

Mr Norgis presented
A. Hayes

ORDERED TO LIE ON THE TABLE



15 NOV 1989
A. Hayes
Clerk of the Legislative Assembly

REPORT
OF THE
DEPARTMENT OF THE LEGISLATIVE
ASSEMBLY
FOR THE YEAR
1988-89





LEGISLATIVE ASSEMBLY
PARLIAMENT HOUSE
MELBOURNE, VIC. 3002
TELEPHONE: 651 8911
EXT.

14 November 1989.

The Hon. K.A. Coghill, M.P.,
Speaker of the Legislative Assembly,
Parliament House,
Melbourne 3002.

Dear Mr. Speaker,

I am pleased to submit to you the first Annual Report of the Department of the Legislative Assembly for the year 1988-89.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "R. Boyes".

R.K. Boyes,
Clerk of the Legislative Assembly.

TABLE OF CONTENTS

<i>SUBJECT</i>	<i>PAGE</i>
INTRODUCTION	1
ROLE OF THE DEPARTMENT	1
STRUCTURE OF THE DEPARTMENT OF THE LEGISLATIVE ASSEMBLY	2
1988-89 THE YEAR IN REVIEW	3
BRANCH REPORTS	
TABLE OFFICE	7
PAPERS OFFICE	8
OFFICE OF THE SERJEANT-AT-ARMS	9
COMMITTEES	11
RESOURCE MANAGEMENT	14
SECRETARIAL SERVICES OFFICE	15
COMMONWEALTH PARLIAMENTARY ASSOCIATION	16
DEPARTMENTAL EXPENDITURE 1988/89	17

INTRODUCTION

On the occasion of this first Annual Report, the opportunity is taken to briefly state the origins of the Legislative Assembly and the supporting administrative structure established to service the House.

The newly elected Parliament, under the *Constitution Act* providing for Responsible Government in Victoria, first met on 21 November 1856. Both Chambers of the incompleted Parliament building were ready for occupancy by the Legislative Council and the Legislative Assembly on that occasion.

Out of a possible 60 Members, representing 37 districts, 59 Members were elected to the first Legislative Assembly with the unusual occurrence of one Member being elected to two separate seats. Since that time there have been 50 elected Parliaments and in this present 51st Parliament, membership of the House comprises 88 Members, each representing a single-member constituency.

Whilst the 1855 Constitution Act provided for the annual expenses of the Legislative Council, it was necessary for provision to be made for the Legislative Assembly in annual Estimates of Expenditure. In 1857, financial provision was made and the details listed in the Estimates indicated the staff establishment for the Department. Under that listing, salaries were provided for the Speaker, the Chairman of Committees, the Clerk of the Assembly, Clerk Assistant and Serjeant-at-Arms and two clerks were provided for. Additional sessional clerks and attendants were also funded within the Estimates.

