in 2002. It was released to staff on 15 October 2003 and a special staff meeting was held to explain the plan to staff. During the remainder of the reporting period progress against the plan was closely monitored by the Presiding Officers and Department Heads. It is intended to review the plan early in the new financial year.

ESTABLISHMENT OF THREE DEPARTMENT STRUCTURE

Perhaps the most significant objective arising from the strategic planning seminar was the decision to improve the management of the operations of the Parliament by combining the Service Departments (Parliamentary Debates, Parliament Library, Corporate Services and Infrastructure Services) into a single Department of Parliamentary Services under the responsibility of a Department Secretary. With the two House Departments remaining as independent entities within the administration, a three Department structure would be established as a result. It was felt that this structure would improve the efficiency and effectiveness of the Departments in several ways:

1. Enabling the Presiding Officers to focus on high level, strategic issues — the Department Secretary will handle all operational issues from the four service Departments.
2. Allowing the Clerks to focus on running their respective Departments without being diverted by operational issues from the four Service Departments.
3. Supporting a high level of coordination between the four Service Departments, as required to implement the Parliament's Business Plan 2003-06.
4. Streamlining the integration of policy and service delivery across the Parliament.
5. Simplifying internal budgeting, paperwork and administration of the Departments.

The proposed structure is very similar to that which has operated in the Western Australian Parliament for some years and which was currently being implemented in the Commonwealth Parliament. On 23 and 24 October 2003 the two Clerks visited both those Parliaments to establish how the structure had operated in Western Australia since its inception and what arrangements were being made regarding its implementation in the Commonwealth Parliament. Upon their return they reported back to the Presiding Officers and in March 2003 the new position of Secretary of the Department was advertised. The selection process was conducted by the Presiding

Officers and both Clerks and in May 2004 the new Secretary, Dr Stephen O’Kane, took up his appointment.

At this initial stage of the three Department structure it was essential that effective working relationships and decision-making processes between the three Department Heads were established. As a result, the Parliamentary Executive Group was formed with its role being to provide strategic direction to staff and advice to the Speaker and the President on policy matters and to implement their directions.

WHISTLEBLOWERS PROTECTION ACT 2001

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

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

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

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

In 2003-04, no disclosures were made to the President under the *Whistleblowers Protection Act 2001*.

DEPARTMENTAL PLANNING

BUSINESS PROCESS MAPPING

A number of Parliamentary Departments commenced the review and mapping of their business processes in 2003-04. The aim of this process was to establish a clear view of the operations that were being undertaken within their Department. Votar Partners was engaged to undertake the Business Process Mapping and Review in those Departments.

Similarly, the Legislative Council commenced negotiations with Votar Partners in late 2003-04 to review the business processes associated with the Department with the aim of reviewing and analysing those processes with a view to improving the efficiency and effectiveness of the Department.

The project to be undertaken in early 2004-05 will identify the business processes to be mapped, map those processes and generate a list of issues and opportunities for improvement. Extensive consultation will occur with appropriate Departmental staff who have the most knowledge and experience in the processes being documented and a number of workshops will be conducted with them to ensure the processes are captured as accurately as possible and to ensure ownership of the process review.

It is then intended to review the outcome with a view to developing improvement opportunities and redesigning the business processes based on the recommendations.

DEPARTMENT OF THE LEGISLATIVE COUNCIL ANNUAL PLAN

During the year under review the Parliament's Corporate Plan for the 2002-05 financial years re-defined the direction, purpose, values and goals of the Parliamentary Administration. Closely linked to the Parliamentary Departments' Corporate Plan is the Parliament of Victoria's Business Plan for 2003-06 titled "One Parliament" which was also developed during the year. That Plan details specific objectives and projects for the 55th Parliament, several of which were included in the Department's Annual Plan 2003-04.

Similar to the previous year, a distinction was made between key Departmental activities specific to 2003-04 and those of an on-going nature. Specific priorities for 2003-04 were given greater prominence in the document and on-going targets continued to be identified. The Annual Plan continued practices of past years such as dividing objectives on a goal by goal basis rather than according to work group; identifying performance measures for all key targets; and further shortening the document with the aim of making it as succinct as possible.

As has occurred in the past, a draft version of the plan was circulated to staff for their comments. Following subsequent feedback and further revisions, the document was finalised in August 2003.

COMMITTEES' ANNUAL PLAN

In 2003-04 the Joint Investigatory Committees developed their first Annual Plan which provided an account of the proposed work program and performance measures for 2003-04. This was required since funding for Joint Investigatory Committees moved from Special Appropriation to the Parliament's annual Appropriation Act.

The major output of Joint Investigatory Committees are reports to Parliament on matters that have been referred to them for inquiry by the Parliament, the Governor in Council, self-generated inquiries or to satisfy statutory obligations.

Discussion or issues papers are another product of committees and these are usually aimed at stakeholders and other interested parties at large.

PARLIAMENTARY COMMITTEES

PARLIAMENTARY COMMITTEE SYSTEM

In the 55th Parliament, the Department is responsible for the administration of six Joint Investigatory Committees: the Economic Development Committee; Education and Training Committee, Environment and Natural Resources Committee; Law Reform Committee; Road Safety Committee; and the Outer Suburban/Interface Services and Development Committee.

The increase in the number of committees resulting from the 55th Parliament led to additional accommodation and staffing demands. Initially, the new committees were housed at 35 Spring Street. However, during the reporting period the two committees for which the Council has administrative responsibility, the Outer Suburban/Interface Services and Development and the Education and Training Committee, were relocated to 157 Spring Street in February 2004.

Mark Roberts, Manager, Joint Committee Administration Office and Andrew Campbell, Administrative Officer, Joint Committee Administration Office, acted as the interim Executive Officer and Office Manager, respectively, to those Committees. Both Committees commenced staff recruitment in May/June 2003. The positions were filled during the reporting period with Sean Coley being appointed Executive Officer of the Outer Suburban/Interface Services and Development Committee and Natalie Mai Holmes being appointed as that Committee's Office Manager. The Education and

Training Committee appointed Karen Ellingford as its Executive Officer, and Daisy Marshall as the Office Manager.

LAW REFORM COMMITTEE

The Committee had four references during the reporting period.

Two of these were tabled.

- Inquiry into Forensic Sampling and the use of DNA Databases in Criminal Investigations – tabled 3 March 2003
- Inquiry into Administration of Justice Offences – tabled 2 June 2004

The Committee commenced work on the following reference.

- Inquiry into Warrant Powers and Procedures
- The Committee has one further reference which has not yet commenced.
- Inquiry into the *Administration and Probate Act 1958*

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

The work on this reference was well advanced at the end of the 54th Parliament in November 2002. The new Committee appointed for the 55th Parliament received a reference in the same terms as the previous reference from the Governor in Council on 17 April 2003. Evidence and submissions received by the previous Committee were provided to the new Committee, and additional public hearings were held in June 2003.

The Inquiry focused on legislation controlling the collection, use and storage of DNA profiles for the purposes of criminal investigations and the effectiveness of the current regime.

The final report was tabled on 3 March 2003.