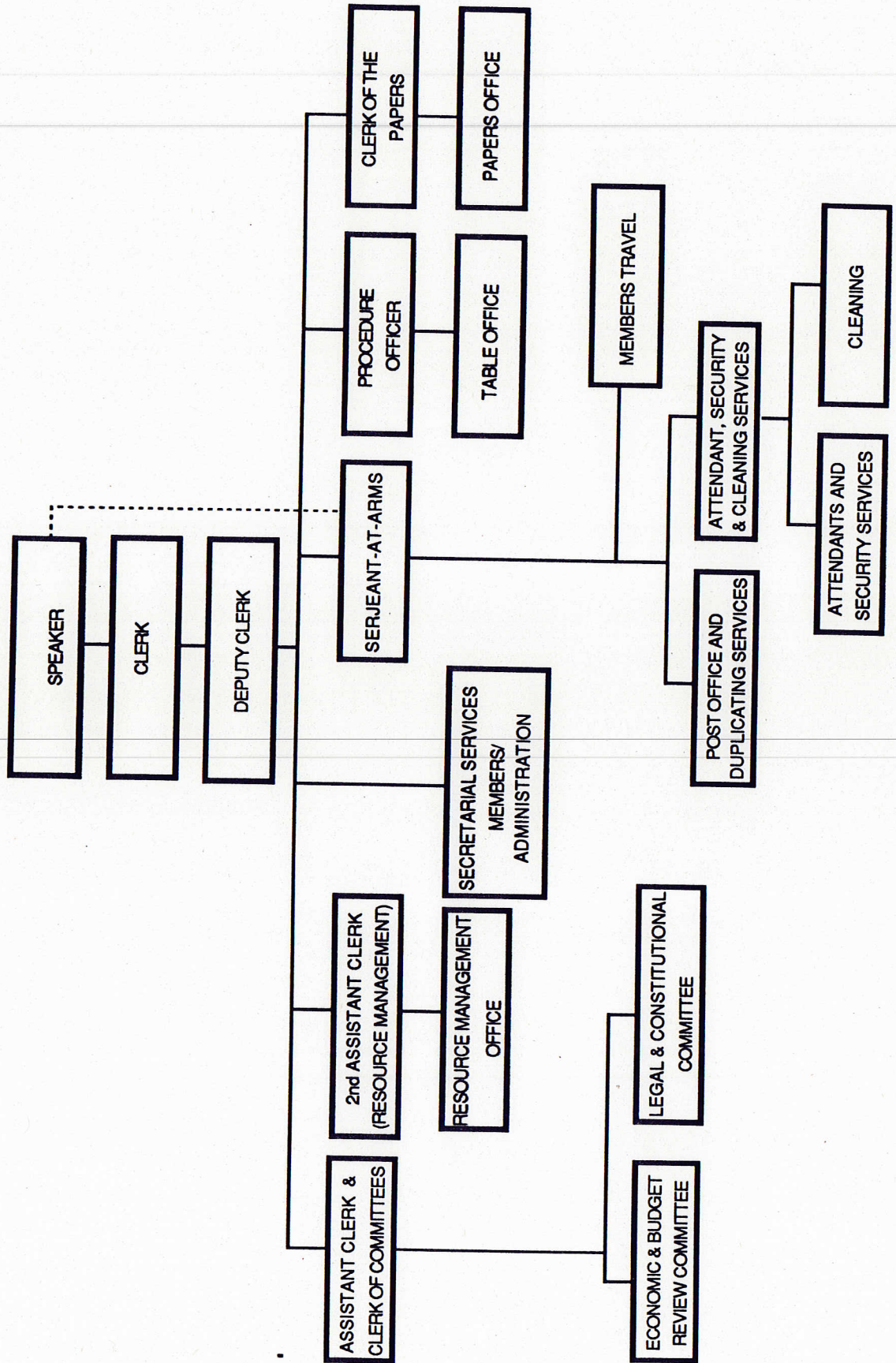
The Speaker of the Legislative Assembly exercises certain powers and responsibilities on behalf of the House and its Members. These are to act as spokesman or representative of the House in its relations with the Crown, the Legislative Council and other authorities or persons; preside over debates and proceedings of the House; and undertake a central role in the provision of accommodation and services to Members. Since 1856, 30 Members of the House have been elected to the Office of Speaker.

The Chief Executive Officer of the Legislative Assembly is the appointed Clerk of the House who is the custodian of all records and documents, administers the day-to-day operation of the offices within the Department and is responsible for the giving of advice to the Speaker and Members on procedural matters. Since 1856, 12 officers have been appointed to the Office of Clerk of the Legislative Assembly.

THE ROLE OF THE DEPARTMENT

The Department of the Legislative Assembly is structured to provide the administrative support necessary to ensure the efficient and proper conduct of the business of the House and its Committees. The services provided include the preparation, recording and retention of documents and research, development and advice concerning the practices and procedures of the House. Transport and travel arrangements, office accommodation and ancillary services, responsibility for the payment of Members' salaries and allowances, and security and attendant duties are other services administered by the Department. A further important function carried out by the administration is to disseminate information to the community on the proceedings of the House on an ongoing basis.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY



1988-89

THE YEAR IN REVIEW

Operations during the year were affected by the following:

- the House was dissolved on 29 August 1988, thus bringing to a close the 50th Parliament which commenced on 3 April 1985.

In the period prior to the dissolution, the House had commenced the Spring sittings and had received the Budget proposals for financial year 1988-89.

The 51st Parliament commenced on 25 October 1988.

- during September, the Victorian Parliament, as a co-host to the 34th Commonwealth Parliamentary Association Conference held in Australia, sponsored and arranged a five-day visit to Victoria for 55 Delegates, Observers and Spouses of overseas Commonwealth Parliaments during the period 14-18 September.

HOUSE SITTINGS:

The House met on 43 days, including 6 days between the 2nd and 11th August 1988 under the 50th Parliament.

	1988 Spring	1989 Autumn	Total
Sitting weeks	8	7	15
Sitting days	21	22	43
Average duration of daily sitting (Hours)	9.5	10.1	9.8
Sittings after midnight	6	10	16

BUSINESS OF THE HOUSE: (1 July 1988 - 30 June 1989)

Bills	- Introduced in the Assembly	61
	- No. amended in the Assembly	39
	- Passed both Houses	59
Private Members	- Bills introduced	1
Questions	- On Notice	457
	- Without Notice	403
Petitions presented		140
Reports presented pursuant to Statute		248
Reports presented by Parliamentary Committees		13
Day on which -		
	Grievances were debated	2
	Private Members' motions debated	11

PARLIAMENTARY DEPARTMENTS - AUDITOR-GENERAL'S REPORT

During 1987, the then Presiding Officers agreed to a request by the Auditor-General to undertake a confidential assessment of the administration of the Departments which support the activities of the Parliament. The report submitted to the Presiding Officers was subsequently tabled in the House on 16 November, 1988.

Assessment by Audit Officers of all Departments was undertaken in the latter part of 1987 with inquiries being conducted over a period of three months. The period, July to September, encompassed both recess and sitting periods of the House. Full co-operation was given to the Audit team by all officers of the Department.

Certain recommendations contained in the Report are currently under consideration by the Presiding Officers and the Chief Executive Officers of the Parliamentary Departments.

Following the publication of the Report, the Department considered the recommendations and a response was submitted in respect of the findings.

Where suggestions for changed operating procedures had particular application to the Department, these changes were implemented or alternative procedures were addressed.

The report recommended significant structural changes to the overall Parliamentary administration. In respect of these findings, the Department's response expressed disappointment at the perceived superficial approach and lack of supporting evidence and understanding of the Parliamentary environment. There was also a notable absence of any comparison with other Parliamentary or similar role models.

During the year the Clerk represented the Department in the consideration and discussions on structural change at meetings held with the Presiding Officers and Heads of the other Parliamentary Departments. These discussions are to be continued in the new financial year.

TERMS AND CONDITIONS OF EMPLOYMENT

Following the problems associated with the introduction of new overtime conditions in 1985, a working party was established to look at the terms and conditions of employment for staff at Parliament House.

The Working Party engaged in the formulation of an Agreement and continued to meet regularly throughout the year. Comprising representatives of each of the Parliamentary Departments, the Department of Labour and officers and staff representatives of the Victorian Public Service Association and the Australian Journalists Association, the Working Party made substantial progress but has not been able to finalize a small number of contentious issues prior to the close of the year. Talks are continuing on these issues with the aim of producing a Draft Agreement during 1989-90. The Deputy Clerk attended as the Department's representative at these meetings.

COMPUTER APPLICATION

In late 1987, the Department sought the co-operation of the five Parliamentary departments to introduce a networked computer system which would provide up to date word processing facilities and, at the same time, provide access to modern information handling systems.

Because of the problems involved in meeting each department's requirements, introduction of a Parliament-wide network system did not proceed at that time. The Department, however, decided to proceed on a small scale with a pilot project which could be expanded at a later stage if deemed desirable.

1988-89 saw the successful introduction and operation of a networked micro-computer system and the further development of on-site staff training for the system. With the ultimate aim of integrating the system with other operations, both within and outside the immediate Parliamentary environment, the applications were confined to desk-top publishing, word processing and the transfer of stored text from the outdated word processing system. With the co-operation of the Government Printer and the Printing and Kindred Industries' Union, the Department produced camera-ready copy for the Notice Paper and the daily Votes and Proceedings. These operations have produced a significant saving in printing costs, strengthened the "ownership" of House publications and streamlined the preparation process, enabling Members and staff to receive these informative House documents without delay.