Inquiry into Administration of Justice Offences

The Committee received this reference from the Governor in Council on 6 May 2003. Research work for the inquiry commenced immediately with the first priority identified as preparing a discussion paper. The reference looked at offences such as perjury and perverting the course of justice. This area of the law is not well documented and the legislation is not regularly applied. The production of the discussion paper, which included an overview of the law, was well received by stakeholders with a number commenting that this was the first work of its kind to document and examine the state of the law in this area.

The Committee held a public hearing in Melbourne and travelled interstate holding meetings in Brisbane and Sydney. Ten written submissions were received. The final report was tabled on 3 June 2004.

Inquiry into Warrant Powers and Procedures

The Committee received this reference from the Governor in Council on 3 June 2003. Work commenced on the inquiry in April 2004 and a draft of a discussion paper was close to completion at the end of the reporting period.

The inquiry looks at existing warrant powers and procedures. It will consider whether there is the need for legislative amendment having regard to the fairness and efficiency of current provisions as well as investigating the possible benefit of improving consistency of provisions across legislation. The inquiry must consider, but is not limited to, arrest warrants, warrants to seize property and search warrants.

The Committee is to report to the Parliament by the last day of the Autumn sittings 2005.

Inquiry into the Administration and Probate Act 1958

This inquiry lapsed in the 54th Parliament. The Committee received a reference in the same terms from the Governor in Council on 3 June 2003. No work was done on this reference during the reporting period. There is significant overlap between the issues raised in the reference and those covered by the National Succession Laws Project. This national project was to have made its final report during 2004 but has recently indicated that its final report will not be made before mid 2005. Consequently, the Committee has decided to delay the commencement of its inquiry pending the completion of the national project which will include model legislation.

Conferences

The Executive Officer and a Research Officer attended a one day conference in Melbourne in December 2003 held by the Castan Centre for Human Rights Law entitled; "Human Rights 2003: The Year in Review".

Four members of the Committee and the Executive Officer attended the Australasian Law Reform Agencies Conference in Wellington New Zealand in April 2004. The Committee Chair, Rob Hudson, presented a paper to the conference entitled "The Victorian Parliament Law Reform Committee – its Role in Law Reform in Victoria".

Staff Changes

During the reporting period both of the Legal Research Officers Kristin Giles and Sue Kaufmann resigned. New Research Officers, Jon Cina and Michelle McDonnell, were employed – Mr Cina will work on the Warrant Powers and Procedures inquiry and Ms McDonnell will assist in completing the inquiry into Administration of Justice Offences.

EDUCATION AND TRAINING COMMITTEE

The Education and Training Committee had minor membership changes during the year with the addition of Hon. Johan Scheffer MLC in April 2004 due to the absence of Hon. Helen Buckingham MLC due to illness.

Impact of the High Levels of Unmet Demand for Places in Higher Education Institutions on Victoria

The reference was received by resolution of the Legislative Assembly on 3 June 2003 and required the Committee to inquire into the impact of the high levels of unmet demand for places in higher education institutions on Victoria. This was the inaugural inquiry for the Education and Training Committee and the Final Report was tabled on 2 June 2004.

For the duration of the reporting period, the Committee received 28 submissions, held seven public hearings between September 2003 and February 2004 including regional hearings at Bendigo, Traralgon and Ballarat. In addition, the Committee travelled to Canberra and Sydney in November 2003 to meet with a further nine organisations.

The Committee found there was an unacceptably high level of unmet demand for higher education at a time when demand for university education among potential students, industry, governments and the community continues to increase. While it may take some time to reduce unmet demand in Victoria, funding for priority areas is required. In essence, most of the Committee's recommendations were aimed increasing the number of university places in priority areas and overall, as well as achieving a new national approach to university funding and the allocation of university places among the States and Territories.

The Government response is due on 2 December 2004.

Suitability of Current Pre-Service Teacher Training Courses

The Committee received this reference by resolution of the Legislative Assembly on 3 June 2003.

The Committee is to inquire into the suitability of current pre-service teacher training courses, including the future requirements of such courses to train teachers appropriate for future schooling; and the particular training needs and arrangements for mature-age entrants from other professions.

Up to the reporting date, the Committee has received 62 submissions and held seven public hearings, including two community forums held at high schools in Frankston and Geelong. The Committee also conducted site visits at university campuses in Frankston and Geelong.

The Committee appointed a professional research organisation to conduct a focus group project with groups of secondary school students, parents of primary and secondary students, mature age entrants, supervisory teachers, principals, university lecturers and teacher educators.

During June and July 2004 the Committee conducted international investigations with a large number of organisations interested in educational research and policy in Paris, London, Copenhagen and the United States.

A number of leading universities were visited in London, Copenhagen, New York and San Francisco for discussions on the content and structure of their teacher training courses, as well as research findings on teacher training and student learning.

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

Conferences

The Committee was represented at the Centre of Economics for Education and Training Conference, *Strategic Directions for Vocational Education and Training* in September 2003 by the Executive Officer, and also at the Australian Council of Educational Research Conference, *Building Teacher Quality* in October 2003 by Mr Victor Perton, the Hon. Helen Buckingham and the Executive Officer. The Chair, Deputy Chair and the Executive Officer attended the Australian International Education Conference in October 2003. The Office Manager attended the Victorian Schools Innovation Commission's *Leading Edge Festival* in November 2003 on behalf of the Committee. The Chair and Mr Perton attended the Victorian TAFE Association Conference in Morwell on behalf of the Committee in May 2004.

The Committee also attended the National Forum on Education Policy in the United States in June 2004, where the Chair was invited to address a group of legislators from across the United States, sharing the Victorian experience in schools education.

ECONOMIC DEVELOPMENT COMMITTEE

As part of its Inquiry into Export Opportunities for Victorian Rural Industries, the Economic Development Committee conducted three days of productive meetings in New Zealand from 15 to 18 July 2003. The aim of the visit was to investigate the success of New Zealand's rural exports and to discuss with Government and industry the marketing and branding of 'clean & green food' to key target markets.

The Committee commenced its meetings in Wellington with a briefing from the Hon. Damien O'Connor, Associate Minister of Agriculture who provided an interesting overview of New Zealand's agricultural industries and the role of Government in enhancing export opportunities.

A full day of meetings were held at Parliament House on 16 July with key organisations represented including Fonterra Cooperative Group (one of the world's leading dairy exporters), AgriQuality, an independent company providing quality assurance services, and several key Government Departments and industry associations.

The Chairman and Members of the NZ Parliamentary Foreign Affairs and Trade Committee, discussed with the Committee trans-tasman trade issues and common matters with regards to Parliamentary Committee functions. The NZ Committee recently completed a report into economic and trade relations with Australia which included a recommendation seeking stronger links between the Parliaments of New Zealand and Australia, including the Victorian Parliament.

The Committee's Report was tabled in the Legislative Council on 17 September 2003.

New Inquiries

In June 2003, the Committee received two new References for completion in the 2004-05.

The new Inquiries are the Economic Contribution of Victoria's Culturally Diverse Population and Labour Hire Employment in Victoria.

Economic Contribution of Victoria's Culturally Diverse Population

The Terms of Reference were advertised in the major daily metropolitan newspapers and the Weekly Times in October 2003. The Committee also extensively sought submissions from over 400 groups including ethnic chambers of commerce, business councils, foreign embassies, key stakeholders and local government.