As a consequence of these changes, introduced without addition to the existing staff resources, some strain was evident in meeting the priorities and work-flows of the Branches. The fact that work schedules were maintained to an acceptable level was largely due to the enthusiasm and many additional hours spent by involved staff in the preparation, training and operation of the new system.

In the coming year, it is proposed to extend the range of applications through the computer process.

OFFICE OF THE CLERK OF THE PARLIAMENTS

During 1988, the Clerk of the House was appointed to the Office of the Clerk of the Parliaments in the place of the former Clerk of the Legislative Council, Mr. R.K. Evans, retired.

The role of this office-holder is primarily to act on behalf of both Houses in the formal presentation of Bills for assent by His Excellency the Governor. He is also the Registrar of Members' Interests under Act No. 9223.

In carrying out these functions, the Clerk of the Parliaments was assisted by the officers of the Legislative Assembly Table Office in respect of Act preparation and distribution, and by the Clerk and officers of the Legislative Council in the compilation and publication of returns of Members' interests.

The valuable services provided by these officers is acknowledged.

SEMINAR FOR NEW MEMBERS

Since 1970, the Department has conducted a seminar for new Members of the Legislative Assembly on basic procedures and other aspects of the machinery of Parliament, prior to the first sitting of a new Parliament.

On 19 October 1988, the seminar for the new Members of the 51st Parliament was held and the following matters were listed for discussion -

- Parliament - Rights and Immunities
- Speaker's Role
- Role of the Department of the Legislative Assembly
- Conduct of Members in the House
- House proceedings - Members' opportunities
- Information Resources
- Security, Travel, Accommodation

In addition, the Permanent Heads of the House Committee, Library and Parliamentary Debates departments outlined the services provided to Members of Parliament.

The seminar provides the opportunity for new Members to meet senior officers from the Legislative Assembly and other Parliamentary departments and to obtain information to assist them in their early days in Parliament.

FINANCE

Budget planning for the Department for the year 1988/89 included estimates for operating expenses based on the previous year's expenditure, together with a request for additional funds to cover the following major capital works projects:

- | | |
|---|-----------|
| 1. Replacement of seating in Legislative Assembly Chamber and installation of a new sound system. | \$500,000 |
| 2. Air conditioning of Legislative Assembly Chamber | \$200,000 |
| 3. Renovation of 2nd Floor toilet/gymnasium | \$20,000 |

The approved budget allocation provided funding for salaries based on the staffing establishment as at 1 July 1988, recurrent expenditure and capital funding for item 3. listed above.

During the year, the Treasurer approved an additional allocation of \$37,928 for the purchase of computer equipment.

Estimates of Expenditure for the Economic and Budget Review Committee, Legal and Constitutional Committee and Mortuary Industry and Cemeteries Administration Committee were prepared on referrals before the Committees as at 1 July 1988 and additional funding of \$65,000 was sought by the two Joint Investigatory Committees for computer equipment.

Details of Departmental expenditure for the financial year are shown on page 17 of this report.

STAFF ALTERATIONS

Appointments:

Marylynn Barnes	-	Secretary, Serjeant's Office
Michelle Gutauskas	-	Senior Stenographer, Papers Office
John Pennington	-	Temporary Doorkeeper

Resignations:

Averille Downes	-	Senior Stenographer, Papers Office
Trevor Elliot	-	Clerical Officer, Post Office

Retirements:

Elke Barbian	-	Second Clerk-Assistant (Resource Management)
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Transfers:

Gavin Jackson	-	Legislative Council
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BRANCH REPORTS

TABLE OFFICE

Staff:

Neville Holt	-	Procedure Officer
Iris McLeod	-	Reader and Clerk of the Record
Helen Kirlis	-	Assistant Reader
Andrea Agosta	-	Stenographer

The Table Office is primarily responsible for the administrative support of Chamber activities. The major support functions of the office include -

- provision of procedural advice to Members of Parliament, Clerks at the Table and departmental officers.
- preparation and checking of Assembly Bills and amendments.
- preparation and checking of Act copy for all Acts of Parliament.
- preparation and checking of all Papers to be tabled.
- preparation and checking of Assembly Notice Paper and Votes and Proceedings.
- maintenance of Parliamentary and Assembly records.

The routine but essential work of maintenance of records, such as proclamation dates, binding of Volumes, and preparation of Votes and Proceedings indices and the index of Speakers' rulings continued throughout

the year, albeit not as smoothly as usual due to the computerization of the office and the attendant temporary disruption to other office work.

As mentioned, the major innovation for the office of 1988-89 was the introduction of computers and the beginning of desk top publishing. The office now prepares camera-ready copy of the Notice Paper and the Votes and Proceedings for the Government Printer. There are two major advantages to this method of preparation. Firstly, the documents are available early on the morning following a sitting day as the Printer is relieved of type-setting responsibilities. The second great advantage is that the Table Office staff now exercise total control over the accuracy and quality of the final documents. This has placed extra pressure on the staff to produce an entirely correct document at the end of the evening, but saves an hour of checking in the morning. Check lists and procedures have been devised to eliminate errors before the document is sent to the Printer.

The setting up of these documents and the training of staff has occupied the bulk of office time not required for House work. This is slowly reverting to normal as the computer becomes a daily part of office life, as familiar as the typewriter or the fax.

PAPERS OFFICE

Staff:

Ray Purdey	- Clerk of the Papers
Keith Mills	- Assistant - Clerk of the Papers
Michael Coco	- Clerical Officer
Michelle Gutauskas	- Stenographer

The Papers Office is responsible for providing administrative support arising from the business emanating from proceedings in the Chamber. The principal functions of the office are to:

- maintain original records of the House and document storage system.
- provide documentary and specialist information and inquiry services to Members, departments and the public.
- prepare messages, motions and other papers required by the House, check questions on notice and prepare Question Paper.
- prepare and place orders for stores and equipment and to check and pass accounts for payment.
- provide procedural and administrative support for the Printing Committee.

During normal office hours the office is staffed continuously and on sitting days remains open until the House rises.

A significant refurbishment of the office was undertaken in June 1988. This involved the installation of compactus and counter facilities. Efficiency gains and improved service have been realized from this new arrangement and by the installation of a fax machine and photo copier within the office.

Significant changes in the production of the Notice Paper and Votes and Proceedings occurred during 1988-89 with the introduction of a networked computer system. As a result Members are now provided with a copy of the Notice Paper and Votes and Proceedings by 9.00 a.m. on each sitting day.

The level of documentation being dealt with by the Parliament has increased dramatically over the past five years. This, in part, has been due to the introduction of the *Annual Reporting Act* 1983 and the *Interpretation of Legislation Act* 1984. These Acts increased various reporting obligations which served to increase and improve the information being supplied to the Parliament. Whilst the provision of this information allows Members to be better informed about Government administration, the tabling of additional documentation has a threefold effect on storage requirements by an increase in the:

1. volume of original papers.
2. volume of reports required to be kept.
3. size of the Parliamentary Papers volumes.

The Department presently has a limited document storage area on the basement floor which is now almost filled to capacity and which will not cope with the House's ongoing storage requirements for more than eighteen months. Decisions will have to be made during the next 12 months concerning adequate provision of suitable storage space to meet the ongoing needs of the House.

OFFICE OF THE SERJEANT-AT-ARMS

Administration Staff:

Peter Bramley	-	Serjeant-at-Arms
Katrina Robertson	-	Stenographer
Marylynn Barnes	-	Stenographer (during absence of Katrina Robertson)

Attendant Staff:

Colin Howarth	-	Housekeeper
John Nixon	-	Chief Doorkeeper
Max Beckman	Terry McGlashan	David Robertson
Ian Crichton	David McLean	Silvio Russo
John Fulford	Jim Milne	Peter Smith
Gary Green	John Pennington	Warren Smith
Bill Jarrett	Richard Pickles	John Thomas
Richard McCullough		

Post Office:

Neil Foster

The functions performed by the Serjeant-at-Arms Office are:

- the provision of security services in areas appropriated to the Legislative Assembly and in general areas of the Parliament Building jointly with the Usher of the Black Rod.
- the arranging of and participation in ceremonial duties.
- travel bookings and arrangements for Members.
- provision of cleaning and maintenance services in Legislative Assembly areas and general purpose areas.
- provision of Members' and departmental accommodation.
- co-ordination and conduct of guided tours, public relations, open days, seminars, special events and building use matters.
- the administration of parliamentary stores, postal and photocopying services.
- assist in the provision of procedural services to the House and Members.
- provision of secretarial and procedural services to the Standing Orders Committee and the Privileges Committee.
- appointment and supervision of the attendant, security, cleaning, postal and photocopying staff.
- implementation of Speaker's policy decisions in relevant areas.
- liaison with accredited media representatives and administration of relevant policy including broadcasting of House proceedings.
- administration of various allowances and entitlements of Members.