In November 2003, the Committee held informal meetings with relevant Government Departments and key stakeholders from the Latrobe Valley, seeking advice on the extent of cultural diversity in Victoria. From March to June 2004, further informal meetings were conducted in Melbourne with Government Departments. Informal meetings were also held in Milawa. These meetings provided the Committee with valuable background material and enabled Members to have an insight into the cultural diversity that currently exists in Victoria and the subsequent economic contribution.

Formal public hearings were held in Mildura, Swan Hill and Shepparton and Melbourne from March to June 2004. Further meetings were planned for July 2004. The Committee collected evidence from 37 witnesses. The hearings included representatives from local government, business interests and representatives from culturally diverse communities.

On 30 June 2004 the Victorian Multicultural Commission (VMC) and the Committee jointly held a consultative meeting with approximately 30 ethnic community representatives.

The Committee is required to table its report by 30 September 2004.

Labour Hire Employment in Victoria

The Terms of Reference were advertised in the major daily metropolitan newspapers and the Weekly Times in October 2003. The Committee also extensively sought submissions from approximately 350 key stakeholders.

Informal hearings were held in Melbourne, Milawa, Sydney and Canberra between March and June 2004, gathering information from a total of 19 persons or organisations. The Committee had received 25 written submissions to 30 June 2004.

The Committee is required to table its report by 31 December 2004.

ENVIRONMENT AND NATURAL RESOURCES COMMITTEE

The Environment and Natural Resources Committee completed one inquiry during 2003-04 on the Impacts and Trends in Soil Acidity. It also commenced a new inquiry into Sustainable Communities.

Inquiry on the Impacts and Trends in Soil Acidity

The Committee received the terms of reference for this inquiry in June 2003. Over 100 people subsequently gave evidence to the Committee including catchment management authorities, farmers, the fertiliser industry, Government Departments, scientists, agronomists, landcare groups, research institutes and industry groups.

Soil acidification is a major land degradation issue in Australia. The acidification of soil is a natural process but can be accelerated by a number of activities including certain agricultural practices. Left unchecked, some commentators argue that the process can result in irreparable damage to the soil. The Victorian Catchment Management Council notes that in the future, soil acidity will be a major issue for agricultural production with the scale of the impact expected to rival that of salinity.

Committee meetings and public hearings were held in Melbourne, regional Victoria, Canberra and Wagga Wagga. Sites visits were made to the Department of Primary Industries in Rutherglen and Hamilton and the Wagga Wagga Agricultural Institute.

The Committee made 15 recommendations in total on soil testing, the formulation of a comprehensive education and awareness raising program and the Victorian Fertiliser Survey. The Committee also made recommendations on the development of a Victorian Acid Soils Management Strategy, the sharing of acid soil data, decision-making support systems for farmers and national standards of agricultural lime. Several research and development priorities were identified.

The final report was tabled out of session on 15 March 2004.

Inquiry into Sustainable Communities

The Committee has commenced work on its new reference into Sustainable Communities which it received on 29 April 2004.

The Department of Sustainability and Environment provided a briefing on the reference in May. A series of meetings and public hearings are scheduled for 2004-05.

The Committee is due to report to Parliament by 31 March 2005.

Visiting delegations

The Committee met with two Chinese Parliamentary delegations during 2003-04. A meeting was held on 17 November 2003 with the Environment Protection and Resources Conservation Committee of the National People's Congress of China. A meeting was also held on 21 May 2004 with the Environment and Resources Protection Committee, Hubei Provincial People's Congress.

ROAD SAFETY COMMITTEE

Inquiry into Road Safety for Older Road Users

Following Committee deliberations and a site visit to a retirement village, the report was adopted by the Committee in September 2003 and tabled in Parliament 15 October 2003. The Government Response was tabled 22 April 2004. Of the 41 recommendations, 27 were supported, 6 were supported in principle, 2 were supported in part, and 6 were not supported at all.

New Inquiries

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

A decision was made by the Committee to run the two inquiries concurrently due to a considerable overlap of the two subject matters.

In July the Committee sought an extension for the two inquiries and in March 2004 a motion was passed in the Legislative Assembly for the reporting deadlines to be extended to 31 March 2005.

Fifteen full days of public hearings have been held, of which 11 were conducted in regional Victoria. The Committee also conducted an inspection of a driver training centre in Charlton. In April the Committee held briefings in Canberra and Sydney with relevant agencies, academics and community organisations.

The terms of reference requested the Committee examine measures in other countries and permission was granted for the Committee to conduct a study tour in Europe during June and July. In June the Committee travelled to Sweden, Netherlands and France and held 15 meetings with 34 people.

Discussions covered included topics such as infrastructure, research on behavioural programs and the impact of emerging technologies, both on roads and in vehicles.

Conferences

The Committee attended the following conferences during the year under review: Roadside Safety Barriers Conference, Melbourne, July 2003; Fatigue and Driving Seminar, Melbourne, August 2003; Road Safety, Research, Policing and Education Conference, Sydney, September 2003; The Car – Friend or Foe of Safety?, Melbourne, December 2003; Safe roads 2004, Victorian Local Government Road Safety Conference, Melbourne, May 2004; New South Wales Country Road Safety Summit, Port Macquarie, May 2004.

The Committee co-hosted, with the Australian College of Road Safety, two one day seminars at Parliament House. The first one was Emerging Liability Issues for Businesses with Fleets, March 2004; and World Health Day – The Past, The Present and the Future of Road Safety in Victoria, April 2004.

Staffing Issues

A Research Officer was seconded from VicRoads in December 2003 and will stay until the current inquiries are completed in March 2005.

OUTER SUBURBAN/INTERFACE SERVICES AND DEVELOPMENT COMMITTEE

The inquiry into Sustainable Urban Design for New Communities in Outer Suburban Areas was referred to the Committee on 3 June 2003 by the Legislative Assembly.

The Terms of Reference were:

- a. identify the current practice of urban design for new communities and articulate the potential contribution of urban design to sustainability objectives;
- b. examine best practice urban design in Urban Development Projects by state agencies;
- c. examine and report on the relationship and opportunities in the achievement of urban design objectives between the public and private domains;
- d. investigate the potential effectiveness of the Pride of Place program in the achievement of sustainable urban design for new communities; and
- e. investigate the contribution of key elements of urban design to the achievement of greenhouse strategy and Melbourne 2030 objectives, including:
 - (i) water sensitive design;

- (ii) provision of public open space;
- (iii) road safety;
- (iv) public safety;
- (v) reduced car dependency; and
- (vi) physical and social well-being.

In August 2003 Sean Coley was appointed Executive Officer and at the end of September Chantel Churchus and Natalie-Mai Holmes were appointed Research Officer and Office Manager respectively.

In December 2003 a Discussion Paper was published and, between October 2003 and June 2004, the Committee undertook a series of hearings and site visits to Outer Suburban/Interface Councils of Melbourne and in December 2003, visited Perth and Adelaide.

Between August 2003 and June 2004 the Committee held over 82 briefings and consultations with key stakeholders and received 35 submissions in response to the call for submissions in December 2003. Members and staff attended 6 conferences/seminars titled: Rating the Rating Tools; 5 Star Standard Information Sessions; Liveable Communities: Wellbeing and Mobility; Melbourne 2030: From Vision to Reality; Building Indigenous Cultural Heritage Partnerships and Melbourne 2030 – Making it Work.

In June, the Committee commenced deliberations for the Final Report, which the Committee will table on 30 September 2004.

JOINT COMMITTEE ADMINISTRATION OFFICE

The Joint Committee Administration Office (JCAO) experienced a relatively stable staffing environment during the year. However, like most committee work units there was a need at various stages throughout the year to employ additional temporary staff on a short term/occasional basis when JCAO's on-going staff took extended leave.

JCAO also revived a previous arrangement with Stott's Business College whereby a recently graduated student, on this occasion, Joanne Casey (Megans) was employed on a part time basis. Employing casual staff through Stott's and privately, by way of recommendation, ensured that JCAO saved a considerable amount of money – when compared with the costs that would have been incurred if staff had been hired through an employment agency.

JCAO staff continued to provide administrative services to the Education and Training Committee (ETC) and the Outer Suburban/Interface Services and Development Committee (OSISDC) for part of the reporting period. Mark Roberts acted as interim Executive Officer, with Andrew Campbell acting as Office Manager, until staff were appointed to these positions.

A number of changes to the Office Manager position at the Public Accounts and Estimates Committee (PAEC) necessitated JCAO staff to fill in on a number of occasions. The Manager of JCAO processed all the accounts for PAEC for a number of months, and at the request of the Committee's Executive Officer assisted with the appointment of suitably qualified and experienced temporary staff to act as the office manager at PAEC.

Due to the formation of the two new committees (OSISDC and ETC), located at 157 Spring St, JCAO staff were, on a number of occasions, requested to provide administrative assistance to the work of those committees.

During the previous year, a number of major refurbishments and alterations to the committee offices were either initiated or managed by staff at JCAO.

There continues to be a considerable number of minor items at the committee offices that require constant attention and repair. Accordingly, whilst the overall cost of repairs and maintenance was more than expected, expenditure was incurred on very many minor repairs, rather than several large expenditure items.

With respect to security, the parliamentary committee offices remain linked to the Protective Service Officers (PSOs) at Parliament House via closed circuit 24 hour monitored security. The personal duress alarms were tested periodically by the PSOs from the Treasury Reserve. During the year the manager of JCAO invited a number of PSOs to the committee offices for a first hand evaluation of the office area to which they were required to respond.

JCAO staff continue to be responsible for the preparation of the monthly Progress of Investigations; an important part of the committee office's public relations work. The booklet summarises the current inquiries and Government responses to committee reports. JCAO staff also revised the full colour committee brochure that depicts the structure of the Investigatory Committees and how the inquiry process works. The new brochure incorporates references to the three new parliamentary committees, and the new *Parliamentary Committees Act 2003*.

The work of JCAO during the year under review can be described as having two distinct periods. The first period was from July 2003 to February 2004, when JCAO staff were very busy assisting the operations of the ETC and OSISDC prior to the appointment of staff to those committees, and then assisting with their re-location from the offices at 35 Spring St to 157 Spring St. Following the successful implementation of this programme the work of JCAO settled back down to more normal levels.

CHAIRS' PANEL

The Parliamentary Committees Act 2003 provides for a committee consisting of the Presiding Officers and the Chairs of the Joint Investigatory Committees to meet and consider matters aimed at ensuring the effective functioning of the committees. This body, known as the Chairs' Panel, meets as required and is assisted by both Clerks of Committees who attend as advisers. The Chairs' Panel met on three occasions during the reporting period.

PARLIAMENTARY COMMITTEES ACT 2003

On 9 December 2003 the *Parliamentary Committees Act 2003* received Royal Assent and came into operation on 10 December 2003. The Act repealed and replaced the *Parliamentary Committees Act 1968* which had been amended on over 30 previous occasions.

The new Act adopted many of the Scrutiny of Acts and Regulations Committee's findings contained in its June 2002 report, "Improving Victoria's Parliamentary Committee System". As a result the Act is now more logically structured, uses plain English wherever possible and some of the redundant provisions of the 1968 Act have been deleted.

One of the major changes to the Act relevant to the Joint Investigatory Committees is the ability for committees to table reports during non-sitting periods by forwarding the report to the Clerks of each House, as long as the committee unanimously agrees. Once the report is received by the Clerks it is deemed to have been published as a Parliamentary Paper and therefore automatically attracts Parliamentary Privilege prior to its formal tabling in the Houses. This change to tabling during non-sitting periods also applies to Government responses to committee report recommendations.

Committees can now empower a single member of a committee to send for persons, documents and other things and to take evidence on behalf of the committee. For this to occur, there must be unanimous agreement by the committee and the member so empowered enjoys the same privileges, immunities and powers of the committee itself.

Another change to the Act includes the requirement to notify in writing the President or Speaker if a Member seeks to resign their membership of a committee. Previously the House had to pass a resolution discharging the Member from the committee.

HUMAN

RESOURCES

DEPARTMENTAL GOAL 6

To develop and retain highly skilled and motivated people.

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

STRATEGIES

To achieve this goal we will:

- ❖ *Ensure consistency with human resource management policies of the public service as far as practicable*
- ❖ *Maintain an effective performance management system*
- ❖ *Enhance communication within the Department*
- ❖ *Provide relevant professional and personal development programs to increase the skills and performance of staff*

HUMAN RESOURCE MANAGEMENT

PARLIAMENT HOUSE CONSULTATIVE COMMITTEE

The Parliament House Consultative Committee consists of an employer and staff representative from each Parliamentary Department. The employer representatives are nominated by the Department Heads and staff representatives are elected by staff in each Department for terms of two years. The Committee's role is to provide a forum for central consultation between the Parliamentary Departments, management and staff and to consider any matter of significance which is relevant to the terms and conditions of employment of Parliamentary Staff. It has no decision-making powers but may make recommendations to the Department Heads. Matthew Tricarico, the Deputy Clerk, is the Department's employer representative. Rebecca White, Parliamentary Officer, Client Services, and Alexandra Douglas, Executive Officer Road Safety Committee (from February 2004) were the Department's staff representatives during the reporting period.

The Committee met on several occasions during the year and made representations to the Department Heads regarding a staff amenity room and dining facilities at Parliament House, waste recycling, communication of sitting days schedule, union observer on the consultative committee, bicycle compound and general issues associated with security at Parliament House.

Following the retirement of Leigh Keen from the Joint Services Department, the Deputy Clerk of this Department assumed the role of Chair of the Committee from May 2004.

GRIEVANCE REVIEW COMMITTEE

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

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

STAFF DEVELOPMENT COMMITTEE

The Committee continued to meet during the reporting period and a number of activities resulted from those meetings.

Parliament's "E-Learning Campus" which was launched in June 2002 continued to operate. The "Campus" primarily provides on-line Business and Professional Development and Computer/Desktop courses. The "Campus" can be accessed 7 days a week, 24 hours a day, and users have the choice of when and where they want to use this training tool either from work or from home. This learning and training tool was expanded during the year so as to provide about 1000 computer and personal skills courses, as well as online access to over 350 technical and reference books.

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

Flowing from the Change Management Workshops, the Committee supported a number of workshops and projects designed to improve staff development. In particular, a number of "Crocodiles not Waterlilies" workshops were held during the year for staff with the principal aims of increasing personal creativity and productivity and applying self-leadership principles to boost personal and team effectiveness.