The breadth of operations of the office is evidenced by the above listing. Following the General Election in 1988 there was considerable activity in organising Members' accommodation, Chamber arrangements and the provision of services occasioned by the influx of new Members, changes to office-bearers of the Parties and allied matters.

Apart from the many on-going routine functions, particular achievements during the year were:-

- review and re-organisation of Building Emergency Procedures;
- development of an Occupational Health and Safety Committee;
- greater focus on maintenance needs from the safety and security point of view;
- involvement in the planning and installation of a new switchboard and telephone facilities in the building;
- greater use of the building and facilities for community based projects such as the Moomba Open Day which was generally acknowledged as being more successful than past occasions.

Ceremonial activities were highlighted by the Opening of Parliament on 25 October 1988 and the presentation of the Address in Reply to the Governor at Government House on 3 May 1989.

During the year, the Department was heavily involved in planning official visits and receptions held at Parliament House in honour of visiting dignitaries. These were as follows:

Official Calls on Presiding Officer:

High Commissioner for Bangladesh
Ambassador of Algeria
Ambassador of Hungary

Ambassador of Pakistan
Ambassador of Poland
Ambassador of Switzerland
Ambassador of Thailand
Ambassador of Vietnam
Speaker of the Canadian Senate

Official Luncheons/Receptions - Queens Hall:

President of The Republic of Italy.
President of The Hellenic Republic.
Governor-General of Australia - His Excellency The Right Honourable
Sir Ninian Stephen, A.K., G.C.M.G., G.C.V.O., K.B.E., and Her Excellency
Lady Stephen.
Governor-General of Australia - His Excellency The Honourable Bill
Hayden, A.C., and Her Excellency Mrs. Hayden.

Delegations:

Aichi Prefecture Assembly (2).
Canadian Senate.
National People's Congress of the People's Republic of China.
French Parliamentary Mission.
Parliament of Ireland.
International Naval Reunion.
Toyota City Municipal Assembly.
Parliament of Italy.
Pacific Islands - Branches of the Commonwealth Parliamentary
Association.
Public Accounts Committee - Parliament of Sabah.

COMMITTEE OFFICE

Philip Mithen - Clerk of Committees.

There are five Joint Investigatory Committees (JIC) of which two - the Economic and Budget Review Committee (E&BRC) and the Legal and Constitutional Committee (L&CC) - are administered by the Legislative Assembly.

These two committees are provided with secretarial support by permanent officers of the Legislative Assembly. Members of staff provide administrative support, advice on procedure and practice, and limited research. A sub-committee of the L&CC on subordinate legislation has a permanent Secretary. Word processing services are provided by three operators engaged by the Department.

With the introduction of the Joint Investigatory Committees in 1982 came a demand for and increase in research resources.

The research staff are selected by the respective Committees and appointed by Mr. Speaker on the Committee's recommendation. Research staff are

appointed for a specific term - normally two years - or for a specific inquiry. Each committee has a Director of Research who is responsible for its research requirements. In addition, the E&BRC has two senior research officers at "ADM-7" classification. The L&CC has four research officers, classified "ADM-5", one of whom is engaged full-time for the Subordinate Legislation Sub-committee.

In addition to the Joint Investigatory Committees, the Parliament has appointed Joint Select Committees by resolution of both Houses of Parliament. The Mortuary Industry and Cemeteries Administration Committee, which was initially appointed in July 1982, lapsed with the calling of the State election in October 1988 and was not re-appointed after the election.

An Estimates Committee was appointed in each of the past two years. This Committee was appointed by resolution of the Houses and resulted in the new committee coming into existence with a charter to report within approximately six months. On each occasion, the Department has provided staffing for this Committee at extremely short notice.