EQUAL OPPORTUNITY OFFICERS

As part of the Department's ongoing commitment to providing a non-discriminatory and harassment free workplace more staff were appointed as Equal Opportunity Officers. These volunteers received training from experts in the field (training was provided by VECCI). This process is part of a larger commitment by the Parliament to proving and safe and secure working environment.

The emphasis in Equal Opportunity at Parliament has shifted to the relatively new area of 'work place bullying'. Work place bullying covers a wide range of discriminatory and unsatisfactory forms of behaviour in the workplace. The focus on these forms of behaviour marks a renewed focus, not just on active discrimination and harassment, but also on more passive forms of work place bullying.

The training undertaken by the Contact Officers helped these staff members to identify and advise people on all forms of unacceptable workplace behaviour. The Contact officers in the Legislative Council are Mary Martin and David Samuel.

COMMUNICATION

STAFF NEWSLETTER

March 2004 saw *Spring Street News* replace the Legislative Council's former fortnightly publication *Red Alert*. *Spring Street News* is a joint House publication and highlights the practical application of the One Parliament strategy. The Parliament's fortnightly

newsletter is produced by the Project Officer in the Procedure and Projects Office in conjunction with the Legislative Assembly.

Responsibility for the newsletter's publication alternates between the Departments on a fortnightly basis. The newsletter contains contributions from management and other staff. It is distributed in a hard copy format to all Parliamentary Staff, including those employed by committees and the Presiding Officers. To ensure that the newsletter is more widely accessible throughout the Parliament *Spring Street News* is placed on Parliament's Bulletin Board which all parliamentary staff can access via Lotus Notes. It is also accessible via Parliament's web page.

PROFESSIONAL AND PERSONAL DEVELOPMENT

ANZACATT PROFESSIONAL DEVELOPMENT SEMINAR

In January 2004 the 5th Professional Development Seminar for Parliamentary Officers conducted by the Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) was held at Parliament House in Sydney. The seminar which was held over three days this time included the significant innovation of a day long intensive workshop on Back to Basics on Privilege. The format of the seminar comprised an initial session on the fundamental principles of privilege, a survey of key cases, a panel discussion and question and answer session on various contemporary issues and a small groups' session to consider real life privilege issues submitted by various jurisdictions. The privilege workshop concluded with a report back session where a rapporteur from each group reported on the possible resolution of the issues and the participants who submitted the scenarios then provided advice on the outcome in each case. The workshop was regarded as being very successful and of great benefit to the many middle managers who were in attendance. A follow up session will be held in the next seminar in Wellington in January 2005.

The seminar itself comprised an opening plenary session on Responsible Government and the Institution of Parliament with guest speakers, Brett Walker, SC, formally President of the Law Council of Australia and the New South Wales Bar Association who has provided advice on privilege matters to both the Australian Senate and the New South Wales Legislative Council and Dr John Uhr, from the Australian National University. The opening plenary session was followed by jurisdiction reports where participants from each House are able to report on developments in their jurisdictions and a session of concurrent workshops where participants were able to attend one of three alternatives. These were:

- Preparing for life at the Table
- Benchmarking, KPI's and Annual Reporting for Parliamentary Departments including the use of Member Surveys
- Quality control of Committee report content.

The day concluded with reports and discussion on the workshop outcomes.

The final day of the seminar commenced with a second plenary session on Parliamentary Scrutiny and Regulatory Bodies with the guest speakers being Professor Allan Fels, Dean of the Australian and New Zealand School of Government and formerly Chairman, Australian Competition and Consumer Commission and Professor Dennis Pearce, Australian National University and formerly Commonwealth Ombudsman. A further plenary session followed with presentations from the international participants at the seminar which included parliamentary officers from the House of Lords, House of Commons, Canadian Association of Clerks-at-the-Table, United States and the Association of Secretaries Generals of Parliaments.

A further set of concurrent workshops were held to complete the seminar which comprised:

- Guiding principles for interpreting Standing Orders
- E-Parliament: IT and new business models for delivering services
- Innovative committee methods and evaluation of committee performance.

A discussion on the reports from the workshop completed the seminar. The feedback received over the three days has been very positive and goes a long way towards fulfilling the objective of the Association to advance the professional development of its members. Apart from the Clerk who attended in his capacity as President of ANZACATT, the Usher of the Black Rod, Ray Wright and the Manager, Procedure and Projects Office, Stephen Redenbach, attended the seminar as participants from this Department.

ORIENTATION DAY

Orientation days were held in Parliament House on 9 September 2003 and 2 February 2004 for new Parliamentary and Electorate Office staff. Approximately 30 new electorate office and Parliamentary Staff participated in both all-day events. The group was addressed by a number of senior Parliamentary managers from the various Parliamentary Departments.

APPENDICES

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30 JUNE 2004
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APPENDIX A ROLE OF LEGISLATIVE COUNCIL STAFF

CLERKS

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

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

USHER OF THE BLACK ROD'S OFFICE

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

PROCEDURE AND PROJECTS OFFICE

The Procedure and Projects Office consists of a Manager, Procedure and Projects, and a Parliamentary Officer - Projects. The Office provides procedural, research, writing and managerial support to the Legislative Council, the President, and senior officers of the Department and is responsible for maintenance and expansion of the Department's procedural database.

The Office manages a range of recurrent and special projects, many of which are published. These include the Department's Annual Report, parliamentary contributions to the Victorian Government Directory, Legislative Council procedural bulletins, information sheets, the Department's fortnightly staff newsletter and diverse other internal and public relations documents. It is closely involved in organisational and publication matters associated with various parliamentary activities.

On sitting days the Office provides support to the Clerks and Usher in the Chamber, and to the Papers Office.

PAPERS OFFICE

The Papers Office, which comprises a Manager and two staff, provides extensive administrative support to the Legislative Council Chamber during sittings of the House, and to the Department and Members during non-sitting periods.

In sitting periods, Papers Office personnel liaise closely with Government Departments, Parliamentary Counsel, contract printers and all other interested parties to ensure the timely presentation of documents to the House. The Office is responsible for preparing, checking, recording, printing, storing and archiving the official records and papers of the Legislative Council. These include Acts, Bills, amendments, questions on notice, petitions, diverse papers and reports, Minutes of the Proceedings and Notice Papers. The Papers Office serves as the general inquiry centre of the Department dealing with parliamentary, governmental, media and public inquiries.

The Office compiles information and provides parliamentary documents and stationery to Members as required. It also provides administrative support to the Department by processing and recording Departmental expenditure, and by sourcing and supplying equipment and stationery.

ATTENDANT STAFF

Under the direction of the Usher of the Black Rod, the Principal Attendant manages and supervises a team of Attendants and a cleaner. The Principal Attendant provides general assistance to the Table Officers and attends to various requirements of Members, especially during the sittings of the Council. He also plays a ceremonial role on parliamentary occasions such as the Opening of Parliament and in greeting and escorting dignitaries on official calls at Parliament House.

The Attendants' group is generally responsible for the daily cleaning and maintenance of offices, meeting rooms and other areas of the Council precincts, the provision of security and enquiry services, assistance in the Parliament's information and gift shop and a daily courier service within and outside the building. Attendant staff also provide services for the sittings of the House and at functions held at Parliament House.

COMMITTEES' OFFICE

During the 55th Parliament the Department continues to be responsible for administering six of the Parliament's eleven Joint Investigatory Committees — Economic Development, Education and Training, Environment and Natural Resources, Law Reform, Outer Suburban/Interface Services and Development and Road Safety. Centralised support services are provided by the Joint Committee Administration Office which comprises some staff from this Department. The Committees' Office is responsible for the provision of accurate and timely advice, and effective and efficient support services to these committees, as well as any other committees which may be appointed by the Legislative Council. Its main functions include the allocation to each committee of adequate and competent staff, the provision of financial resources, the analysis of evidence and the presentation of reports to Parliament.

The Committees' Office consists of the Clerk of Committees who is responsible to the President for the oversight of the operations of the committees; Executive Officers and Office Managers from each of the above committees whose role is to provide administrative, research, procedural and budgetary support to each committee; and staff from the Joint Committee Administration Office who provide keyboarding and other support services to each of the committees. Research staff are appointed and consultants are engaged from time to time depending on the inquiries before the committees.

PRESIDENT'S OFFICE

The President's Office is comprised of a small team of staff that service the needs of the President. The team is comprised of two key staff, a Parliamentary Advisor and an Administrative Assistant. The staff provide advice and assistance to the President in her role as the Ministerial Head of the Department on matters relating to the management of the Parliament and on a wide range of other matters including official dealings with other Parliaments and organisations, distinguished visitors, diplomatic calls and ceremonial events. The President's Administrative Assistant also provides administrative support to the Office of the Usher of the Black Rod, providing a range of administrative services.

APPENDIX B

STAFF EMPLOYED DURING 2003–2004

AT PARLIAMENT HOUSE

WAYNE TUNNECLIFFE	Clerk of the Legislative Council
MATTHEW TRICARICO	Deputy Clerk and Clerk of Committees
RAYMOND WRIGHT	Usher of the Black Rod and Clerk of the Records
STEPHEN REDENBACH	Manager, Procedure and Projects Office
FELICITY MURPHY	Manager, Papers Office
MARY MARTIN	Secretary to the Clerk of the Legislative Council
YOLANDE HENDERSON	Personal Assistant to the President of the Legislative Council <i>(until 13 April 2004; on secondment from 13 October 2003 until 13 April 2004)</i>
DANIEL PURTON	Parliamentary Adviser to the President <i>(seconded position from 15 December 2003 until 23 April 2004)</i>
GEOFFREY BARNETT	Administrative Assistant (President's Office) <i>(from 26 April 2004 to 27 April 2004)</i> Parliamentary Adviser to the President <i>(from 28 April 2004)</i>
JENNIFER GRANT	Administrative Assistant (President's Office) <i>(from 28 June 2004)</i>
MELISSA LARGE	Parliamentary Officer – Projects <i>(until 27 February 2004)</i>
DAVID SAMUEL	Parliamentary Officer – Projects <i>(from 20 April 2004)</i>
REBECCA WHITE	Parliamentary Officer – Client Services
DEBORAH GILLETTE	Parliamentary Officer – Papers and Records <i>(until 20 August 2003 and then from 26 April 2004)</i> Administrative Assistant (President's Office) <i>(seconded position from 21 August 2003 until 23 April 2004)</i>
RUSSEL BOWMAN	Principal Attendant
MICHAEL STUBBINGS	Deputy Principal Attendant, Grade 3
GREGORY MILLS	Parliamentary Attendant, Grade 3
CARRIE JANSEN	Parliamentary Attendant, Grade 3
PETER ANASTASIOU	Parliamentary Attendant, Grade 2
PHILIP STOITS	Parliamentary Attendant, Grade 1
JOANNA HANSEN	Parliamentary Attendant, Grade 1
NEIL McCORMACK	Parliamentary Attendant, Grade 1
QUENTIN CORNELIUS	General Hand

AT THE COMMITTEE PREMISES — 35 SPRING STREET, MELBOURNE**ENVIRONMENT AND NATURAL RESOURCES COMMITTEE**

CAROLINE WILLIAMS	Executive Officer
DAVID FAIRBRIDGE	Research Officer (<i>from 8 September 2003</i>)
RACHEL IND	Short term placement (<i>from 4 August 2003 to 26 September 2003</i>)
MARION PILLEY	Office Manager

ECONOMIC DEVELOPMENT COMMITTEE

RICHARD WILLIS	Executive Officer
ANDREA AGOSTA	Acting Office Manager (<i>until 23 December 2003</i>) Office Manager (<i>from 24 December 2003</i>)
KIRSTEN NEWITT	Research Officer (<i>from 16 June 2004</i>)

LAW REFORM COMMITTEE

MERRIN MASON	Executive Officer
KRISTEN GILES	Research Officer (<i>until 4 February 2004</i>)
SUZANNE KAUFFMAN	Research Officer (<i>until 22 February 2004</i>)
JON CINA	Research Officer (<i>from 17 March 2004</i>)
MICHELLE MCDONNELL	Research Officer (<i>from 15 March 2004</i>)
REBECCA STEINBERG	Part-time casual Research Assistant (<i>April and May 2004</i>)
JAIME COOK	Office Manager

ROAD SAFETY COMMITTEE

ALEX DOUGLAS	Executive Officer
GRAEME BOTH	Research Officer
BETH KLEIN	Office Manager

JOINT COMMITTEE ADMINISTRATION OFFICE

ANDREW CAMPBELL	Administrative Officer
MARY PINK	Administrative Officer (<i>from 11 December 2003</i>)

AT THE COMMITTEE PREMISES — 157 SPRING STREET, MELBOURNE

EDUCATION AND TRAINING COMMITTEE

KAREN ELLINGFORD	Executive Officer (<i>from 14 July 2003</i>)
GABRIELLE BERMAN	Research Officer (<i>from 6 October 2003</i>)
NICHOLAS FISHER	Research Officer (<i>from 1 March 2004</i>)
DAISY MARSHALL	Office Manager (<i>from 15 September 2003</i>)

OUTER SUBURBAN/INTERFACE SERVICES AND DEVELOPMENT COMMITTEE

SEAN COLEY	Executive Officer (<i>from 18 August 2003</i>)
CHANTEL CHURCHUS	Research Officer (<i>from 30 September 2003</i>)
NATALIE MAI-HOLMES	Office Manager (<i>from 29 September 2003</i>)

APPENDIX C

MEMBERS OF THE LEGISLATIVE COUNCIL

**55TH PARLIAMENT OF VICTORIA (FIRST SESSION OPENED
25 FEBRUARY 2003)**

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

PROVINCE	NAME	PARTY
Monash	Hon. A. Coote*	LP
	Mr. J. E. Scheffer	ALP
North Eastern	Hon. W. R. Baxter*	NP
	Hon. W. A. Lovell	LP
North Western	Hon. B.W. Bishop*	NP
	Hon. D. K. Drum	NP
Silvan	Ms C. D. Hirsh	ALP
	Hon. A. P. Olexander*	LP
South Eastern	Hon. R. H. Bowden*	LP
Templestowe	Ms. L. Argondizzo	ALP
	Hon. W. Forwood*	LP
Waverley	Hon. A. R. Brideson*	LP
	Mr. J. Lenders	ALP
Western	Hon. D. Koch	LP
	Hon. J. A. Vogels	LP
Western Port ⁰	Mr J. G. Hilton	ALP

NOTES

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

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

⁰ South Eastern and Western Port Provinces each have only one Member as the former Province was abolished and replaced by Western Port as a result of the 2000-01 electoral redivision. However, South Eastern Province will continue to be represented by the Member elected at the 1999 General Election (Hon Ron Bowden) until the conclusion of the 55th Parliament.