While the Department was successful in seconding an officer from the Public Service to act as secretary in the first instance, the time-frame imposed for the second committee to report did not allow time to recruit an officer and it was necessary for the Committee to be serviced by the Clerk of Committees.

Each Committee was successful in attracting research assistance, although there were problems and delays in each case. The latter Estimates Committee recommended that, in future, the estimates function should be performed by the E&BRC. In that event, it would give immediate access to research resources although, subject to the E&BRC's other inquiries, this may be limited in the initial stages.

The past year has seen a dramatic increase in the activity of the Standing Orders Committee and the Printing Committee. Each of these committees is supported by officers with other departmental responsibilities and demands on their time, namely the Serjeant-at-Arms and the Clerk of the Papers, respectively. These Committees also require the active involvement of senior officers.

The experience with the Estimates Committees highlights the need for a departmental structure which can absorb a sudden increase in demand for services without seriously diminishing existing services. Not only would this allow the Department to cater for the sudden appointment of an additional committee, it would also enable the Department to provide competent relief for the Joint Investigatory Committees and other Standing Committees from time to time as the need arises. It is hoped that, in the future, the Departmental establishment will be such that the creation of an additional Committee will not impose these undue burdens on an already small Committee support staff.

The personnel who have serviced the Committees during the year under review are set out below, together with the number of reports presented:-

COMMITTEE PERSONNEL

REPORTS PRESENTED
1/7/88 - 30/6/89

<i>Economic and Budget Review Committee:</i>	Nil
Mark Roberts, Secretary	
Marc Robinson, Director of Research	
Bronwyn Richardson, Senior Research Officer	
Sue Hocking, Senior Research Officer	
Lina Haeusler, Word Processor Operator	
<i>Legal and Constitutional Committee</i>	5
Marcus Bromley, Secretary	
Andreas van Eerten, Assistant Secretary	
Spencer Zifcak, Director of Research	
Pauline Ireland, Research Officer	
Gail Furness, Research Officer	
Anne Mullins, Research Officer	
Sorrel D'Silva, Word Processor Operator	
Jennifer Hutchinson, Word Processor Operator	
<i>Estimates Committee</i>	1
Philip Mithen, Secretary (Assistant Clerk and Clerk of Committees)	
Eric Dyrenfurth, Research Officer	
<i>Mortuary Industry and Cemeteries Administration Committee</i>	1
Mark Roberts, Secretary,	
Linda Kingsbury, Research Officer	
Laurel Keith, Stenographer.	
<i>Printing Committee</i>	1
Ray Purdey, Secretary (Clerk of the Papers)	
<i>Standing Orders Committee</i>	Nil
Peter Bramley, Secretary (Serjeant-at-Arms)	

RESOURCE MANAGEMENT OFFICE

Staff:

Stephen Moore - Resource Manager
Charlene Campbell - Administrative Officer

Underpinning the Department's more obvious Parliamentary and public activities are a range of support services which help ensure that resources are available when needed. These cover such areas as human resource management; information systems; consultancy reviews and general administrative support.

Human Resource Management

In February 1988, development commenced on a micro-computer based Human Resource Management database and it is expected that this system will be operational in 1989/90.

Several draft manuals on personnel have been developed to assist staff in the Department.

Employment:

As at 30 June 1989, the Department and its Parliamentary Committees employed 33 permanent and 29 temporary staff.

Occupational Health and Safety:

An inter-departmental Occupational Health and Safety Committee was established in November 1988. The Department provided considerable resources to assist in the convening of this Committee. The Serjeant-at-Arms is the Legislative Assembly representative and the Chief Doorkeeper is the Victorian Public Service Association's elected representative. The Resource Manager acts as Secretary to the Committee.

Training and Staff Development:

A major skills program was conducted in June 1988 to train the majority of administrative, clerical and secretarial staff in the operations of the Department's new Apple Macintosh micro-computer system. In conjunction with this program, several training manuals were developed to enable staff to produce the Notice Paper and Votes & Proceedings.

Information Systems

Substantial progress was achieved during 1988/89 on the introduction of information technology and information systems throughout the Department. The key highlights and achievements are:

Hardware/Software:

The Department introduced a networked micro-computer system (Apple) which has enabled the production of 'camera-ready' copy for the Notice Paper and Votes & Proceedings. This has resulted in considerable cost efficiencies and a marked improvement in printing times.