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

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

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

APPENDIX D

STATISTICS RELATING TO SITTINGS
OF THE LEGISLATIVE COUNCIL,
1999-2000 TO 2003-2004

	1999-2000	2000-01	2001-02	2002-03	2003-04
Number of days House met	34	43	48	37	43
Number of hours House met	230.50	462.15	450.13	389.57	452
Average number of hours per sitting	9.02	10.45	9.22	10.08	10.3
Bills dealt with					
Initiated in L.C.	16	9	10	13	1
Initiated in L.A.	63	101	91	77	103
Passed without amendment	75	92	90	69	103
Passed with amendments	3	9	11	6	3
Defeated	0	4	2	1	0
Lapsed	0	0	0	0	1
Withdrawn	0	0	0	0	0
Ruled out of Order	0	0	0	0	0
Sets of amendments circulated	10	12	16	25	27
Questions on notice processed	731	1263	1497	898	2826
Petitions tabled	7	16	11	15	53
Papers tabled (total)	701	958	940	1,008	1,038
Annual reports	285	443	369	322	342
Statutory Rules (incl. attachments)	120	128	159	142	158
Planning schemes & amendments	202	283	327	350	378
Proclamations	28	41	45	30	47
Other (including special reports, Parliamentary Committee reports etc)	66	63	40	164	113

APPENDIX E

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

	EDC	ETC	ENRC	LRC	OSISDC	RSC
Deliberative Meetings						
Full committee	15	17	7	18	8	6
Sub committee	—	—	2	—	—	—
Public Hearings						
Full committee	3	11	7	1	20	15
Sub committee	—	3	4	—	—	—
Visits/Inspections						
Full committee	12	2	3	8	9	2
Sub committee	—	2	—	—	3	—
Reports Presented	1	1	1	2	—	1
Discussion Papers Produced	—	1	—	—	1	—

NOTE:

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

APPENDIX F

LEGISLATIVE COUNCIL EXPENDITURE
STATEMENTS, 2003-04

2002-03 Actual	EXPENDITURE	2003-04 Budget	2003-04 Actual
872,732	STAFF SALARIES, ALLOWANCES AND OVERTIME	990,000	922,574
905,214	SUBSIDIARY EXPENSES (1)	1,386,500	962,018
228,985	GENERAL EXPENSES	424,500	200,544
99,596	PARLIAMENTARY PRINTING	210,000	80,851
18,075	AUDITOR-GENERAL'S OFFICE AUDITS	5,000	10,000
2,124,602	TOTAL – DEPARTMENTAL	3,016,000	2,175,987

LEGISLATIVE COUNCIL – MEMBERS – SPECIAL APPROPRIATIONS

5,353,688	MEMBERS SALARIES AND ALLOWANCES	5,900,000	5,523,084
5,166,667	PARLIAMENTARY CONTRIBUTORY SUPER. FUND	5,167,000	5,166,666
10,520,355	TOTAL – MEMBERS	11,067,000	10,689,750

NOTE:

1. Subsidiary expenses include long service leave and recreation leave provision, payroll tax, employer superannuation and WorkCover contributions
2. This information is provided for the benefit of Members. A complete set of the financial statements of the Parliament of Victoria is provided in the Department of Parliamentary Services Annual Report for 2003 – 04.

JOINT INVESTIGATORY COMMITTEES

2002-03 Actual	EXPENDITURE	2003-2004 Budget	2003-2004 Actual
464,422	Drugs and Crime Prevention Committee	474,542	466,470
291,515	Economic Development Committee	352,180	191,668
0	Education and Training	421,442	406,024
318,869	Environment and Natural Resources Committee	284,710	260,541
235,715	Family and Community Development Committee	331,463	227,421
342,704	Law Reform Committee	393,685	329,604
0	Outer Suburban/Interface Services and Development	324,629	248,587
640,767	Public Accounts and Estimates Committee	707,271	730,070
336,737	Road Safety Committee	346,427	338,241
0	Rural and Regional Services and Development	336,082	298,415
418,667	Scrutiny of Acts and Regulations Committee	419,086	411,581
818,271	Joint Committee Administration Office	954,483	850,160
3,867,667	TOTAL	5,346,000	4,758,782

NOTES:

1. Committees administered by the Department of the Legislative Council — Economic Development; Education and Training; Environment and Natural Resources; Law Reform; Outer Suburban/Interface Services and Development; and Road Safety.
2. Committees administered by the Department of the Legislative Assembly — Drugs and Crime Prevention; Family and Community Development; Public Accounts and Estimates; Rural and Regional Services and Development; and Scrutiny of Acts and Regulations.
3. The Joint Committee Administration Office is jointly administered by both House Departments. Its budget contains the rental payments for 35 Spring Street on behalf of all committees.
- 4.. This information is provided for the benefit of Members. A complete set of the financial statements of the Parliament of Victoria is provided in the Department of Parliamentary Services Annual Report for 2003 – 04.

APPENDIX G

MAJOR OUTPUTS AND
PERFORMANCE MEASURES**Legislative Council**

<i>Major Outputs/Deliverables Performance Measures</i>	Unit of Measure	2002-03 Actual	2003-04 Target	2003-04 Outcome	2004-05 Target
Procedural Support, Documentation Preparation and Provision of Information for Council					
Quantity					
Procedural references updated biannually	number	2	2	2	2
Security audit requirements met a year	number	2	2	2	2
Quality					
Bills and amendments processed accurately through all relevant stages	per cent	100	100	100	100
Constitutional, parliamentary and statutory requirements met	per cent	100	100	100	100
Member satisfaction with accuracy and timeliness of advice	per cent	100	80	100	80
Visitors satisfaction with service quality in relation to tours of Parliament	per cent	80	80	80	80
Timeliness					
House documents tables within time guidelines	per cent	90	90	95	90
Parliamentary documents available one day after sitting day	per cent	98	98	98	98
Cost					
Total output cost	\$ million	12.7	13.1	12.9	14.1

Joint Parliamentary Investigative Committees

<i>Major Outputs/Deliverables Performance Measures</i>	Unit of Measure	2002-03 Actual	2003-04 Target	2003-04 Outcome	2004-05 Target
Reports tables and papers published					
Quantity					
Procedural references updated biannually	number	3	5	6	5
Inquiry reports tabled per annum	number	26	10	18	10
Quality					
Committee Members satisfied with accuracy and timeliness of procedural and administrative advice	per cent	>80	80	80	80
Inquiry and Statutory Reports produced in compliance with statutory and legislative requirements	per cent	100	100	100	100
Timeliness					
Statutory Reports tabled within statutory deadlines	per cent	100	100	100	100
Cost					
Total output cost	\$ million	4	5.3	4.7	5.3

Source: *Parliament of Victoria*

APPENDIX H

PROVISION OF SERVICES BY THE LEGISLATIVE COUNCIL, 2003-2004

FUNCTIONS

- | | |
|--|--|
| <ul style="list-style-type: none"> ❖ Mallesons Stephen Jaques Public Lecture ❖ Victorian Parliamentary Former Members' Association Annual Luncheon and General Meeting ❖ Victorian Concert Orchestra performance ❖ Commonwealth Law Conference Steering Committee 2003 Law Council Conference ❖ Refugee Week lunch and lecture ❖ "Women in Partnerships" Dinner ❖ Housing Week Frances Pennington Award presentation ❖ Austcare Women's Day lunch ❖ Indigenous Community Justice Awards ❖ Victorian Food and Wine Festival Dinner ❖ International Confederation of Free Trade Unions 8th World Women's Conference reception ❖ National Crime and Violence Prevention Awards ❖ Variety Club of Australia Children's Charity Reception ❖ Society of Victorian Law Solicitors Awards for Excellence ❖ Victorian Certificate of Applied Learning awards event ❖ Ivanhoe Grammar School Victorian Baccalaureate students awards ceremony ❖ Metropolitan Ambulance Service 2002 Community Hero Awards ❖ Victorian State Emergency Service Ministerial Awards ❖ Henry Bolte Lecture Trust lecture ❖ "Forward with the Fifth", a history of the 5th Battalion AIF ❖ Cardlink Services Ltd Corporate Conference Dinner Reception ❖ The Rule of Law in Peace Operations Conference dinner ❖ Independence Day of Lebanon Government Reception ❖ Australian International Airshow 2003 State Reception ❖ Tripartite Colorectal Executive Dinner ❖ Planning Week launch | <ul style="list-style-type: none"> ❖ Melbourne Festival Official Opening St Vincent's Hospital Department of Anaesthesia dinner ❖ Eltham East Primary School music performance ❖ Eco-Recycle School Waste Wise Awards ❖ 150th Birthday of the Victoria Police State Reception ❖ Victorian Mental Health Policy Launch ❖ Altona Schools Singing and Performing Group ❖ Victorian Wine Regions Launch ❖ 2003 Australian of the Year Awards launch ❖ Victorian Community History Awards ❖ Annual Monash Commemorative Service ❖ Trinity Grammar School Handbell Ensemble ❖ "Here for Life" Youth Week presentations <p>COUNCIL COMMITTEE ROOM USERS,
(EXCLUDING VICTORIAN USERS)</p> <ul style="list-style-type: none"> ❖ Senate Employment, Workplace Relations and Education Committee – Public Hearings and Roundtable Meetings for Inquiry into Current and Future Skills Needs ❖ House of Representatives Standing Committee on Aboriginal and Torres Strait Islander Affairs – Public Hearings ❖ Parliamentary Standing Committee on Public Works – Public Hearings ❖ Swearing In Ceremony of the Aboriginal Bail Justices ❖ Blue Ribbon Day Launch ❖ Victorian Multicultural Commission and Victorian Law Reform Commission meeting ❖ Senate Employment, Workplace Relations and Education Committee – Public Hearings into the Workplace Relations Amendment (Paid Maternity Leave) Bill 2002 ❖ Economics References Committee – Public Hearing into the impact of public liability and professional indemnity insurance cost increases |
|--|--|
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- ❖ Quality of Care Reports launch
- ❖ Learning Cities and Regions Conference Welcome Reception

- ❖ Senate Select Committee on Superannuation – Public Hearings into Superannuation and Standards of Living in Retirement

PARLIAMENTARY GARDENS AND FRONT STEPS

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

QUEEN'S HALL EXHIBITIONS

- ❖ Indigenous Community Justice Artwork
- ❖ Breast Care Victoria and Warrior Women art exhibition
- ❖ Chinese Cultural Centre calligraphy art exhibition
- ❖ “1918: Australians in France” exhibition
- ❖ Co-ordinating Chilean Committee of Victoria exhibition of Spanish and Latin American paintings
- ❖ East Gippsland Group “Fabulous Felt” Exhibition
- ❖ Australian Volunteers International photographic exhibition

APPENDIX I

DISTINGUISHED VISITORS, OFFICIAL DELEGATIONS AND OFFICIAL CALLS, LEGISLATIVE COUNCIL, 2003-04

DISTINGUISHED VISITORS AND OFFICIAL DELEGATIONS

- Delegation from Aichi Province led by His Excellency Mr Yasuhiro Uchida, Vice-Chairperson
- Delegation from Jiangsu Province led by His Excellency Mr Wu Ruilin, Vice-Governor of Jiangsu Province
- Parliamentary Delegation from Greece led by Mr Anastasios Mantelis MP
- Delegation from Jiangsu Province led by His Excellency Mr Jiang Dingzhi, Executive Vice-Governor of Jiangsu Province
- Delegation from the National People's Congress of China led by Mr Ye Rutang, Vice-Chairman of the Environment Protection and Resources Conservation Committee
- Delegation from the CPA (UK Branch) led by the RT Hon Gavin Strang MP
- Delegation from Jiangsu Province led by His Excellency Mr Xu Zhonglin, Chairman of the CPCC Jiangsu Committee
- Delegation from Aichi Province led by His Excellency Mr Nobuyashi Hasegawa, Vice-Governor of Aichi Province
- Judicial Delegation from Indonesia as part of judicial training program
- Speaker of the Palestine Legislative Council, Hon Ahmed Qurie

OFFICIAL CALLS

- Ambassador of the Federative Republic of Brazil His Excellency, Mr Frederico Cezar de Araujo
 - High Commissioner for the Republic of South Africa His Excellency Mr Anthony Mongalo
 - Ambassador of the Republic of Hungary His Excellency, Mr Lajos Fodor
 - Consul-General of Croatia Ms Ana Modun
 - Ambassador of Japan His Excellency, Mr Kenzo Oshima
 - Ambassador of Austria His Excellency Dr Hans Demel
 - Ambassador of Laos His Excellency Mr Vichit Xindavong
 - Ambassador of Korea His Excellency, Mr Cho Sang-Hoon
 - Ambassador of Thailand, Her Excellency, Miss Suchira Hiranprueck
 - Deputy Leader of the Senate in Poland, Ms Jolanta Danielak
 - Ambassador of Serbia and Montenegro His Excellency, Mr Milivoje
 - Ambassador of the Republic of Poland His Excellency Mr Jerzy Wieclaw
 - Consul-General of Switzerland Mr Peter Casaulta
 - High Commissioner for Bangladesh His Excellency Lieutenant-General M. Harun-Ar-Rashid
 - High Commissioner for Fiji His Excellency, Major-General Jioji Konrote
 - Ambassador of Uruguay His Excellency, Mr Pedro Mo Amaro
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APPENDIX J**SUPPLEMENTARY INFORMATION
AS AT 30 JUNE 2004**

GENERAL STORES ON HAND

As at 30 June 2004, the Papers Office had the following stores on hand which were valued at cost:

Letterhead paper	\$1,350
Envelopes	\$3,167
Other Stores incl. Pads, With Compliments Slips,etc	\$2,370

CREDITORS

As at 30 June 2004, the Department had outstanding employee benefits including:

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

APPENDIX K

NON-CURRENT PHYSICAL ASSETS

THE BLACK ROD

DEPARTMENTAL UNIFORMS

FURNITURE AND FITTINGS

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

OFFICE EQUIPMENT

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

COMMUNICATIONS

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

WORD PROCESSING AND COMPUTER EQUIPMENT

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

APPENDIX L

ADMINISTRATION OF ACTS

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

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

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