This equipment is the basis of the Department's word-processing and spreadsheet applications.

Information Systems Projects:

The following projects were commenced during the year:

- Human Resource Management database;
- Records Management Classification; and
- Commonwealth Parliamentary Association database.

Ergonomic Furniture:

The Department continued its commitment to the acquisition of ergonomic furniture for screen-based equipment.

SECRETARIAL SERVICES OFFICE

Staff:

Jean Green	- Secretary to President of Legislative Council	
Margaret Moy	- Secretary to Speaker of Legislative Assembly	
Pamela Hannson	Yolande Meerwald	Muriel O'Gorman
Laurel Keith	Eileen Morcom	

The Office provides stenographic assistance to Members of both Houses of Parliament. More specifically the Office:-

- undertakes a Secretarial function for both Mr. President and Mr. Speaker.
- provides shorthand/typing resources and the processing of audio tapes.
- liaises with Members regarding the formatting and editing of documentation.
- photocopies the final work for Members' records.
- provides a back-up service for Officers of the Legislative Assembly.

Upgraded equipment has resulted in wordprocessing facilities being available in the Office.

As at 30 June 1989, 71% of the Members of both Houses (excluding Ministers, Party Leaders/Deputies, Whips etc.) made use of the Service.

COMMONWEALTH PARLIAMENTARY ASSOCIATION

Staff:

Ray Boyes	-	Honorary Secretary
Allan Bray	-	Honorary Assistant Secretary
John Little	-	Honorary Treasurer
Shanthi Wickramasurya	-	Stenographer

The Commonwealth Parliamentary Association provides the sole means of regular consultation between Commonwealth Parliamentarians by promoting understanding and co-operation and the study of and respect for parliamentary institutions throughout the Commonwealth.

The Victoria Branch administers overseas study tours for eight Members, selects Delegates to attend Parliamentary Conferences and Seminars, provides assistance to Members of the Branch travelling overseas on private tours and entertains visiting Members from interstate and overseas Branches.

Visitors received during the year included delegations from:

- The Canadian Senate.
- The Pacific Island Parliaments of the Cook Islands, Kiribati and Tuvalu.
- The Public Accounts Committee of the Parliament of Sabah.

With the position of Honorary Secretary being currently held by the Clerk of the Legislative Assembly, the administration of the Branch is centred in this Department.

The major activity during the past 12 months was the hosting of a pre-conference tour for 55 delegates, observers and spouses from 10 countries during the period 14-18 September 1988, prior to their attendance at the 34th Annual Parliamentary Conference which was held in Canberra.

The Honorary Secretary participated as the Victorian representative on the Australia-wide Conference Co-ordinating Body and also co-ordinated the Victorian segment of the Conference Arrangements.

Planning for the tour was arranged by a Committee comprising officers from the Legislative Assembly, Legislative Council, Library and House Committee and involved -

- accommodation bookings
- meeting delegates at Tullamarine
- organizing a dinner reception at Parliament House
- planning city tours and visits to the Zoological Gardens, Royal Agricultural Show, Football and Harness Racing.
- organizing a day tour to Echuca and Bendigo.

The valuable assistance rendered by officers of the Department and by those officers of the other Parliamentary Departments in this successful tour is gratefully acknowledged.

Each year the Executive Committee presents an Annual Report on the activities of the Branch to all Members at an Annual General Meeting held in September.

DEPARTMENTAL EXPENDITURE 1988/89

(Excluding Members Salaries and Allowances)

	\$	\$
Departmental Salaries	1,242,544	
Overtime	106,323	
Long Service Leave	10,685	
Pay-Roll Tax	435,915	
General Expenses	134,928	
Computer Project	<u>37,928</u>	
		1,968,323
Parliamentary Printing		1,147,000
<i>Joint Investigatory Committees</i>		
Economic and Budget Review	207,973	
Legal and Constitutional	<u>341,846</u>	
		549,819
<i>Select Committees</i>		
Mortuary Industry and Cemeteries Administration	36,970	
Estimates	22,496	
Privileges	<u>194</u>	
		<u>59,660</u>
		<u>3,724,802</u>

